

# Conway Public School District Student Handbook

2020-2021

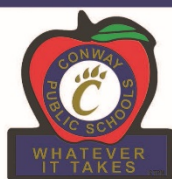
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## EDUCATIONAL PHILOSOPHY

The Conway Public 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 values:



# Our Core Values

- *Students* First
- A *Staff* Committed to *Excellence*
- *Value* and *Respect* Diversity
- Provide *Innovative*  
Educational Opportunities
- Cultivate *Community* Relationships
- Maintain a *Safe* and  
*Caring* Environment

***Students First*** - In all things we do, our Conway Schools' students will be our first priority. Every decision we make will be based on what is in the best interest of our students. Our mission is the whole child, whatever it takes.

***Staff Committed to Excellence*** - In all things we do, our Conway Schools' employees will perform their work with distinction, no matter what position they hold or which building they call home. Realizing that excellence does not mean perfection, we will commit to working together and trying new things that may bring progress and professional growth.

***Value and Respect Diversity*** - In all things we do, our Conway Schools will strive to create an environment where everyone matters. We will seek to build each other up as we learn from one another whether our differences lie in our cultural backgrounds or our learning styles. We will teach our students to embrace our differences as opportunities for growth.

***Provide Innovative Educational Opportunities*** - In all things we do, our Conway Schools will maximize opportunities to grow progressive learners making them ready for the future. We recognize that a successful future looks different for each student, and distinct academic paths can lead to future success. We will set high expectations for ourselves and all our students.

***Cultivate Community Relationships*** - In all things we do, our Conway Schools will remember the wealth of resources and support found in our community. We will seek to maximize community input in providing educational experiences and services that will have a lasting impact for our students.

***Maintain a Safe and Caring Environment*** - In all things we do, our Conway Schools will be vigilant in protecting the students in our care. Our schools will be a place where students feel safe and loved and have their basic needs met because only then can real learning take place.

**DISTRICT OFFICE CONTACT INFORMATION**

Administration Office	2220 Prince Street Conway, AR 72034	Phone: (501) 450-4800 Fax: (501) 450-4898
Administrative Annex	1902 Hairston Street Conway, AR 72034	Phone: (501) 450-4862 Fax: (501) 450-6634
Transportation Department	1506 Boen Street Conway, AR 72034	Phone: (501) 450-4892 Fax: (501) 450-6660
Purchasing Warehouse	1900 Arkansas Avenue Conway, AR 72034	Phone: (501) 450-4875 Fax: (501) 450-4877

**ADMINISTRATION CONTACT INFORMATION**

Superintendent of Schools Dr. Greg Murry murryg@conwayschools.net (501) 450-4800	Assistant Superintendent for Curriculum and Instruction Dr. K. K. Bradshaw bradshak@conwayschools.net (501) 450-4800
Director of Assessment and Accountability Joel Linn linnj@conwayschools.net (501) 450-4800	Director of Federal and Supplemental Programs Dr. Keisha Garland garlandk@conwayschools.net (501) 450-4800
Director of Personnel Dr. Karen Lasker laskerk@conwayschools.net (501) 450-4800	Director of Support Services Jason Lawrence lawrencej@conwayschools.net (501) 450-4800
Director of Special Education Kim DeCorte decortek@conwayschools.net (501) 450-6634	Director of Athletics Clint Ashcraft ashcraftc@conwayschools.net (501) 450-6631
Director of Finance Renee Bennett bennettc@conwayschools.net (501) 450-4800	Food Services Supervisor Sharon Burgess Burgesss@conwayschools.net (501) 450-4855
Transportation Supervisor Joey Achan achanj@conwayschools.net (501) 450-4892	Gifted and Talented Supervisor Sally Stuart stuarts@conwayschools.net (501) 450-4800

DISTRICT WEBSITE: [www.conwayschools.org](http://www.conwayschools.org)

CONWAY SCHOOLS MOBILE APP: Our mobile app allows parents to receive push notifications, text messages, and emails. Download our app via the App store or on Google Play.

CONWAY PUBLIC SCHOOLS FACEBOOK PAGE: <https://www.facebook.com/ConwayPublicSchools>

CONWAY PUBLIC SCHOOLS ON TWITTER: Conway [Schools@conwayschools.org](https://twitter.com/Schools@conwayschools.org)

## CONWAY PUBLIC SCHOOLS

### ELEMENTARY SCHOOLS (K-4):

<b>IDA BURNS ELEMENTARY</b> Amy Howell - Principal 1201 Donaghey Street Phone (501) 450-4825 Fax (501) 450-4857	<b>CAROLYN LEWIS ELEMENTARY</b> Stacy DeFoor- Principal 1805 New Military Road Phone (501) 450-4835 Fax (501) 450-4896	<b>ELLEN SMITH ELEMENTARY</b> Holly King - Principal 1601 S. Donaghey Street Phone (501) 450-4815 Fax (501) 450-6621
<b>WOODROW CUMMINS ELEMENTARY</b> Dayna Lewis - Principal 1400 Padgett Road Phone (501) 513-4417 Fax (501) 514-0155	<b>FLORENCE MATTISON ELEMENTARY</b> Gary Logan – Principal 2001 Florence Mattison Drive Phone (501) 450-4820 Fax (501) 450-6601	<b>JIM STONE ELEMENTARY</b> Mark Lewis – Principal 4255 College Avenue Phone (501) 450-4808 Fax (501) 450-4807
<b>THEODORE JONES ELEMENTARY</b> Dr. Tammy Woosley – Principal 1800 Freyaldenhoven Lane Phone (501) 450-6645 Fax (501) 450-6649	<b>JULIA LEE MOORE ELEMENTARY</b> Kenny Clark - Principal 1301 Country Club Road Phone (501) 450-4830 Fax (501) 450-6605	<b>MARGUERITE VANN ELEMENTARY</b> Bobby Walker – Principal 2845 Carl Stuart Road Phone (501) 450-4870 Fax (501) 450-6659

### MIDDLE SCHOOLS (5-7):

<b>RUTH DOYLE MIDDLE SCHOOL</b> Matt Kelly - Principal 800 Padgett Road Phone (501) 450-6675; Fax (501) 450-6669	<b>CARL STUART MIDDLE SCHOOL</b> Dr. Chris Barnes - Principal 2745 Carl Stuart Road Phone (501) 329-2782; Fax (501) 450-4848
<b>RAYMOND &amp; PHYLLIS SIMON MIDDLE SCHOOL</b> Christi Parrish – Principal 1600 Siebenmorgen Drive Phone (501) 513-6120; Fax (501) 513-6127	<b>BOB &amp; BETTY COURTWAY MIDDLE SCHOOL</b> Amy Jordan - Principal 1200 Bob Courtway Drive Phone (501) 450-4832; Fax (501) 450-4839

### JUNIOR HIGH (8-9):

### SENIOR HIGH (10-12):

<b>CONWAY JUNIOR HIGH SCHOOL</b> Benjamin Darley – Principal 1015 Davis Street Phone (501) 450-4840 / 4860; Fax (501) 450-6651	<b>CONWAY HIGH SCHOOL</b> Buck Bing – Principal 2200 Prince Street Phone (501) 450-4800; Fax (501) 450-4884
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### PRESCHOOL:

#### SALLIE CONE PRESCHOOL

- Supervisor  
1629 South Boulevard  
Phone (501) 450-4835; Fax (501) 450-4896

# SCHOOL CALENDAR

## Conway Public Schools Academic Calendar 2020 - 2021

Student Day	Professional Development	Student Holiday	Parent Teacher Conference	Beginning / End of Quarter	Act 1469 Make-up day	Teacher Work Day
<b>July 2020</b>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Aug 1
<b>August 2020</b>						
S	M	T	W	T	F	S
2	3	4	5	6	7 PD	8
9	10 PD	11 PD	12 PD	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>September 2020</b>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 Holiday	8	9	10	11	12
13	14	15 HS/JH	16 HS/JH/MS	17 MS	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>October 2020</b>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 (45)	16	17
18	19	20	21 Elem	22 Elem	23 Flex	24
25	26	27	28	29	30	31
<b>November 2020</b>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Flex	24 Flex	25 Holiday	26 Holiday	27 Holiday	28
29	30					
<b>December 2020</b>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 (40)	19
20	21 Holiday	22 Holiday	23 Holiday	24 Holiday	25	26
27	28 Holiday	29 Holiday	30 Holiday	31 Holiday		
<b>January 2021</b>						
S	M	T	W	T	F	S
					1 Holiday	2
3	4 PD	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Holiday	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>February 2021</b>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9 MS	10 HS/JH/MS	11 HS/JH	12 Flex	13
14	15 Holiday	16	17	18	19	20
21	22	23	24	25	26	27
28						
<b>March 2021</b>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 (46)	13
14	15	16	17 Elem	18 Elem	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>April 2021</b>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	May 1
<b>May 2021</b>						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 (47)	26 TWD	27	28	29
30	31 Holiday					
<b>June 2021</b>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\* In accordance with ACT 1469, five days have been added to the calendar as approved by Conway Public School Board. These days will not be used unless extenuating circumstances facilitate the necessity to do so. Please refer to the MAKE UP SCHEDULE for details.

