

Fort Smith Public Schools

Proposed Handbook changes/additions 2017-18 for 2018-19 HB

Proposal 1

Section IV. Nutritional Guidelines. Allowable Practices. Page 14

D. Schools may provide any food and/or beverages for up to nine different school events each year as determined and approved by school officials.

All food and beverages served during the “9 Special Event Days” must be commercially prepared and packaged by establishments subjected to Arkansas Department of Health Food Establishment Rules and Regulations (Homemade foods and foods prepared by parents are prohibited).

Proposal 2

Section XIV. Student Dress Code. Page 32

Fort Smith Public School District recognizes that dress can be matter of personal taste and preference. At the same time, the District has responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, un-safe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by students while performing in a school-sponsored activity or event.

NOTE: Individual school handbooks may contain additional guidelines to student dress. Decisions on inappropriate dress will be the sole responsibility of building leadership.

Legal References: A.C.A. 6-18-502(c)(1) and A.C.A. 6-18-503(c)

Additional Reference: ASBA Model Policies

Proposal 3

Section XVIII. Student Conduct not Permitted on School Premises or at an Activity Related to School. B. Disruption and Interference with School. Page 34

B. Prohibited Conduct

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school. Electronic cigarettes are included in this prohibition;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication device on the school campus during school hours unless specifically exempted by the administration for health or other compelling reasons.
8. Possession, selling, distributing or being under the influence of any alcoholic, beverage any illegal drug, unauthorized inhalants, or the inappropriate use of or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
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, national origin, sex, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communications device.
24. Laser pointers;
25. Use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption;
26. Engaging in conduct disruptive to educational objectives;
27. Urging or inducing others to violate school policies;
28. Refusing to identify themselves to a staff member upon request; and
29. Interfering with or distracting another student during the period of silence. Students are to remain silent during this time period (ACT 576 of 2013).

Legal References: A.C. A 6-5-201, 6-15-1005, 6-18-222, 6-18-502,506,514, 6-18-707, 6-21-609, 27-51-1602,1603,1609

Additional Reference: ASBA Model Policies

(Keep Letters: A, C, D, K, L, M, O, P unchanged – reorder appropriately

Remove Letters E, F, G, H, I, J, N)

Proposal 4

Section XVIII. Student Conduct not Permitted on School Premises or at any Activity Related to School, Q. Sexual Harassment, 4. Reporting and Investigation, a., page 38

a. Alleged violations of this policy should be reported to the building principal or assistant principal. In the event the administrator is the suspected harasser, the student can report to a teacher, school counselor, or to the District Sexual Harassment Coordinator. Any investigation will be conducted expeditiously and will be impartial. Investigations will be conducted in accordance with the District's Sexual Harassment Complaint Procedures.

Reference: ASBA Model Policies

Proposal 5

Section III. Student Health, C. Medication Policy, page 10

Medications are generally administered by an Unlicensed Assistive Personnel under the supervision or direction of a school nurse. Medications are given at school as a courtesy to parents. Medications not necessary for attendance may be refused and some prescribed medications may be refused at the nurse's discretion due to safety issues. The following requirements are to be met before medication is administered at school:

1. All medications must be stored and administered from the original containers with the most current, dated labels. The student's name must be on the prescription label. The medication label is not to be changed in any way. (Name of child, dosage, and time given.) Parents are responsible for getting the medications to and from school. Upon receipt at school, medications will be counted and documented on the Medication Tracking Form, in the presence of the parent. Both the parent and the nurse or UAP will sign the Tracking Form to verify medication quantity. If the parent is unavailable, two FSPS staff members, one of which must be a nurse or UAP, will verify the medication count and document.
2. A parent must sign medication forms giving school personnel permission for administering medications to their child. The dosage on the medication container and the dosage on the medication permission form must be identical.
3. No medication will be given unless it is specifically ordered by the child's physician to be given during school hours. Medication ordered to be given 1, 2, or 3 times a day will be given at home unless specifically ordered to be given during the school day.
4. All pills should be administered with water. The student must swallow the oral medication in the presence of the adult administering the medication.
5. For PAR, medication(s) will be transported by the parent, principal, or designee in the prescription bottle with the signed medication form(s) for administration during the school day. The parent, principal, or designee will be responsible for transporting the medication(s) and form(s) back to the home school.

