

Conway Public Schools
Student Handbook
K-12



2018-2019

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**Conway Administration
Superintendent's Office
2220 Prince Street
Phone 450-4800
Fax 450-4898
www.conwayschools.org**

Superintendent	Dr. Greg Murry 450-4800
Assistant Superintendent for Curriculum and Instruction	Dr. K. K. Bradshaw 450-4800
Director of Assessment and Accountability	Joel Linn 450-4800
Director of Programs and Professional Development	Renee Bennett 450-4800
Director of Personnel	Dr. Karen Lasker 450-4800
Director of Support Services	Jason Lawrence 450-4800
Director of Special Education and Federal Programs	Kim DeCorte 450-6634
Director of Athletics	Clint Ashcraft 450-6631
Business Manager	Zinnia Clanton 450-4800
Food Service	Sharon Burgess 450-4855
Transportation	Ed Dow 450-4892
GT/AP Supervisor	Sally Stuart 450-4800

CONWAY SCHOOLS

Ellen Smith Elementary (K-4)
Delanna Lacy - Principal
1601 S. Donaghey Street
Phone 450-4815
Fax 450-6621

Ida Burns Elementary (K-4)
Dr. Keisha Garland - Principal
1201 Donaghey Street
Phone 450-4825
Fax 450-4857

Julia Lee Moore Elementary (K-4)
Kenny Clark - Principal
1301 Country Club Road
Phone 450-4830
Fax 450-6605

Sallie Cone Preschool
Brenda Mason
1629 South Boulevard
Phone 450-4835
Fax 450-4896

Carolyn Lewis Elementary (K-4)
Stacy DeFoor- Principal
1805 New Military Road
Phone 450-4835
Fax 450-4896

Ruth Doyle Middle School (5-7)
Debi Avra - Principal
800 Padgett Road
Phone 450-6675
Fax 450-6669

Carl Stuart Middle School (5-7)
Dr. Chris Barnes - Principal
2745 Carl Stuart Road
Phone 329-2782
Fax 450-4848

Bob/Betty Courtway Middle School (5-7)
Amy Jordan - Principal
1200 Bob Courtway Drive
Phone 450-4832
Fax 450-4839

Florence Mattison Elementary (K-4)
Gary Logan - Principal
2001 Florence Mattison Drive
Phone 450-4820
Fax 450-6601

Marguerite Vann Elementary (K-4)
Bobby Walker - Principal
2845 Carl Stuart Road
Phone 450-4870
Fax 450-6659

Jim Stone Elementary (K-4)
Mark Lewis - Principal
4255 College Avenue
Phone 450-4808
Fax 450-4807

Theodore Jones Elementary (K-4)
Dr. Tammy Woosley - Principal
1800 Freyaldenhoven Lane
Phone 450-6645
Fax 450-6649

Woodrow Cummins Elementary (K-4)
Dayna Lewis - Principal
1400 Padgett Road
Phone 513-4417
Fax 514-0155

Raymond/Phyllis Simon Middle School (5-7)
Christi Parrish - Principal
1600 Siebenmorgen Drive
Phone 513-6120
Fax 513-6127

Conway Junior High School (8-9)
Benjamin Darley - Principal
1015 Davis Street
Phone 450-4840 or 450-4860
Fax 513-4414

Conway High School (10-12)
Buck Bing- Principal
2200 Prince Street
Phone 450-4800
Fax 513-4414

The Conway District Handbook Committee is made up of administrators, teachers, counselors, students and parents and reviewed annually.

Conway Public Schools

Academic Calendar 2018 - 2019

Student Day	Professional Development	Student Holiday	Parent Teacher Conference	Beginning / End of Quarter	Act 1469 Make-up day	Teacher Work Day
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S	M	T	W	T	F	S
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* 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.

**Conway Public Schools
Home of the Wampus Cat**

**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!**

SMART CORE INFORMED CONSENT FORM

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.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

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

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

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

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

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

Social Studies – 3 units

- Civics - 1/2 unit
World History - 1 unit
U.S. History - 1 unit
other social studies - 1/2 unit

Oral Communications – 1/2 unit

Physical Education – 1/2 unit

Health and Safety – 1/2 unit

Economics – 1/2 unit (may be counted toward Social Studies or Career Focus)

Fine Arts – 1/2 unit

Career Focus – 6 units

*Computer Science – (optional) A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement.