\*\* Two dates in each semester are allocated for Parent - Teacher conferences. These two conferences will necessitate three hours each day, for a total of six hours. These six hours will accommodate the state requirement for two Parent - Teacher conference days, one for each semester.

\*\*\* TWD: Teacher Work Day. This work day will always follow the last student day.

# Home of the Wampus Cats

A blue-black cat that looks like a mountain lion but has six legs:  
"Four to run at the speed of light, two to fight with all its might!"



## ALMA MATER

Hail to the blue and white,  
In all its radiant splendor.  
Hail to the school we love,  
Our hearts to thee we render.  
Praise and honor, true devotion,  
Each we give with deep emotion,  
Ever of our lives a portion,  
Alma Mater,  
Hail!

## SCHOOL COLORS: ROYAL BLUE AND WHITE

## FIGHT SONG

Wampus Cats, we fight to win it.  
Bring the Victory home.  
Set the Earth reverberating  
Everywhere you roam:  
Fight! Fight! Fight!

We all know that you'll pass the test;  
Everybody knows that we are the best.  
Hail! Hail! The gang's all here,  
So let's cheer for Conway High!



## SMARTCORE WAIVER FORM

### ARKANSAS MINIMUM GRADUATION REQUIREMENTS SMART CORE WAIVER FORM

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

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

Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

### STATE MINIMUM GRADUATION REQUIREMENTS

#### English – 4 credits

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English or Transitional English 12\*

#### Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science\*\*)

- Algebra I (or Algebra I-Part A & Algebra I-Part B - each may be counted as one credit of the 4-credit requirement)
- Geometry (or Geometry-Part A & Geometry-Part B - each may be counted as one credit of the 4-credit requirement)

(All math credits must build on the base of algebra and geometry knowledge and skills.)

#### Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science\*\*)

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

#### Social Studies – 3 credits

- Civics\* - ½ credit
- World History\* - 1 credit
- American History\* - 1 credit
- other social studies\* – ½ credit

#### Oral Communications – ½ credit

#### Physical Education – ½ credit

#### Health and Safety – ½ credit

#### Economics and Personal Finance – ½ credit (may be counted toward Social Studies or Career Focus)

#### Fine Arts – ½ credit

#### Career Focus – 6 credits

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

**\*Category course options as listed under each applicable subject area in the ADE Course Code Management System**

**\*\*Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

Arkansas Department of Education— May 9, 2019

## SECTION I – GENERAL INFORMATION

### STUDENT HANDBOOK

The Conway Public Schools Student Handbook is reviewed annually by the Conway District Handbook Committee, which is comprised of administrators, teachers, counselors, students, and parents. Copies of the Student Handbook are available on the Conway Public Schools webpage: <http://www.conwayschools.org/student-handbook-discipline-policy.html>. Parents/guardians will receive a school parent guide specific to their individual school in the District; the guide will provide information that is uniquely applicable to that school.

### SCHOOL BOARD POLICIES

All Conway Public School District Board Policies can be found on the Conway Public Schools webpage <http://www.conwayschools.org/board-policies.html>. The following policies are incorporated herein, copies of which have been included in their entirety under Section VI – School Board Policies:

- [Board Policy 4.7 – Absences](#)
- [Board Policy 4.18 – Prohibited Student Conduct](#)
- [Board Policy 4.45 – Smart Core Curriculum and Graduation Requirements](#)
- [Board Policy 5.17.1 – Honor Graduates](#)

### NONDISCRIMINATION POLICY

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

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

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

Inquiries regarding SPECIAL EDUCATION issues should be directed to Kim DeCorte, 1902 Hairston Avenue, Conway, Arkansas 72034, telephone (501) 450-6634.

Inquiries regarding ENGLISH SPEAKERS OF OTHER LANGUAGES issues should be directed to Dr. Keisha Garland at 2220 Prince Street, Conway, Arkansas 72034, telephone (501) 450-4800.

Inquiries regarding EQUITY, TITLE VI, TITLE IX, and Section 504 issues should be directed to Joel Linn, 2220 Prince Street, Conway, Arkansas 72034, telephone (501) 450-4800.

### ASBESTOS HAZARD NOTICE

The Arkansas Hazard Emergency Response Act of 1986 (AHERA) was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. The District's facilities were inspected by an AHERA-certified asbestos consulting firm; this study was completed in September of 1988. The inspectors located, sampled, and rated the condition and hazard potential of all material in the District's facilities suspected of

containing asbestos. The findings of this study are in the Asbestos Management Plan, which can be found at the Conway Public Schools Administration Office.

The Management Plan for the District's facilities includes a notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular six-month surveillance of those materials. The District is implementing the Asbestos Management Plan and is committed to complying with all regulations.

The District's Maintenance Supervisor, Bruce Harrell, is the asbestos contact person. Mr. Harrell can be reached at (501) 450-4891. The District appreciates your cooperation in its attempt to insure that our students and employees have a healthy, safe environment in which to learn and work.

#### PROFESSIONAL QUALIFICATIONS OF TEACHERS

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

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

If you would like to receive any of this information, please contact Dr. Karen Lasker, 2220 Prince Street, Conway, Arkansas 72034, telephone (501) 450-4800.

#### PARENT CONCERNS

If you have a concern involving a teacher and child, please follow the process below:

1. Schedule a conference with the teacher to discuss the matter. The teacher who receives a request for a conference with a parent may request that the conference include the principal.
2. If the concern is not resolved with the teacher, the parent may contact the principal.
3. If the principal is unable to resolve the difficulty, the parent may contact Dr. K. K. Bradshaw, Assistant Superintendent for Curriculum and Instruction, 2220 Prince Street, Conway, Arkansas 72034, telephone (501) 450-4800.

#### CLOSED CAMPUS/VISITOR INFORMATION

All schools in the Conway Public School District have closed campuses. Visitors to any campus (excluding the administrative area) must check in at the front office and receive a visitor's pass from the front office. Visitors at

elementary and middle schools will be required to use the buzzer system to enter the building, and visitors at all schools must show photo ID. Conway students are not allowed to bring guests to school with them. Students must be enrolled in a Conway public school to participate in any activity associated with the classroom or school.

#### LUNCH PERIOD/CLOSED CAMPUS

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

The campuses of Conway Public Schools are closed during lunch, which means students are not allowed to check out in order to leave campus during lunch, and no visitors are allowed on campus during lunch without permission from the principal.

Lunches may be purchased or brought from home, and students may eat in the cafeteria or outside with administrative approval. Other areas will be designated, as needed.

#### SCHOOL TELEPHONE USAGE

The following school telephone usage rules apply:

1. School telephones are for business purposes only.
2. School telephones are to be used for **emergency situations ONLY**.
3. **Except in the case of extreme emergency** such as a family illness, **messages will not be delivered to students**.
4. Students should instruct their parents, employers, family, etc., not to call and ask for a message to be delivered.
5. **Students will not be called to the telephone.**

#### QUESTIONING OF STUDENTS

Students shall not be questioned by any law enforcement authority on public school property during regular school hours without the knowledge of the school's principal or designee. All questioning shall be conducted in private with an official school representative, principal, or designee present. Every reasonable effort will be made to have a parent or guardian present. When a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed.

#### SEARCH, SEIZURE, AND INTERVIEWS

While the District respects the rights of its students against arbitrary intrusion of their person and property, the District must protect the health, safety, and welfare of all students enrolled in the District. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. Furthermore, they may also search students and their personal property when there is reasonable suspicion to believe that a student or property contains illegal items, items that could present a danger to the school community, or other items in violation of Board policy. For more information, see [Board Policy 4.32 – Search, Seizure, and Interviews](#).

## OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school District rules and regulations and are subject to the authority of school District personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school District personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

Siblings of students may not attend school field trips unless the sibling is directly involved in the school/class activity.

## TEXTBOOKS

**Students will be held accountable for textbooks issued to them.** When a textbook is lost by a student, the student should notify the teacher who issued the text. The teacher will issue the student a replacement text when the student pays for the lost one. Students will be refunded if they locate a lost textbook providing, they produce a receipt showing they paid for the lost book. **Refunds will be made until June 30 of the current school year.** Students will be responsible for paying for damages to textbooks at the conclusion of each semester in progress. Payment will be made directly to the school.

**Note: All textbooks must be returned to the teacher who issued the book to ensure proper credit for turning the book(s) in and avoid being billed for said book.**

## SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the school 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 policy guidelines.

The purpose of the school 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, which will help them attain the District's educational goals.

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## 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 school's 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.