6. For Field Trips, medications should be sent on the field trip in a labeled prescription bottle. Medications should be counted before being taken from the school and then counted again on return to provide accountability for controlled substances. Administration of medication should be documented on the Medication Administration Record.
7. Medications such as inhalers and auto-injectable epinephrine may be kept with the student provided that all district guidelines (outlined in Paragraphs D and E below) and state requirements (ACA 6-18-707) are met. Non-prescription inhalers will not be allowed at school without a written doctor's order. Stock epinephrine is only available if a doctor provides a prescription for the district.
8. If morning medication, usually given at home, is forgotten – there must be verbal consent from the parent before being given at school.
9. The school system is not responsible for reactions caused by medications which are properly administered.
10. If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications. The parent/guardian will be notified.
11. Due to the possibility of choking hazards, no cough drops, throat lozenges, or medicated suckers will be given at school.
12. Narcotic medications such as cough syrups with codeine and pain medications will not be given at school. With a written doctor's order, non-aspirin products may be given for pain management. The doctor's order must be for a specified and appropriate length of time.
13. All medications should be kept in a locking cabinet in the office to be administered by the Unlicensed Assistive Personnel or School Nurse. Controlled substances should be kept in a double locking cabinet and counted once a month, and as needed. This count should be documented on the Medication Administration Tracking sheet and monthly report form maintained in the central nursing office with discrepancies noted and reported to the Lead Nurse and Fort Smith Police Department, if deemed necessary.
14. With permission from the parent/guardian, all unused medication may be sent home with the student or collected by the parent/guardian by the end of the final student day of the school year. Any medications remaining after the last school day will be sent to Pharmacy Services at the Arkansas Department of Health or the Fort Smith Police Department for destruction.

Proposal 6

Attendance Policies I, F. Guidelines for Excused and Unexcused Absences, Attendance, A. Absences, 3. Unexcused, d. page 7

Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of completing make up work during the term of suspension. These students will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student's return to school. For the purposes of absenteeism, short-term suspension days (not to exceed 10 days) shall be considered unexcused.

Proposal 7

Section I. Attendance Policies, A. Eligibility for Enrollment, page 1

Non-resident students may attend Fort Smith Public Schools only by means of an approved application under the Public School Choice Act of 2015 (ACA 6-18-1901 et seq.), a tuition agreement between districts, or by means of a Student Legal Transfer.

School Choice applications must be submitted to the Department of Student Services prior to May 1 each year. Students approved for attendance in the District will be assigned, based on guidelines developed by the school administration, to a school for attendance purposes

Student Legal Transfers require completion of a "Petition for Transfer of Students" form published by the Arkansas Department of Education. Submission of the completed petition to the Executive Director of Student Services must be made not later than sixty (60) days prior to the commencement of the semester in which the transfer is requested to take place. The petition will be reviewed and approved or disapproved by the Executive Director of Student Services. Denied petitions may be appealed to the school board if written notification requesting the appeal is received by the Executive Director of Student Services at least five (5) days prior to the next regularly scheduled Board meeting. District to district transfers will only be considered for enrollment at the start of a semester.

Reference: ASBA Model Policies

Proposal 8

Section I. Attendance Policies, B. Enrollment Documentation, page 1-2

Parents must provide proper documentation to the school in order to enroll a student:

1. Copy of the student's social security card or a signed and notarized social security waiver including a number assigned in place of the student's social security number. This form can be provided in the Student Service's Office.
2. The student's age must be verified using one of the following documents (ACA 6-18-208):
 - a. State issued 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. Previous school records,
 - g. United States military identification.
3. An up-to-date immunization card.
4. All enrolling kindergarten students are required to provide proof of a physical examination.
5. Proof of residence using one of the following methods:
 - a. An approved school choice application/letter,
 - b. Documentation of an approved district transfer from the school boards of the resident and receiving district,
 - c. One of the following:
 - i. A current utility bill (within 30 days) showing the name and address of the student's parent or legal guardian,
 - ii. Families living in a situation where tax statements and utilities are in another's name (residence provider) may provide a signed written statement from the residence provider attesting the family living at the provided address and a copy of the photo id of the person providing the letter, along with a utility bill in the name of the residence provider. In addition, the guardian or parent of the student will need to complete and sign a Resident Statement affidavit in the Student Services Office where it will be notarized for the parent swearing the claimed address.

- iii. Home purchase contract including specified closing date with a copy of the deed to be provided within 90 days.
- iv. An independent investigation may be made to confirm or deny the verification of any claimed address when seen as needed by school administrators.
- v. Home visit and verification by a designated school official to the address.