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

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature

Date

School Official Signature

Date

Arkansas Department of Education— February 21, 2018

NOTICE TO PARENTS

To: All Parents

From: Conway Public School District

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

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

If you would like to receive any of this information, please call Dr. Karen Lasker at (501) 450-4800.

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 the Central Office 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.

Section I-General Information

In addition to this Conway Public School District handbook, you will be receiving a school parent guide that is specific to each individual school in the District. The resource guide will provide you with information that is uniquely applicable to that school.

SCHOOL BOARD POLICIES - All Conway Public School Board Policies can be found at the following website:

<http://www.conwayschools.org/board-policies.html>

DISTRICT WEBSITE – www.conwayschools.org

EDUCATIONAL PHILOSOPHY

The Conway 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:

Conway Public Schools' Core Values

- ***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.

LUNCH PERIOD/CLOSED CAMPUS

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

1. Lunches may be purchased or brought from home, and students may eat in the cafeteria or outside. Other areas will be designated, as needed.
2. 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.

3. PARENT CONCERNS

If you have a concern involving a teacher and child, the following steps should be taken:

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 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, at 450-4800.

GENERAL VISITOR INFORMATION

Conway Public Schools has 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.

TELEPHONE USAGE

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 (See policy 4.32)

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.

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.

TEXTBOOKS

Students will be held accountable for textbooks issued to them. When a textbook is lost by a student, he/she 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 schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and District licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center, consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students which will help them attain the District's educational goals.

SELECTION CRITERIA

The criteria used in the selection of media center materials shall be that the materials:

1. support and enhance the curricular and educational goals of the District;
2. are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. contribute to the examination of issues from varying points of view and help to broaden students' understanding of their rights and responsibilities in our society;
4. help develop critical thinking skills;
5. are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. have literary merit as perceived by the educational community; and
7. are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

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 is available for the purpose from the media specialist. A copy of the completed form will be provided for the principal and media specialist.
3. Upon the presentation of the reconsideration request form, a committee to re-evaluate the material will be appointed. 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 following criteria:
 - a. Factuality and objectivity;
 - b. Timeliness or permanence;
 - c. Artistic, historic, and literary qualities;
 - d. Any other quality indicating the educational value of the material.

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 his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal, and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity without administrative approval. Additionally, a student's participation in and the District's operation of extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

DEFINITIONS

Extracurricular/Co-Curricular activities are defined as any school-sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or compete for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math or science competitions, and club activities.

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

Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom that meets the criteria outlined in the current Arkansas Activities Association Handbook.

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 and teachers;
6. improve school pride and school spirit;
7. improve school and community relations.

INTERSCHOLASTIC ACTIVITIES

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES

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

he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.

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.

ACADEMIC REQUIREMENTS -- Senior High

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

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

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).

SPORTSMANSHIP POLICY FOR STUDENTS AND FANS AT ATHLETIC EVENTS

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

1. Be courteous to all participants, coaches, officials, staff, fans, and spirit groups;
2. Know the rules; abide by and respect the officials' decisions;
3. Win with character and lose with dignity;
4. Display appreciation for good performance regardless of the team;
5. Exercise self-control and reflect positively upon yourself, your team, and your school;
6. Exhibit only positive behavior to reflect on your school and its activities;
7. Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.

ENFORCEMENT PROCEDURES

1. The school administration shall be responsible for the interpretation of these regulations including "desirable and unacceptable behavior" and shall communicate these rules to their students, staff, and fans.
2. The school administration shall stop or correct behaviors prohibited under this policy and have 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 who continually exhibit inappropriate behavior for the remainder of the season or year.

ADMISSION COSTS FOR ALL SPORTS

Admission Prices

Benefit and Playoff Games	Set by the Arkansas Activities Association
Senior High Events	\$5 per person
B-Team Football	\$4 per person
8th/9th Grade Events	\$4 per person
7th Grade Events	\$3 per person

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

All Sports Pass

Conway Public Schools offers an All Sports Pass this season that costs \$150.00 per person. Those holding reserved seats at the football games will retain those seats. These passes are good for any athletic event held at one of the Conway Schools facilities. It will not be honored for any benefit or play-off games that are governed by the Arkansas Activities Association. Please call the Athletic Office at 450-6631 for more information.

*****Schedules are available at each school and on the District website.**

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.

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

Conway Public Schools 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 Joel Linn, Director of Assessment and Accountability at 450-4800.