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## CHALLENGED MATERIALS

If contents of the media center materials shall be criticized by an individual or group, the following procedures shall be followed:

1. The principal and media specialist shall be notified of the receipt of a complaint.
2. If a person or group wishes to submit a formal, written, and signed request for the reconsideration of the materials, a printed form for that purpose is available from the media specialist. A copy of the completed form will be provided for the principal and media specialist.
3. Upon presentation of the reconsideration request form, a committee will be appointed to re-evaluate the material. The committee shall consist of the following:
  - a. a central office administrator;
  - b. the building-level principal;
  - c. the building library media specialist;
  - d. a teacher from the subject area of the material being questioned;
  - e. a parent of a student from the building making the request.
4. Challenges to the usage of the book or materials will not cause their removal from library circulation until a final decision is reached by the Board of Education.
5. The decision of the committee shall be subject to the approval of the Board of Education.
6. Materials that are challenged should be reviewed on the basis of the selection criteria.

## STUDENT EXTRACURRICULAR ACTIVITIES

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of their classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal, and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity without administrative approval. Additionally, a student's participation in and the District's operation of extracurricular activities shall be subject to Board policies. All students meeting the policies' criteria are eligible for extracurricular activities. See [Board Policy 4.56 Extracurricular Activities – Secondary](#) and [Board Policy 4.56.1 – Extracurricular Activities – Elementary](#).

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## GOALS

Provide clubs and activities that:

1. contribute to the educational growth of the students;
2. meet student interests;
3. improve self-concepts;
4. develop better cooperation between students;
5. develop better understanding and cooperation between students and administrators/teachers;
6. improve school pride and school spirit;
7. improve school and community relations.

### ACADEMIC REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES

1. Students promoted from the sixth to the seventh grade automatically meet scholarship requirements. Students promoted from the seventh to the eighth grade automatically meet scholarship requirements for the first semester. The second semester, eighth grade students meet the scholarship requirements for junior high if they have successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
2. The first semester, ninth grade students meet the scholarship requirements for junior high if they have successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education Standards of Accreditation of Arkansas Public Schools.
3. The second semester, ninth grade students meet the scholarship requirements for junior high if they have successfully passed (4) academic courses the previous semester that count toward their graduation requirements.
4. Ninth grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

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#### Academic Requirements – Senior High

To remain eligible for competitive interscholastic activity, a student must have passed four (4) courses the previous semester and have either:

1. earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or
2. passed four (4) courses the previous semester without a 2.0 GPA and be enrolled and successfully participating in a supplemental instruction program.

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#### Academic Requirements – Students with an Individual Education Program

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

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### SPORTSMANSHIP POLICY FOR STUDENTS AND FANS AT ATHLETIC EVENTS

Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:

1. being courteous to all participants, coaches, officials, staff, fans, and spirit groups;
2. knowing the rules; abiding by and respecting the officials' decisions;
3. winning with character and losing with dignity;
4. displaying appreciation for good performance regardless of the team;

5. exercising self-control and reflecting positively upon yourself, your team, and your school;
6. exhibiting only positive behavior to reflect on your school and its activities;
7. refraining from intimidating or ridiculing the other team or its fans;
8. supporting and cheering for the other team and enjoying watching the skills and competitiveness of the teams.

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#### Sportsmanship Policy Enforcement Procedures

1. The school administration shall be responsible for the interpretation of this policy, including desirable and unacceptable behavior, and shall communicate these rules to students, staff, and fans.
2. The school administration shall stop or correct behaviors prohibited under this policy, and has the authority to remove students or fans from games if unacceptable behavior continues. The principals or appropriate designees also have the authority to ban students or fans for the remainder of the season or year who continually exhibit inappropriate behavior.

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#### ADMISSION COSTS FOR ALL SPORTS

Type of Event	Cost
Benefit and Playoff Games	Set by the Arkansas Activities Association
Senior High Events	\$5 per person
B-Team Football	\$5 per person
8 <sup>th</sup> /9 <sup>th</sup> Grade Events	\$5 per person
7 <sup>th</sup> Grade Events	\$4 per person

Children under five years of age are admitted free of charge.

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#### All Sports Passes

Conway Public Schools offers an All Sports Pass for any athletic event held at any of the Conway Public Schools facilities, with the exception of any benefit or play-off games that are governed by the Arkansas Activities Association. The cost for the All Sports Pass is \$30.00 for students and \$100.00 for adults. Those holding reserved seats at the football games will retain those seats. Please call the Athletic Office at (501) 450-6631 for more information.

Schedules are available at each school and on the District website: [www.conwayschools.org](http://www.conwayschools.org).



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## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY REQUIREMENTS

1. For student athletes considering participating in college athletics, the NCAA has certain eligibility requirements.
  2. Contact the athletic director, Counseling Center, or scholarship director for the current NCAA procedures and regulations concerning student athletes' eligibility.
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## ARKANSAS ACTIVITIES ASSOCIATION

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

## PARENTAL INVOLVEMENT

The Conway Public School District encourages parental involvement in all facets of a child's education. The following is a brief summary of the District's Parental Involvement Plan. If you have any questions about these District goals, please contact Dr. Keisha Garland, Director of Federal Programs, at (501) 450-4800.

1. The Conway Public School District will foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement.
2. The Conway Public School District will provide coordination, assistance, and support necessary to assist schools in planning and implementing effective parental involvement.
3. The Conway Public School District will build the capacity in each of its schools for strong parental involvement.
4. The Conway Public School District will partner with parents to conduct ongoing evaluation of the content and effectiveness of parental involvement initiatives so as to increase parental participation.
5. The Conway Public School District will involve parents in the joint development of the District Title I application under Section 1112 (Arkansas Comprehensive School Improvement Plan).

## SECTION II – ATTENDANCE

Daily attendance of all who are enrolled in the public school, ages five (5) through seventeen (17) years, is required in accordance with state law and Board of Education policies. Students shall attend regularly scheduled classes unless officially excused.

The attendance policy at the Conway Public School District complies with Acts 598 (1989), 473 (1989), 876 (1991), 292 (1991), and 572 (1995):

- Parents will receive notification when a student has five (5) unexcused absences.
- When a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent. ***Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course.*** At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation.
- Absences are recorded by both the individual teachers and the attendance office. Should there be a conflict in the number of days absent, the teacher's attendance records will be the official number used.

School trips or field trips will not be considered absences. **Students who miss fifteen (15) minutes or more of any given period will be considered absent for that period.**

- [Elementary students who check in after 10:10 a.m. or check out before 1:10 p.m. will be counted absent ½ day.](#)

For additional information on excused and unexcused absences, see [Board Policy 4.7 – Absences](#), incorporated herein under Section VI – Board Policies.

#### MAKE-UP REGULATIONS

1. Missed assignments required by the teacher will be made up. Required assignments not made up will be graded “0”/“F.”
2. All make-up work must be made up within the same number of days missed, up to a maximum of five (5) days.
3. A student may be expected to take a test or turn in a project the day they return to school if the test/project was announced prior to the absence.
4. A student serving a **home** suspension **will not** be given credit for any work they missed during the suspension.
5. A student serving a **class/in-school** suspension **will** be required to make up work.
6. Teachers will be encouraged to include daily work as part of the grade a student may earn.
7. Exceptions to the above policy may be made for extenuating circumstances on a case-by-case basis at the discretion of the principal/designee.
8. After three (3) consecutive days missed, [or medical notice of such future consecutive absences](#), parents or guardians may request missed assignments from the school office.
9. [Requests to gather work for students prior to leaving on vacation or family trips will not be granted. Students will be allowed to make up work in accordance with regular procedures.](#)

#### STUDENT ENROLLMENT

Prior to a child’s admission to a Conway Public School District school:

1. The parent, guardian, or other responsible person shall furnish the child’s social security number or, if they request, the District will assign the child a nine (9) digit number designated by the Department of Education.
2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child’s age:
  - a. birth certificate;
  - b. statement by the local registrar or a county recorder certifying the child’s date of birth;
  - c. attested baptismal certificate;
  - d. passport;
  - e. affidavit of the date and place of birth by the child’s parent or guardian;
  - f. United States military identification; or
  - g. previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized in accordance with all State Board of Health recommendations or have an exemption issued by the Arkansas State Department of Health.

5. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which they are enrolled in kindergarten, and who meets the basic residency requirement for school attendance, may be enrolled in kindergarten upon written request to the Conway Public School District. See [Board Policy 4.2 – Entrance Requirements](#).
6. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court, reside within the District; and to all persons between those ages who have been legally transferred to the District for educational purposes. See [Board Policy 4.1 – Residence Requirements](#).

## TRANSFER OF STUDENTS

Any resident student transferring from a school accredited by the Arkansas Department of Education to Conway Public Schools shall be placed into the same grade the student would have been in had the student remained at the former school. In addition, youth service centers of the Division of Youth Services (DYS) are educational institutions of the state and are the equivalent of accredited school programs. (A.C.A. § 9-28-205)

In accordance with A.C.A. § 6-15-504(f)(1), “Each local school may assess any home-schooled student who enrolls or re-enrolls in the school district in order to determine proper educational placement. (2) Among other means of assessment, the local school district shall utilize the norm-referenced test approved by the state board to assess the student and shall determine placement in the appropriate grade level as indicated by the test results.”

Any student transferring to the Conway Public School District from a private school or a school that is not accredited by the Arkansas Department of Education may be evaluated by the staff of the receiving accredited school to determine that student’s proper placement, or the school may determine placement based upon standardized test results.

If a student moves from a school, parents are asked to notify the school secretary several days in advance so that the secretary and the teacher may prepare the records for transfer.

## TARDY POLICIES AND EARLY CHECKOUT

### GRADES K-4

It is imperative that students arrive at school on time and remain at school throughout the school day. Tardies and early checkout are very disruptive to the educational process. **Excessive tardies and/or early checkouts (10 per semester) may result in reporting to juvenile authorities.**

*Any student arriving after the tardy bell in the morning will be counted tardy.* Students who are tardy must be signed in through the office by the parents. Any student being checked out before the first dismissal bell will be documented as an early checkout and an afternoon tardy. Exceptions can be made for medical or other necessary appointments. Written documentation is required.

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## GRADES 5-7 (RDI, SMS, CSMS, CMS)

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy four (4) times per class per semester, the student will be sent to the office for disciplinary action. When a student is tardy to first period, the student must report to the school office for a tardy admit. A parent/guardian must sign their child in.

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## JUNIOR HIGH/HIGH SCHOOL CAMPUSES:

Tardiness is disruptive to the classroom. Students should be in class by the time the tardy bell sounds. Students arriving to school after the tardy bell must report to the front desk to receive a tardy admit to class. Students who are late to one class from another class will not be given a tardy admit slip. All tardiness will be considered unexcused unless a doctor, dentist, court, or counseling appointment card (or excuse) is presented. **Students who miss more than fifteen (15) minutes of a class period without an excuse will be counted absent and may be considered truant.**

Consequences for tardiness are assigned by the principal or designee, and may range from a reprimand/warning to in-school suspension.

### LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. If a student has ten (10) unexcused absences during a semester (in any class), the following procedures will be followed:

1. The student must stay in the class and do the assigned work for the remainder of the semester.
2. If the student has a failing grade in the course at the end of the semester, the student will receive a grade of "F."
3. If the student has a passing grade in the course at the end of the term, the student will receive a grade of "No Credit."

If a student loses credit in a course required for graduation, he/she will work with the counselor to develop a plan to make up the credit.

### INCLEMENT WEATHER

Conway Public School District inclement weather procedures are as follows:

1. The safety of our students, staff, and parents is always our first concern.
2. The decision about whether to have school is sometimes easy and sometimes very tricky. If it is determined that the roads throughout the entirety of the District are unsafe for our buses, parents, and students, school will not be held. There will be times when the roads are clear in the city but not safely passable on rural, shaded sections of the roads. If that is the case, school will be closed.
3. It is not always possible, but every effort will be made to make the decision whether we are having school by 5:00 p.m. prior to the day we might miss, or by 5:00 a.m. of the day we might not have school.
4. If we ARE having school, no announcement will be made: "No news is good news."
5. If we are NOT having school, an announcement will be made first through our Conway Schools Mobile App. (The App allows parents to receive push notifications, text messages, and emails. Download our app via the App store or on Google Play.)

6. Parents will also be notified through a phone call and through Facebook and Twitter. If you have not been receiving calls from Conway Schools this year, please make sure your child's school has updated contact information for you.
7. School closing information will also be given to local television stations.
8. If school must be closed, days will be made up according to the approved schedule on the school calendar.
9. If conditions warrant, school may be opened with a two-hour delay. If this happens, everything moves back exactly two hours. (For example, if a bus normally picks up your student at 7:10 a.m., the bus would pick them up at 9:10 a.m.) On a two-hour delay, school will officially begin at 10:00 a.m.
10. If conditions warrant, school may be open but buses may run using our bus snow routes.

#### ALTERNATIVE METHOD OF INSTRUCTION (AMI DAYS)

Conway Public Schools has been granted a waiver from the Arkansas Department of Education to use an Alternative Method of Instruction (AMI) for days when we have Inclement Weather and must cancel school. In lieu of "make-up snow days," Conway Schools will use "AMI Days" this year.

AMI assignments for students in grades K-7 will be given in a hard copy/paper packet. Assignments for students in grades 8-11 will be in a packet for their core classes, and most 8-11 elective classes will be posted on Google Classroom. A few elective assignments will be handed out to students by their elective class teachers. All 12<sup>th</sup> grade assignments will be posted on Google classroom. Students without internet or computer access may request paper copies or complete these at school.

Every effort will be made to send these assignments home ahead of time when the forecast indicates a strong possibility for inclement weather; however, not having them is no cause for alarm. Each student will have five (5) days upon return to school to complete the AMI assignment.

In the event of inclement weather, information about AMI days and assignments will always be posted on our website ([www.conwayschools.org](http://www.conwayschools.org)).

### SECTION III – ACADEMICS

#### GRADING PROCEDURE FOR PERMANENT RECORDS

##### GRADING SYSTEM

The Board of Education directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the student. Grading and reporting shall serve to show those concerned how a pupil is doing in their work. Grades shall not be used with the intent of rewarding or punishing a student. Grades will reflect educational objectives, only.

Act 1188 of 1993 requires a standardized grading scale for all Arkansas secondary schools. The following scale meets this requirement:

Percentage	Grade	Regular Grade Point	Weighted Grade Point
90% - 100%	A	4.0	5.0
80% - 89%	B	3.0	4.0
70% - 79%	C	2.0	3.0
60% - 69%	D	1.0	2.0
Below 60%	F	0.0	0.0

### Grading for Elementary Students

For kindergarten students, a checklist of standards is used in English, Language Arts, and Math. It will be denoted whether a student is proficient, progressing, or not meeting each standard

Students in grades 1-4 will receive a percentage grade in math that is aligned with the standardized grading scale. Students in grades 3-4 will receive a percentage grade in reading that is aligned with the standardized grading scale. A report will be given on the student's independent reading level and overall writing performance with noted areas for improvement.

### Weighted Grading

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

Percentage	Grade	Weighted Grade Numeric Value
90% - 100%	A	5.0
80% - 89%	B	4.0
70% - 79%	C	3.0
60% - 69%	D	2.0
Below 60%	F	0.0

Students taking AP courses shall receive weighted credit as described. 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 they receive in the course as if it were a non-AP course. Students who transfer into the District will be given weighted credit for the Advanced Placement courses and honors courses approved by the Arkansas Department of Education for weighted credit at their previous school(s) according to the preceding scale.

Students who transfer in from schools with International Baccalaureate programs will receive weighted credit.

*Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools; ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School; A.C.A. § 6-15-902(c)(1)*

## GRADE REPORTS AND CONFERENCES

Information on the educational progress of children will be reported to parents on a regular basis.

1. All teachers send progress reports home with students midway through each nine-weeks grading period. Teachers may require parents to sign and return the reports for verification.
2. Report cards will be issued every nine-weeks period.
3. Two (2) parent/teacher conferences are scheduled during the school year.
4. Home Access Center (HAC) may also be used to access student grades. (See school counselor for details.)
5. Other conferences throughout the year are encouraged and will be arranged upon request to your child's counselor.
6. Grades are a reflection of educational objectives.

## HOMEWORK POLICY

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

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.

*Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07*

**Homework must be planned to provide the following:**

1. positive success experiences;
2. reinforcement and extension of learning;
3. the opportunity to manage self-guided learning away from school;
4. the possibility for communication with parents regarding learning and involvement of parents and others in the learning process.

**Homework assignments will be designed to accomplish the following:**

1. extend the learning and curriculum of the classroom;
2. relate directly to the curriculum and current learning objectives;
3. be on an appropriate level for the student;
4. be explained by the teacher so that students understand objectives, procedures, content, and expectations;
5. allow students time for other homework assignments and for family and community activities and responsibilities;
6. encourage students to develop management strategies and skills for lifelong learning and independent study.

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the District for the first time and no signed form is in the student's permanent record. Parents must sign one of the forms so it can be placed in students' permanent records. Students must be within one credit of completing all graduation requirements in order to participate in the Conway High School graduation ceremony.

For more detailed information, see [Policy 4.45 – Smart Core Curriculum and Graduation Requirements](#), incorporated herein under Section VI – Board Policies.

## HONOR GRADUATES

The Board of Education approves three levels of recognition for Conway graduates: Honors, High Honors, and Distinguished High Honors. For more detailed information, see [Policy 5.17.1 – Honor Graduates](#), incorporated herein under Section VI – Board Policies.

## JUNIOR HIGH SCHOOL CREDIT CLASSES

The following classes taken in grade 8 will count for high school credit to be calculated in the cumulative grade point average: Algebra I, Accelerated Physical Science, Spanish, French, and Computer Business Applications.

## CONCURRENT CREDIT

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

## AUDITING COURSES, GRADES 9 – 12

In extenuating circumstances, a student may be allowed to audit a course. Audit is defined as attending class and completing assignments but not receiving official transcript credit. If a student audits a course, no grade replacement or addition will be allowed. All course audits require prior approval of the building principal.