1. The Conway School District will foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement.
2. The Conway School District will provide coordination, assistance, and support necessary to assist schools in planning and implementing effective parental involvement.
3. The Conway School District will build the capacity in each of its schools for strong parental involvement.
4. The Conway 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 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

ATTENDANCE-----See Board Policy 4.7 for explanation of excused and unexcused absences.

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 school board rules. Students shall attend regularly scheduled classes unless officially excused.

The attendance policy at CPSD has been changed to comply 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) 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 teachers' 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.**

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 ten (10) days in a semester. When a student has five (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 ten (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 nine (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 has 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

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 makeup 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 he/she returns 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 that he/she missed during the suspension.
5. A student serving a **class-in-school** suspension **will** be required to make up work.
6. Exceptions to the above policy may be made for extenuating circumstances on a case-by-case basis at the discretion of the principal or his designee.
7. After three (3) consecutive days missed, parents or guardians may request missed assignments from the school office.

STUDENT ENROLLMENT

Prior to 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. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school 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 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 he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance, may be enrolled in kindergarten upon written request to the Conway Public School District. (*School Board Policy 4.2*)
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. (*School Board Policy 4.1*)

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. (ACA 9-28-205)

In accordance with ACA 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 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 you move from this school, please notify the school secretary several days in advance so that the secretary and the teacher may prepare the records for transfer.

TARDY POLICY AND EARLY CHECKOUT FOR 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.

TARDY POLICY FOR GRADES 5-7 (RDI, SMS, CSMS, AND 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, he/she will be sent to the office for disciplinary action. When a student is tardy to first period, he/she must report to the school office for a tardy admit. A parent/guardian must sign their child in.

TARDY POLICY FOR 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.

Students who miss more than fifteen (15) minutes of a class period will be counted absent.

Loss of Credit Due to Excessive Absences

Students with ten (10) absences in a course in a semester shall not receive credit for that course. If a student has 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, he/she will receive a grade of "F." The student must repeat the class in order to gain credit. Neither credit recovery nor summer school will be an option.
3. If the student has a passing grade in the course at the end of the term, he/she will receive a grade of "No Credit."

The student will have the opportunity to make up the credit in summer school only. There will be no opportunity for credit recovery.

INCLEMENT WEATHER

Conway Public Schools 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 we do not believe the roads throughout the entirety of the District are safe for our buses, parents, and students, we will not have school. There will be times when the roads are clear in the city, but rural, shaded sections of the roads are not safely passable. If that is the case, we will not have school.
3. It is not always possible, but we will make every effort to make our decision about whether or not 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, we will not make any announcement: "No news is good news."
5. If we are not having school, we will make the announcement first through our Conway Schools Mobile App. The App allows our parents to receive push notifications, text messages, and emails. Download our app via the App store or on Google Play.
6. We will also notify our parents through a phone call and through Facebook and Twitter. If you have not been receiving calls from Conway Schools this year, make sure we have updated contact information for you at your child's school.
7. We will give our closing information to local television stations.
8. If we have to close school, we will make up the days according to the approved schedule on the school calendar.
9. If conditions warrant, we may open school 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, the bus would pick him/her up at 9:10.) On a two-hour delay, school will officially begin at 10:00 a.m.
10. If conditions warrant, we may have school, but run our buses using our bus snow routes.

Alternative Method of Instruction:

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 have to 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 12th grade assignments will be posted on Google classroom. Students without internet or computer access may request paper copies or complete these at school.

We will make every effort 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 5 days upon return to school to complete the AMI assignment.

Information about AMI days and assignments will always be posted on our website- conwayschools.org – in the event of inclement weather.

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 his 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. 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:

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = 0 points

Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. 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 his/her 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 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 the skills for lifelong learning and independent study.

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 is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. 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.

Beginning in the 2018-2019 school year, 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:
 - (a) 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

(b) 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

Date Adopted: May 14, 2013
Last Revised: February 14, 2017

5.17.1—HONOR GRADUATES

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

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 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 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 earned college hours which includes six (6) hours of English and all remaining high school required subjects.* They 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 equal 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 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, he will receive a grade of "F." The student must repeat the class in order to gain credit. Neither credit recovery nor summer school will be an option.
3. If the student has a passing grade in the course at the end of the term, he will receive a grade of "No 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 the day he/she returns to school if the test was announced prior to the absence.
4. A student serving a **home** suspension **will not** be given credit for any work that he/she missed during the suspension.
5. A student serving a **class** 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 or his designee.