## EARLY COLLEGE ENTRY

CHS students who have finished their junior year with a "B" average and a minimum ranking of twenty-five (25) on the ACT may be eligible to enroll in college a year early. A high school diploma may be issued upon completion of thirty (30) earned college hours which includes six (6) hours of English and all remaining high school required subjects.\* Students will be permitted to participate in graduation exercises with their class if they so request and if they qualify.



**\*NOTE: Grades earned in college will be figured on the high school GPA exactly as shown on the college transcript. No grades will be weighted.**

- **Three (3) college hours equals one credit at CHS.**
- **All college grades will be recorded on the student's transcript.**

#### LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. If a student has ten (10) unexcused absences during a semester (in any class), the following procedures will be followed:

1. The student must stay in the class and do the assigned work for the remainder of the semester.
2. If the student has a failing grade in the course at the end of the semester, the student will receive a grade of "F."
3. If the student has a passing grade in the course at the end of the term, the student will receive a grade of "No Credit."

If a student loses credit in a course required for graduation, he/she will work with the counselor to develop a plan to make up the credit.

#### MAKE-UP REGULATIONS

1. Missed assignments required by the teacher will be made up. Required assignments not made up will be graded "0"/"F."
2. All make-up work must be made up within the same number of days missed up to a maximum of five (5) days.
3. A student may be expected to take a test or turn in a project the day they return to school if the test/project was announced prior to the absence.
4. A student serving a **home** suspension **will not** be given credit for any work they missed during the suspension.
5. A student serving a **class/in-school** suspension **will** be required to make up work.
6. Teachers will be encouraged to include daily work as part of the grade a student may earn.
7. Exceptions to the above policy may be made for extenuating circumstances on a case-by-case basis at the discretion of the principal/designee.
8. After three (3) consecutive days missed, [or medical notice of such future consecutive absences](#), parents or guardians may request missed assignments from the school office.
9. [Requests to gather work for students prior to leaving on vacation or family trips will not be granted. Students will be allowed to make up work in accordance with regular procedures.](#)

## SECTION IV – STUDENT BEHAVIOR

The Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board established policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

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

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

The District's student discipline policies shall be made available to each student during the first week of school each year and to new students upon their enrollment.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in the Conway Public School District.

## INFRACTIONS AND CONSEQUENCES

The minimum penalty for student misconduct will be a verbal warning; the maximum penalty for student misconduct will be expulsion by the Board or legal action, dependent upon the severity and frequency of the misconduct. The range of consequences is as follows:

1. Reprimand/Warning
2. Parent Contact
3. Parent Conference
4. Denial of Recess or Privileges
5. Detention
6. Class Suspension
7. Saturday School
8. In-School Suspension
9. Out-of-School Suspension
10. School Suspension with Recommendation to Expel
11. Other

The principal/designee reserves the right to exercise discretion based on the frequency and severity of the infraction(s).

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## OUT-OF-SCHOOL SUSPENSION

1. Repeat offenders, students dismissed from In-School Suspension Program (ISSP), first offenders of the drug/alcohol policy, and students refusing to attend ISSP may receive up to ten (10) days of out-of-school suspension. A student serving out-of-school suspension **will not** be given credit for any work they missed during the suspension.

See [Board Policy 4.30 – Suspension from School](#).

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## SCHOOL SUSPENSION WITH RECOMMENDATION TO EXPEL

The following infractions of school rules may result in, but not be limited to, a school suspension with recommendation to expel:

1. Suspension on three (3) occasions during the same school year for reasons stated in the handbook.
2. Possession of a weapon such as a handle, knife, razor, ice pick, explosive, pistol, fist packs, brass knuckles, heavy chains, rifle, shotgun, pellet gun, mace, chemical spray, or any other object that reasonably can be considered a weapon or a dangerous instrument.
3. Threats or attempts to strike or cause physical injury or behavior that could reasonably cause physical injury to a school employee. (Said student may also be subject to prosecution.)
4. Possession of illegal drugs that constitutes a felony; second possession or use of drugs or alcohol that constitutes a misdemeanor during the school day or at any school activity. (The proper law enforcement agency will be contacted.)
5. Sexual misconduct such as rape, attempted rape, sexual molestation, or indecent exposure.
6. Fighting or violence involving more than two (2) students.
7. Making a bomb threat to any District facility. (Student will be subject to expulsion from school and possibly charged with a class D felony in accordance to Act 567 of 2001.)

**The principal reserves the right to suspend or recommend expulsion of students whose behavior is subversive to good order and discipline in the school, even though such behavior is not specified in the already mentioned rules.**

See [Board Policy 4.31 - Expulsion](#).

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## PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Conway Public School District personnel recognize that each student discipline case must be handled on its own merits. While it is important that parents be notified about the behavior of students, it is also recognized that not every case of discipline needs to be reported to parents at the time of the offense. The circumstances of each may dictate a different approach. On offenses that result in either an in-school or out-of-school suspension, a concerted effort will be made to notify parents immediately. Also, it is important to note that school officials cannot discuss the discipline and/or consequences imparted on other students. Each student is protected the privacy of nondisclosure to other parties.

The Board of Education directs each school in the District to develop implementation regulations for prohibited student conduct with applicable Board policy, State and Federal laws, and judicial decisions. The Conway Public School District reserves the right to pursue disciplinary or legal action, or to contact juvenile authorities for behaviors that justify such actions.

In extreme circumstances where law enforcement must be contacted immediately, every effort will be made to contact parents before students are removed from the campus by authorities.

For more detailed information, see [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.

*Legal References: A.C.A. § 6-18-502; § 6-15-1005; § 6-21-609; § 6-18-506; § 6-18-222; § 6-5-201; § 6-18-514*

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#### Definitions of Prohibited Conduct

1. **Insubordination** – Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Reprimand/Parent Conference/Parent Notification; Maximum – Expulsion
2. **Disorderly Conduct** – Disruptive behavior that interferes with orderly school operations. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Reprimand/Parent Conference/Parent Notification; Maximum – Expulsion
3. **Physical Abuse, Threat or Assault on a Student** – Willfully and intentionally assaulting or threatening to assault or physically abusing any student. See [Board Policy 4.21 – Student Assault or Battery](#).
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
4. **Verbal Abuse of a School Employee** – Harassing, threatening, or inappropriate behavior directed toward any school employee. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Suspension; Maximum – Expulsion
5. **Physical Abuse, Threat, or Assault on a School Employee** – Willfully and intentionally assaulting or threatening to assault or physically abusing any school employee. See [Board Policy 4.21 – Student Assault or Battery](#).
  - Minimum – Suspension; Maximum – Expulsion
6. **Weapons Possession** – Possession of any weapon or instrument of crime that can reasonably be considered capable of causing bodily harm to another individual. See [Board Policy 4.22 – Weapons and Dangerous Instruments](#).
  - Recommended Expulsion
7. **Tobacco/E-Cigarettes Possession** – Possession or use of tobacco or any tobacco-related paraphernalia, to include E-cigarettes, in any form on any property owned or leased by any public school. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies, and [Board Policy 4.23 – Tobacco and Tobacco Products](#).
  - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
8. **Vandalism/Theft** – Willfully or intentionally damaging, destroying, or stealing school property. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Conference/Parent Notification/Restitution; Maximum – Expulsion/Restitution
9. **Improper Use of Electronic Devices** – Possession of laser or laser-point devices of any type; personal use of cell phones, any paging device, beepers or similar electronic devices, cameras, MP3 players, iPods, computer games, PSPs, Game Boys, and other portable music devices, except as used for instructional purposes at the discretion of the classroom teacher and approved by the school administration. Electronic devices should be turned off and out of sight. See [Board Policy 4.18 –](#)

[Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies, and [Board Policy 4.47 – Possession and Use of Cell Phones and Other Electronic Devices](#).

- Minimum – Warning/Parent Notification; Maximum – Suspension
10. **Drug/Alcohol Violation** – Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs or other intoxicants, or anything represented to be a drug to include any related drug paraphernalia. See [Board Policy 4.24 – Drugs and Alcohol](#).
    - Minimum – Suspension; Maximum – Expulsion
  11. **Public Display of Affection** – Inappropriate public displays of affection. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  12. **Cheating** – Cheating, copying, forging, allowing another to copy work, or claiming another person’s work as your own. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  13. **Gambling** – Participation in any game of chance. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  14. **Dress Code Violation** – Inappropriate student dress. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies, and [Board Policy 4.25 – Student Dress and Grooming](#).
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  15. **Profanity** – Use of vulgar, profane, or obscene language or gestures. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  16. **Truancy** – Absence from school or a designated area without parent and/or school authorities’ prior knowledge or consent. This includes from the time students enter a bus or walk onto school property. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – In-School Suspension  
\*A court referral will be submitted after six (6) truanies
  17. **Tardies** – Excessive tardiness. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  18. **Discrimination** – Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability. See [Board Policy 4.11 – Equal Educational Opportunity](#).
    - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
  19. **Hazing** – Hazing or aiding in the hazing of another student. See [Board Policy 4.43 – Bullying](#).
    - Minimum – Expulsion; Maximum – Expulsion
  20. **Gangs or Gang-Related Activities** – Participating in activities including but not limited to belonging to secret societies of any kind; displaying or wearing gang insignias or clothing; “throwing signs” or other gestures associated with gangs – all of which are prohibited on school property. See [Board Policy 4.26 – Gangs/Deviant Group Activity](#).
    - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion

21. **Sexual Activity** – Sexual harassment, sexual activity, or sexual misconduct to include possession of or distribution of pornographic media. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies, and [Board Policy 4.27 – Student Sexual Harassment](#).
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
22. **Harassment or Bullying** – Harassing, verbally assaulting, or inappropriately threatening another student. See [Board Policy 4.43 – Bullying](#).
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
23. **Disrupting the Learning Environment** – Any behavior that disrupts or threatens the learning environment including bomb threats, false alarms, inciting a riot, etc. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
24. **Loitering** – Inappropriate entry or assembly on a school campus. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
25. **Failure to Identify Self** – Upon request, failure/refusal to identify oneself to proper school authorities in a school building, on school grounds, or at school-sponsored events. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Conference/Warning/Parent Notification; Maximum – In-School Suspension
26. **Improper Computer Usage** – Misuse of District-owned computers or internet access in any way, including but not limited to using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics. See [Board Policy 4.29 – Internet Safety and Electronic Device Use Policy](#).
  - Minimum – Conference/Warning/Parent Notification; Maximum – Suspension
    - \*Students found to be in violation of this policy will be subject to disciplinary action that depends on the severity of the infraction. Infraction(s) may result in permanent denial of internet or computer access.
27. **Disruptive Behavior** – Behavior that is subversive to good order and discipline even though such behavior is not explicitly listed in the above definitions. See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies.
  - Minimum – Conference/Warning/Parent Notification; Maximum – Expulsion
28. **Verbal Altercation** – [Verbal communication involving one or more persons in which abusive, profane, obscene, threatening, or yelling comments are made.](#)
  - [Minimum-Reprimand; Maximum-Recommendation for Expulsion](#)

[This list is not intended to be exhaustive of all prohibited behaviors. The school administration reserves the right to discipline students for behavior that is not conducive to promoting a healthy school environment even though such behavior may not be expressly prohibited in the student handbook.](#)

## ILLEGAL DRUGS

When it has been established at the discretion of the teacher, principal, or designee that a student possesses, is under the influence, or has consumed alcoholic beverages, controlled substances (illegal drugs), or other materials prohibited by federal, state, or local laws, or materials presented as illegal substances, the student will be suspended for a period not to exceed ten (10) days. The local law enforcement officials will be notified.

Students found in possession of pharmaceutical ingredients or substances presented as illegal drugs (counterfeit drugs) with the intent to use or sell the drugs will be subject to the same disciplinary action as for possession and use of illegal drugs. Students will be suspended for a period not to exceed ten (10) days. Local law enforcement officials will be notified.

The parents of the student will be notified and informed that the student is being suspended for ten (10) days, and parents will be requested to come to the school to transport the student home. **The student will not be allowed to make up any tests or assignments during the ten (10) day suspension. If suspension falls during semester test days, the student WILL BE allowed to take the test. The student WILL NOT be allowed to test during the designated test days; alternate arrangements must be made with the principal or assistant principal.**

When it has been established that a student is involved in the sale of items described above or possesses an illegal drug which could result in a felony charge, the student may be recommended for expulsion. When the student is under the influence or possesses an illegal drug which could result in a misdemeanor for the second time, the student may be recommended for expulsion. The local law enforcement officials will be notified and charges will be filed.

For more information, see [Board Policy 4.24 – Drugs and Alcohol](#).

## USE OF ELECTRONIC DEVICES

Except as used for instructional purposes at the discretion of the classroom teacher and approved by the school administration:

- students in grades K-7 are forbidden from personal use of electronic devices from the time of the first bell until after the last bell.
- students in grades 8-12 may use electronic devices between classes and at lunch with administrative approval.

Electronic devices include but are not limited to cell phones; any paging device, beepers, or similar electronic devices; cameras; MP3 players; iPods; computer games; PSPs; Game Boys; [smart watches](#); and portable music devices. Such electronic devices should be turned off and out of sight. **Students shall not possess laser or laser point devices of any type.**

**The student and or the student's parents or guardians expressly assume any risk associated with the student owning or possessing technology equipment. The District is not responsible for the destruction or theft of such items.**

See [Board Policy 4.18 – Prohibited Student Conduct](#), incorporated herein under Section VI – Board Policies, and [Board Policy 4.47 – Possession and Use of Cell Phones and Other Electronic Devices](#).

## DRESS CODE

The Board of Education believes it has a responsibility to create a culture that is conducive to student learning. On the secondary level, many steps are being taken to create a culture that promotes and fosters respect for one's self as well as others, sensitivity to the diverse population in which we live, and a true understanding of the value of education. As a part of that culture, the way students dress has a definite impact on their learning environment. Although the Board recognizes that dress is a matter of personal taste and expression of one's self, it also recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom. To accomplish this task, the Board has established the following guidelines for appropriate dress in the Conway secondary schools:

1. All students shall wear shoes.
2. Clothing must not expose any part of the midriff or back.
3. While in motion, shorts, skirts, and dresses must be at least fingertip length (middle finger).
4. Dress code for special events, such as graduation, prom, dances, etc., will be determined by the school principal.
5. All yoga pants, leggings, jeggings, etc., shall be covered by a garment that provides front and back coverage.
6. Blankets are not allowed in the building.

Items **not** allowed include but are not limited to the following:

1. sagging pants;
2. jeans or pants with holes above fingertip length;
3. pajamas or lounge-wear;
4. spandex unless covered by another garment that provides front and back coverage;
5. ~~clothing related to gangs (one leg of pants rolled up; towels hanging from any pocket or draped over shoulder; overalls with one strap unbuttoned; bandanas, etc.);~~
6. see-through shirts unless they are paired with dress-code-appropriate attire;
7. shirts that reveal bare midriffs or backs (Midriff should not be exposed when students lift their arms to shoulder level; students' backs should not be exposed when student is sitting. Shirts must come down at least two (2) inches over the top of the pants' waistline. When in doubt, wear an undershirt.);
8. halters, backless shirts, fishnet shirts, or tank tops (Shoulder straps must be at least two (2) inches in width);
9. revealing necklines (no cleavage should be showing);
10. suggestive slogans, vulgar captions, pictures or advertisements for tobacco or alcoholic products, or logos that depict death or violence;
11. baseball caps, skullies, du-rags, hats, hoods, sweatbands, sunglasses, combs, picks, curlers, or rakes (applies to both male and female students);
12. house shoes.

For each infraction, a change of clothes will be required for the student to remain at school.

See [Board Policy 4.25 – Student Dress and Grooming](#).



## STUDENT EXPULSION – APPEAL REVIEW COMMITTEE

The Administrative Review Committee will function in all requested reviews relating to the recommendation for expulsion of a student.

When a student is recommended for expulsion, the student and their parent(s) or guardian shall be promptly notified in writing of the reason(s) by the principal or administrator. (In most cases, suspension will be invoked until the review hearing.) The following procedure is to be followed if readmission to school is sought.

A hearing of the recommendation for expulsion will be held by the Administrative Review Committee under the supervision of the Superintendent's designee when a request is made in writing within three (3) regular school days from the date of the student's notification of pending expulsion. This hearing will normally be conducted within five (5) regular school days after receiving the request for a hearing. If a hearing is not requested within the three-day period, the decision of the building administrator will be considered final.

The Review Committee has the authority to hear evidence concerning the circumstances leading up to the decision to recommend expulsion. Upon hearing the evidence, the committee may:

1. sustain the decision of the building administrator;
2. modify the decision; or
3. overturn the decision.

The recommendation of the Administrative Review Committee for expulsion shall be final unless an appeal is made to the Board of Education. At the conclusion of the administrative review hearing, the Superintendent's designee shall furnish to the student and the student's parents: (a) complete instructions on the procedure for readmission to school should the committee find in the student's favor; or (b) information on the right to appeal to the Board and the procedure to be followed should the committee endorse the administration's recommendation for expulsion.

No appeal will be heard by the Board unless the student has appeared before and received a decision from the Administrative Review Committee. Written notification of appeal to the Board must be presented to the Superintendent within three (3) regularly scheduled school days following the decision of the Administrative Review Committee.

## TRANSPORTATION REGULATIONS FOR STUDENTS

The purpose of the Transportation Department of Conway Public Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. Students and parent/guardian(s) are asked to read these regulations carefully. These regulations must be followed if the District is to provide safe, efficient transportation for the students of this District. The telephone number of the Conway Public School District Transportation Department is (501) 450-4892.

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### TRANSPORTATION PROCEDURES

1. MEETING THE BUS
  - Be at the bus stop ten (10) minutes before the bus is scheduled to arrive.
  - Do not stand or play in the roadway.

- Wait until the bus has come to a complete stop and the driver has given you directions before crossing a street to enter the bus.
- NEVER PUSH OR SHOVE WHILE STANDING IN LINE OR LOADING.
- Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports, on porches, or on lawns without permission.
- Stand back at least ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is open.