Section IV-Student Behavior

The Conway School 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 distributed 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 Conway Public School District.

A. INFRACTIONS AND CONSEQUENCES

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty 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:

- Reprimand/Warning
- Parent Contact
- Parent Conference
- Denial of Recess or Privileges
- Detention
- Class Suspension
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- School Suspension with Recommendation to Expel
- Other

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

Prohibited Conduct

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. CPS 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 non-disclosure to other parties.

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

B. DEFINITIONS

1. **Insubordination** - Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination; (see Policy 4.18)
 - a. *Minimum-Reprimand/Parent Conference/Parent Notification*
 - b. *Maximum-Expulsion*
2. **Disorderly Conduct** - Disruptive behavior that interferes with orderly school operations; (See Policy 4.18)
 - a. *Minimum-Reprimand/ Parent Conference/Parent Notification*
 - b. *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 Policy 4.21)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
4. **Verbal Abuse of a School Employee** - Harassing, threatening, or inappropriate behavior directed toward any school employee; (see Policy 4.18)
 - a. *Minimum-Suspension*
 - b. *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 Policy 4.21)
 - a. *Minimum-Suspension*
 - b. *Maximum-Expulsion*
6. **Weapons** - Possession of any weapon or instrument of crime that can reasonably be considered capable of causing bodily harm to another individual;
 - a. *Recommended Expulsion (see Policy 4.22)*
7. **Tobacco-E-Cigarettes** - 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 Policy 4.18; 4.23)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Suspension*
8. **Vandalism/Theft** - Willfully or intentionally damaging, destroying, or stealing school property; (see Policy 4.18)
 - a. *Minimum-Conference/Parent Notification/Restitution*
 - b. *Maximum-Expulsion/Restitution*
9. **Electronic Devices** - From the time of the first bell until after the last bell, students in grades K-7 are forbidden from personal use of cell phones, any paging device, beeper, or similar electronic devices such as cameras, MP3 players, iPods, computer games, PSP's, game boys, and other portable music devices. Students in grades 8-12 may use these devices between classes and at lunch. Devices may also be used for instructional purposes as allowed by the classroom teachers and approved by the school administration. Students shall not possess laser or laser point devices of any type. The device should be turned OFF and out of sight. **The student and or the students' parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. The school District is not responsible for the destruction or theft of items mentioned above.** (see Policy 4.18; 4.47)
 - a. *Minimum-Warning/Parent Notification*
 - b. *Maximum-Suspension*
10. **Drug/Alcohol** - 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 policy 4.24)
 - a. *Minimum-Suspension*
 - b. *Maximum-Expulsion*

ILLEGAL DRUGS---See Board Policy 4.24

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, he/she 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. He or she 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. He/she 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 in paragraph one or possesses an illegal drug which could result in a felony charge, he/she 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, he/she may be recommended for expulsion. The local law enforcement officials will be notified and charges will be filed.

11. **Public Display of Affection** - Inappropriate public displays of affection; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
12. **Cheating** - Cheating, copying, forging, allowing another to copy work, or claiming another person's work to be his/her own; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
13. **Gambling** - Participation in any game of chance; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
14. **Dress Code** - Inappropriate student dress; (see Policy 4.18; 4.25)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
15. **Profanity** - Use of vulgar, profane, or obscene language or gestures; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *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 Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*

*A court referral will be submitted after 6 truancies
17. **Tardies** - Excessive tardiness; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *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 Policy 4.11)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
19. **Hazing** - Hazing or aiding in the hazing of another student; (see Policy 4.43)
 - a. *Minimum-Expulsion*
 - b. *Maximum-Expulsion*
20. **Gangs or Gang-Related Activities** - Activities including belonging to secret societies of any kind are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited; (see Policy 4.26)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
21. **Sexual Activity** - Sexual harassment, sexual activity, or sexual misconduct to include possession of or distribution of pornographic media; (see Policy 4.18; 4.27)

- a. *Minimum-Conference/Warning/Parent Notification*
- b. *Maximum-Expulsion*
- 22. **Harassment or Bullying** - Harassing, verbally assaulting or inappropriately threatening another student; (see Policy 4.43)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *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 Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 24. **Loitering** - Inappropriate entry or assembly on a school campus; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 25. **Failure to Identify Self** - Upon request, all persons must identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events; (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-In School Suspension*
- 26. **Computer Usage** - Students found to be in violation of this policy will be subject to disciplinary action which depends on the severity of the infraction. Infraction(s) may result in permanent denial of internet or computer access; (see Policy 4.29)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 27. **Behavior that is subversive to good order and discipline even though such behavior is not explicitly listed in the above rules.** (see Policy 4.18)
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*

The Conway 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 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.

Legal References: ACA. 6-18-502; 6-15-1005;6-21-609;6-18-506;6-18-222;6-5-201;6-18-514
Adopted by BOE: Approved

OUT-OF-SCHOOL SUSPENSION---See Board Policy 4.30

Repeat offenders, students dismissed from In School Suspension Program (ISSP), first offenders of drug/alcohol policy, and students refusing to attend ISSP may receive up to ten (10) days of out-of-school suspension. **THE STUDENT WILL NOT BE ALLOWED TO MAKE UP WORK MISSED AFTER THREE (3) TRIPS TO IN-SCHOOL SUSPENSION.**

SCHOOL SUSPENSION WITH RECOMMENDATION TO EXPEL---See Board Policy 4.31

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

- Suspension on three (3) occasions during the same school year for reasons stated in the handbook.
- 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.
- 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.
- Possession of illegal drugs that constitute a felony----second possession or use of drugs or alcohol that constitute a misdemeanor during the school day or at any school activity---- the proper law enforcement agency will be contacted.
- Sexual misconduct such as rape, attempted rape, sexual molestation, or indecent exposure.

- Fighting or violence involving more than two (2) students.
- Making a bomb threat to any District facility 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 to expel 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.**

DRESS CODE----See Board Policy 4.25

The Conway School Board of Education believes that 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 Conway 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:

- All students shall wear shoes.
- Boys shall wear pants or shorts and a shirt.
- Dresses, shirts, and blouses must not expose any part of the midriff or back.
- While in motion, dresses, shorts, and skirts will be at least fingertip length (middle finger)
- Dress code for special events such as graduation, prom, dances, etc. will be determined by the school principal.
- All yoga pants, leggings, jeggings, etc. shall be covered by a garment that provides front and back coverage.
- Blankets should not be worn

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

PANTS

- **NO sagging**
- **NO holes** in jeans or pants above fingertip length
- **NO pajamas or lounge-wear.**
- **NO spandex unless covered by another garment that provides front and back coverage.**
- **NO 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.

SHIRTS

- **See-through shirts** must be paired with dress code appropriate attire.
- **NO bare midriff** – when a student lifts his/her arms to shoulder level the midriff should not be exposed. The shirt needs to come down at least two (2) inches over the top of the pants' waistline. When a student sits, his/her back should not be exposed; when in doubt, wear an undershirt!!!
- **NO halters, backless, fishnet, or tank tops** ---shoulder straps must be two (2) inches in width.
- **NO revealing necklines** --- there should be **NO** cleavage showing.
- **NO suggestive slogans**; vulgar captions; pictures or advertisements for tobacco or alcoholic products; logos, that depict death or violence.

HEAD COVERINGS AND SHOES

- **NO baseball caps, skullies, du-rags, hats, hoods, sweatbands, sunglasses, combs, picks, curlers, or rakes – male or female. NO hair styles or coloring** that would be considered a classroom distraction.
- **NO house shoes.**

***** Each infraction will require a change of clothes in order to remain at school.**

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, he/she 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 re-admission 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 regular school days from the date of the student's notification of pending expulsion. This hearing will normally be conducted within five 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
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 his parents: (a) complete instructions on their procedure for re-admission to school should the committee find in the student's favor; (b) information on their 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 regularly scheduled school days following the decision of the Administrative Review Committee.

C. TRANSPORTATION REGULATIONS FOR STUDENTS

The purpose of the Transportation Department of Conway Public Schools is to provide the safest and 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. They must be followed if the District is to provide safe, efficient transportation for the students of this District. The telephone number of the Transportation Department of the Conway School District is 450-4892.

PROCEDURES

MEETING THE BUS

1. Be at the bus stop ten (10) minutes before the bus is scheduled to arrive.
2. Do not stand or play in the roadway.
3. 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.
4. NEVER PUSH OR SHOVE WHILE STANDING IN LINE OR LOADING.
5. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports, on porches, or on lawns without permission.
6. 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.

ENTERING AND LEAVING THE BUS

1. Enter and leave the bus quickly and in an orderly manner.
2. 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.
3. 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.
4. 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.

RIDING THE BUS

1. Ride ONLY the bus to which you are assigned. Visitors are not allowed to ride buses.
2. Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will report violations to the bus discipline administrator.
3. 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.
4. Remain seated while the bus is in motion or stopped except as the driver directs.
5. Legs and feet should not be in the aisle.
6. Keep all books, lunches, coats, etc., OUT of the aisle of the bus.
7. Knives, firearms, sharp objects, clubs, pets, or other animals are not allowed on a school bus.

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:

1. 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 and proceeding in this manner until all seats are emptied.
2. 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.
3. 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, and those in the front half of the bus should move out the front door.
4. In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
5. If the bus should be overturned, students are to move immediately off the roadway to a safe distance from traffic. They should **NOT** cross the road unless instructed by the driver.
6. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

STUDENT CONDUCT ON SCHOOL BUSES

SUSPENSION: LOSS OF BUS RIDING PRIVILEGES OR OTHER DISCIPLINARY SANCTIONS MAY BE IMPOSED WHEN STUDENTS VIOLATE THE REGULATIONS OUTLINED AS FOLLOWS:

SCHOOL BUS RULES

1. Follow directions the first time they are given.
2. Remain properly seated at all times -- keep all parts of your body and all objects inside the bus.
3. Keep hands, feet, and objects to yourself.

4. Do not swear, use rude gestures, or tease anyone on the bus.
5. Do not litter, write on, or damage the bus in any way.
6. No temporary bus passes will be given. Students may ride only the bus to which they are assigned.
7. All school handbook rules are to be followed.
8. Any student involved in an assault or fight will be subject to a minimum of a five (5) day bus suspension and a minimum five (5) day assignment to in-school suspension.

CONSEQUENCES FOR BREAKING BUS RULES

1. First bus discipline report--written warning
2. Second bus discipline report—five (5) day bus suspension.
3. Third bus discipline report—ten (10) day bus suspension.
4. Fourth bus discipline report--bus privileges denied for remainder of school year.
5. Severe Clause: Students who distract a bus driver from his/her 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.
- NOTE: 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.
- NOTE: 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.
- NOTE: All students receiving a discipline report are given a copy of the report to take home to their parent/guardian
- NOTE: 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

1. 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 their mailing address, telephone numbers, emergency contacts or places of employment.

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.

Students with a temperature of 100.0 or above will be excluded from school. They are required to remain at home until they are free from fever for 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 24 hours without the aid of medications. In regard to any potentially communicable conditions, Conway Public Schools follows the guidelines and policies for exclusion versus non-exclusion 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.

2. 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'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 their records. (AR Code Annotated 20-7-109, 6-18-702, 6-60-504, 20-78-206)

3. Counseling Services

Counseling Services are available in the counseling center. Student's 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, who 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.

4. Homeschooling - SEE BOARD POLICY 4.6.1
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."

5. Emergency Drills-SEE BOARD POLICY 4.37

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. A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room.
 - b. When the fire alarm sounds, students must obey orders promptly and leave the building according to the evacuation plan.
 - c. Students are not to run, talk, pass others, or engage in any "horseplay" during the drills or alerts.
 - d. 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.
 - e. 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.

6. Food Service-SEE BOARD POLICY 4.51

The Conway School Food Service 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 may purchase multiple lunch or breakfast meals in advance. 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 or two 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 which protect the privacy rights of students who participate in free or reduced price meals.)

Lunch menus and additional information may be found at www.conwayschools.org or CPSD app.

Parents may use 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.

Notices will be sent home from the school with price information.

Students are encouraged to eat quietly in the cafeteria.



CONWAY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
Greg Murry, Ed.D.


Patrons of the Conway Public School District

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted to determine the extent and develop solutions for any problems schools may have with asbestos. Our 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 our facilities suspected of containing asbestos. The findings of this study are in the Asbestos Management Plan that can be found at the Conway Public Schools Administration office.

The management plan for our facilities include this 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 the asbestos-containing materials. We have begun implementing the asbestos Management Plan and are committed to complying with all regulations.

Bruce Harrell, district Maintenance Supervisor, is the school's contact person concerning asbestos. He can be reached at 501-450-4891. We appreciate your cooperation in our attempt to insure that your children and our employees have a healthy and safe environment in which to learn and work.

Respectfully yours,


Greg Murry, Ed.D.
Superintendent of Schools