## 2. ENTERING AND LEAVING THE BUS

- Enter and leave the bus quickly and in an orderly manner.
- Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed by the driver to do so.
- If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten (10) feet in front of the bus and wait until the driver has signaled you to cross.
- If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

## 3. RIDING THE BUS

- Ride ONLY the bus to which you are assigned. Visitors are not allowed to ride buses.
- Obey the instructions and directions of the driver. Students are under the driver's supervision. The driver will report violations to the bus discipline administrator.
- Do not distract the driver's attention or disturb other riders on the bus. This rule means students must remain reasonably quiet while on the buses.
- Remain seated while the bus is in motion or stopped except as the driver directs.
- Legs and feet should not be in the aisle.
- Keep all books, lunches, coats, etc., OUT of the aisle of the bus.
- Knives, firearms, sharp objects, clubs, pets or other animals are not allowed on a school bus.

## 4. EMERGENCY EVACUATION

In an emergency, students should remain calm and quiet and listen for instructions from the driver. If the driver is unable to conduct emergency measures, students should follow the procedures below in leaving the bus:

- If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat, proceeding in this manner until all seats are emptied.
- If the exit is through the rear emergency door, those students sitting next to the aisle will leave first, beginning with those students in the rear of the bus.
- If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door and those in the front half of the bus should move out the front door.
- In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
- If the bus should be overturned, students are to move immediately off the roadway to a safe distance from traffic. Students should **NOT** cross the road unless instructed by the driver.
- In the event of a tornado or other natural disaster, students should follow the instructions of the driver regarding emergency procedures.

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## STUDENT CONDUCT ON SCHOOL BUSES

### 1. SCHOOL BUS RULES

- Follow directions the first time they are given.
- Remain properly seated at all times; keep all parts of your body and all objects inside the bus.
- Keep hands, feet, and objects to yourself.
- Do not swear, use rude gestures, or tease anyone on the bus.
- Do not litter, write on the bus, or damage the bus in any way.
- No temporary bus passes will be given; students may ride only the bus to which they are assigned.
- Follow all school handbook rules.
- No fighting.

### 2. CONSEQUENCES FOR BREAKING BUS RULES

Loss of bus riding privileges or other disciplinary sanctions may be imposed when students violate the regulations outlined:

- First bus discipline report: Written warning
- Second bus discipline report: Five (5) day bus suspension.
- Third bus discipline report: Ten (10) day bus suspension.
- Fourth bus discipline report: Bus privileges denied for remainder of school year.
- Severe Clause: Students who distract a bus driver from their responsibility of safely driving the bus or who engage in conduct endangering other students - such as but not limited to fighting, smoking, or disrespect toward the driver - will receive an immediate bus suspension from riding the bus. After consultation with building administrators or transportation supervisors, the driver may temporarily suspend students if a severe infraction occurs. Suspension time for a severe infraction could result in the denial of bus riding privileges for the remainder of the school year.
- Any student involved in an assault or fight while on a bus or at a bus stop will receive a minimum of a five (5) day bus suspension and a minimum five (5) day assignment to the in-school suspension program or where the student falls in their home school's disciplinary steps.
- Any student who causes a disruption, fight, or is disrespectful on a campus other than their home campus may be banned from that campus, therefore losing bus privileges. This will be left up to the discretion of the building administrator.

All students receiving a discipline report will be given a copy of the report to take home to their parent/guardian. Due to privacy issues, school and transportation video cannot be viewed by parents, guardians, or anyone other than school officials. Depending upon the severity of the incident, disciplinary action could range from assignment to in-school suspension to recommendation for expulsion.

*\*A bus suspension from one bus constitutes suspension from all Conway Public School buses.*

## SECTION V – STUDENT SERVICES

### STUDENT HEALTH SERVICES

#### HEALTH GUIDELINES AND EMERGENCY HEALTH SERVICES

Facilities for sick students are extremely limited. If a student becomes ill, parents and/or emergency contacts will be expected to pick up their child as soon as possible. When parents and/or emergency contacts cannot be reached, school officials shall act in *loco parentis* and secure medical attention. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact the parent or emergency contacts; however, 911 may be called to dispatch an ambulance to the school, if needed.

**Students are prohibited from carrying or possessing any form of medication with the exception of inhalers and Epi-pens.**

**Please make sure that you have listed on your child's registration form at least two other people who can transport your child in an emergency.** Parents should immediately notify the school in writing of any change in mailing address, telephone numbers, emergency contacts, or places of employment.

Students with a temperature of 100.0 degrees or above will be excluded from school. Such students are required to remain at home until they are free from fever for twenty-four (24) hours without the aid of fever-reducing medication.

Any student determined to have had vomiting or diarrhea will be excluded from school and shall remain home until they are free of those conditions for twenty-four (24) hours without the aid of medications.

The school reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to potential communicable diseases in accordance with the Arkansas Department of Health. With regard to any potentially communicable conditions, the Conway Public Schools follow the guidelines and policies for exclusion versus non-exclusion, as set forth by the Arkansas Department of Health and the Arkansas Department of Education in their School Health Services Manual located in the nurses' office of each school building.

In accordance with the Arkansas Department of Health, all foods brought to school for students must be commercially packaged.

### IMMUNIZATIONS

State law requires every student in the public school setting to be immunized against certain diseases. A record from the Health Department or the student's physician documenting these required vaccinations and dates given must be kept on file in the school office. It is the parent or guardian's responsibility to provide these documents to the school. Religious, medical, and philosophical exemptions can be obtained through the Arkansas Department of Health; however, proof of exemption letters must be obtained each year and provided to the school for the school's records. (A.C.A. § 20-7-109, § 6-18-702, § 6-60-504, § 20-78-206)

### COUNSELING SERVICES

Counseling services are available in the Counseling Center. Students' cumulative files, including their medical history, standardized tests, and academic records from previous schools, are stored in the Center for teacher and

parent/guardian accessibility. Students are allowed the freedom to come to the Center with permission from their teacher.

Counselors assist in setting up and conducting parent-guardian/teacher conferences and are easily accessible through the use of a private office and phone number. The counselors also initiate student conferences when the need arises.

All new students are registered, inventoried, and scheduled through the Counseling Center. Referrals of students with possible learning difficulties are made to the counselor, who then gathers the data on the student and then holds a parent/guardian referral conference. Once permission is granted, the counselor refers the student to the Special Services Department, which evaluates the student. An evaluation conference is attended by a member of the Special Services Department, the counselor, parent/guardians, and teachers. The counselor then uses the recommendation in appropriately placing the student. Social skills training will be provided for targeted students in group and individual sessions. Students may be assigned to sessions for repeated offenses of desired/expected skills with follow-up sessions, as needed.

## HOMESCHOOLING

Guidelines for Placement and/or Scheduling of Former Home-School Students and Students from Non-Accredited Schools (Schools not Accredited by State or Regional Association)

According to A.C.A. § 6-15-504, “A home-schooled student who enrolls or re-enrolls in a local school district shall attend classes for at least nine (9) months immediately before graduation before the student can become eligible to receive a high school diploma from the school district.”

See [Board Policy 4.6.1](#) – Guidelines for Placement and/or Scheduling of Former Home School Students and Students from Non-Accredited Schools.

## EMERGENCY DRILLS

1. FIRE DRILLS – Fire drills are held at various times throughout the school year to prepare students to exit the buildings in case of fire or other dangers. The following procedures must be followed to insure maximum safety:
  - A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room.
  - When the fire alarm sounds, students must obey orders promptly and leave the building according to the evacuation plan.
  - Students are not to run, talk, pass others, or engage in any “horseplay” during the drills or alerts.
  - Students should move far away from the building with their teachers until the all-clear signal is given. This signal will be one (1) ring of the bell at the conclusion of the drill.
  - Any student caught pulling the fire alarm when there is no fire will receive a five (5) day home suspension. The local authorities will be notified, and charges filed.
2. BOMB THREAT DRILL – The regular fire drill evacuation routes will be followed in case of a bomb threat. Students will be notified by sound system when there is a bomb threat. Any student found to have made a bomb threat to any District facility will be subject to expulsion. Local authorities will be notified, and charges filed.

3. TORNADO DRILL – The signal for a tornado alert will be given over the intercom. Should an actual emergency occur and the electricity become interrupted, the warning signal will be one (1) long blast on an air horn. Teachers will review the tornado drill plan for moving to a safe position with their students at the beginning of tornado season. A plan to be followed will be posted in each classroom. Practice drills will be conducted prior to tornado season.
4. LOCK-DOWN DRILL – A predetermined, coded announcement will be made at which time all students will remain in their assigned classrooms or report to the nearest classroom. Teachers will be responsible for securing their classroom doors. All students, staff, and teachers will remain in their rooms until an “all clear” is announced.

For more information, see [Board Policy 4.37 – Emergency Drills](#).

## FOOD SERVICES

The Conway Public School District Food Services serves a national school breakfast and lunch every day. Menus for the week are printed in the local newspaper. Students may purchase meals by the day or in advance for multiple lunch or breakfast meals. ~~Students are encouraged not to charge; however, if charges are incurred up to the amount of \$9.00, an alternate meal will be provided.~~ Breakfast will be served prior to the instructional day.

Children who bring their lunch to school may buy one (1) or two (2) cartons of milk.

The national breakfast and lunch program allows for free-and-reduced-price meals. Application for free-and-reduced-price meals is sent home at the beginning of the school year and is also available to anyone at any time. (Each school will devise, adopt, and implement procedures that protect the privacy rights of students who participate in free-and-reduced-price meals.)

Notices will be sent home from the school with price information. Lunch menus and additional information may be found at [www.conwayschools.org](http://www.conwayschools.org) or on the Conway Public Schools App. Parents may use [www.EZSchoolPay.com](http://www.EZSchoolPay.com) internet service to help manage their child’s school meal account. Meal balances may be monitored and pre-payments for meals may be made using VISA or MasterCard.

Students are encouraged to eat quietly in the cafeteria.

For more information, see [Board Policy 4.51 – Food Service Prepayment](#).

## SECTION VI – BOARD POLICIES

All Conway Public School District Board Policies in their entirety are posted on the Conway Public Schools webpage at <http://www.conwayschools.org/board-policies.html>.

The following policies have been included in their entirety and are specifically incorporated herein:

BOARD POLICY 4.7 – ABSENCES

BOARD POLICY 4.18 – PROHIBITED STUDENT CONDUCT

BOARD POLICY 4.45 – SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

BOARD POLICY 5.17.1 – HONOR GRADUATES

(See below)

## 4.7 – ABSENCES

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction that results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

### **Unexcused Absences**

Absences not defined as excused will be considered unexcused.

Students shall not be absent without an excuse, as defined in this policy more than 10 days in a semester. When a student has 5 unexcused absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 9 unexcused absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be

formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

### **Excused Absences**

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

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency; and
6. Due to the student having been sent home from school due to illness.

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

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



Legal References: A.C.A. § 6-18-209  
A.C.A. § 6-18-220  
A.C.A. § 6-18-222  
A.C.A. § 6-18-229  
A.C.A. § 6-27-113  
A.C.A. § 7-4-116  
A.C.A. § 27-16-701  
Date Adopted: April 25, 2006  
Last Revised: March 11, 2014

## **4.18 – PROHIBITED STUDENT CONDUCT**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing from other students, school employees, or school property;
7. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, use of unauthorized inhalants, or other intoxicants, or anything represented to be a drug;
8. Students shall not possess any hand-held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and it will be treated as contraband and may not be returned to the student.
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Hazing, or aiding in the hazing of another student;
19. Gangs/deviant groups or gang/deviant group-related activities, including belonging to secret societies of any kind, are forbidden on school property and school sponsored activities on or off campus. Gang/deviant group insignias, clothing, “throwing signs” or other gestures known to be associated with gangs/deviant groups are prohibited;
20. Sexual harassment;
21. Bullying (please refer to the anti-bullying policy); and
22. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.

The Board will annually review rules of conduct for students. These rules (1) will not infringe upon constitutionally protected rights; (2) will be clearly described; and (3) will be printed in a publication made available to students and parents.

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

Legal References:   A.C.A. § 6-18-502  
                          A.C.A. § 6-18-707  
                          A.C.A. § 6-15-1005  
                          A.C.A. § 6-21-609  
                          A.C.A. § 6-18-506  
                          A.C.A. § 6-18-222  
                          A.C.A. § 6-5-201  
                          A.C.A. § 6-18-514

Date Adopted:     March 14, 2006  
Last Revised:     February 12, 2013

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

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed annually to determine if changes need to be made to better serve the needs of the District's students.

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

1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
2. Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;

3. Discussions held by the school's counselors with students and their parents; and/or
4. Distribution of a newsletter(s) to parents or guardians of the District's students.

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

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

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the District requires an additional one (1) unit to graduate, for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the District. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

## **GRADUATION REQUIREMENTS**

All students must take a minimum of a one-semester digital course.

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards through a credit-bearing course.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

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

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

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

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

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

2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;
3. Algebra II; and
4. The fourth unit may be either:
  - A math unit beyond Algebra II: This can include Pre-Calculus, Calculus, Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

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

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

1. One unit of Biology; and
2. Either:
  - two units chosen from the following three categories (There are acceptable options listed by the ADE for each):
    - 1) Physical Science
    - 2) Chemistry
    - 3) Physics or Principles of Technology I & II or PIC Physics; or
  - One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

1. Civics: one-half (1/2) unit

2. World History: one unit
3. American History: one unit

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

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

Economics: one-half (1/2) unit (Dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.)

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

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

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program, and completes basic training before graduation from high school shall receive two (2) units of the Career Focus graduation requirements.

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

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

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

Mathematics: four (4) units

1. Algebra or its equivalent\*: one (1) unit;
2. Geometry or its equivalent\*: one (1) unit; or

One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science,

AP Computer Science Principles, IB Computer Science, or other options approved by the ADE may be substituted for a math credit beyond Algebra I and Geometry.

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

Science: three (3) units

1. At least one (1) unit of biology or its equivalent; and
2. Two units chosen from the following three categories:
  - Physical Science
  - Chemistry
  - Physics; or
  - One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

1. Civics: one-half (1/2) unit
2. World History: one (1) unit
3. American History: one (1) unit

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

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

Economics: one-half (1/2) unit – Dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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



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

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program, and completes basic training before graduation from high school shall receive two (2) units of the Career Focus graduation requirements.

## **EARLY GRADUATION:**

Students interested in graduating early should contact their counselor no later than May 1 of their junior year. A conference will be held with the student, the student's parent/guardian, the student's counselor, and the high school principal to review the request. Students must agree and adhere to the guidelines of the early graduation application and meet all Conway Public Schools graduation requirements. This information is located in the counseling center.

Cross Reference: 4.55—STUDENT PROMOTION AND RETENTION

Legal Reference:	Standards for Accreditation 9.03 – 9.03.1.9, 14.02 ADE Guidelines for the Development of Smart Core Curriculum Policy ADE Rules Governing the Digital Learning Act of 2013 Smart Core Informed Consent Form 2016 Smart Core Waiver Form 2016 ACA § 6-16-149 ACA § 6-16-150 ACA § 6-4-302 ACA § 6-16-1406
Date Adopted:	May 14, 2013
Last Revised:	June 12, 2018

## **5.17.1 – HONOR GRADUATES FOR GRADUATING SENIORS 2017-2018 AND BEYOND**

The Conway Board of Education approves three levels of honors recognition for Conway graduates:

### **1. Honors:**

- a. Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education and the Conway Board of Education
- b. And maintains a minimum grade point average (GPA) of 3.5000 or above
- c. And completes two (2) years of the same Foreign Language **OR** completes one (1) year of a Foreign Language and is a \* Vocational Completer
- d. And completes a minimum of one (1) AP Course and/or one (1) IB Course
- e. And has no failing grades in a \*\*credit-bearing course
- f. And has no loss of credit due to attendance
- g. And has no withdraw/failing (W/F) credit courses on transcript

### **2. High Honors:**

- a. Completes the minimum core of classes required by Smart Core as defined by the State Board of Higher Education, the State Board of Education, and the Conway Board of Education
- b. And maintains a minimum grade point average (GPA) of 3.7500 or above
- c. And completes two (2) years of the same Foreign Language
- d. And completes a minimum of three (3) AP Courses and/or three (3) IB Courses
- e. And has no failing grades in a \*\*credit-bearing course
- f. And has no loss of credit due to attendance
- g. And has no withdraw/failing (W/F) credit courses on transcript

### **3. Distinguished High Honors:**

- a. Completes the minimum core of classes recommended for Smart Core as defined by the State Board of Higher Education, the State Board of Education, and the Conway Board of Education
- b. And maintains a minimum grade point average (GPA) of 4.0000 or above
- c. And completes two (2) years of the same Foreign Language
- d. And completes a minimum of six (6) AP Courses and/or six (6) IB Courses
- e. And has no failing grades in a \*\*credit-bearing course
- f. And has no loss of credit due to attendance
- g. And has no withdraw/failing (W/F) credit courses on transcript

**Valedictorian:** The valedictorian is the graduating senior student who

1. Meets the criteria for Distinguished High Honors
2. Has the highest GPA among the Distinguished High Honors
3. In the event of a tie in GPA, co-Valedictorian will be named in lieu of Salutatorian.

**Salutatorian:** The salutatorian is the graduating senior student who

1. Meets the criteria for Distinguished High Honors
2. Has the second highest GPA among the Distinguished High Honors

\*"Vocational Completer" must complete a minimum of three (3) specific units in one specific area.

\*\* Credit-bearing courses must be derived from an accredited public or private school.

GPA will be calculated on all accumulated credits through the spring semester of the senior year.

Students with an IEP or 504 plan are included to the extent that the courses that they have taken and successfully completed meet the course requirements for graduation as established by the State Boards of Education.

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. § 6-61-217(a)

Date Adopted: March 11, 2014

Last Revised: