

## **B. Enrollment Documentation – Page 2- 3**

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

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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.

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This form can be provided in the Student Service's Office.

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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,

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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 or proof or required exemptions as provided by the Arkansas Department of Health.

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4. All enrolling kindergarten students are required to provide proof of a physical examination.

5. Proof of residence using one of the following methods:

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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

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- 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.

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6. School Choice and Legal Transfers may be limited to schools with sufficient capacity. Schools available for these transfers will be determined by the district administration.

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**B. Enrollment Documentation – page 21-2**

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7. Uniformed Services Member’s Children

For the purposes of this Policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services’ departure from their home station on military orders through six (6) months after return to his or her home station.

“Active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and Second Reading - Feb. 10 2020
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

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“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The Superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the Superintendent designates as the District’s military education coordinator shall have

specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this Policy shall:

a. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;

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b. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;

c. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;

d. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

c. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

d. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

e. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;

f. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

• Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and

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• Request the eligible child's official education records from the sending district.

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**A. ABSENCES - Page 6**

1. Excused – Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons. The student must bring a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such a reason. A written statement presented for an absence having occurred more than three days prior to the presentation will not be accepted.

a. When attendance or the student’s illness could jeopardize the health of other students.

A maximum of five (5) such days are allowed per year unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. These days will be recorded as Parent Permission described below.

b. Death or serious illness in the immediate family, i.e.-spouse, child, parent, sibling, grandparent, any relative who lives in the same household as the student.

c. Observance of recognized holidays observed by the student’s faith.

d. Attendance at a medical appointment.

e. Exceptional circumstances with prior approval of the principal.

f. Participation on FFA, FHA, or 4-H sanctioned activities.

g. Participation in the election poll workers program for high school students.

h. Absence granted to allow a student 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 combat zone or combat support posting.

The number of additional excused absences shall be at the direction of the Superintendent or designee.

i. Absences granted, at the Superintendent’s discretion, to seventeen (17) year old students who join the Arkansas National Guard while in the eleventh (11th) grade to

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complete basic training between grades eleven (11) and twelve (12).

i. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

jk. Any circumstance not covered above which the District determines are excused.

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### C. Medication Policy – Page 10 - 12

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:

16. Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity.

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**III. Student Health, E. Auto-injectable Epinephrine – Page 13 (Policy 4.35)**

4. The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves provided that a licensed doctor provides a prescription to the district to possess and maintain these products. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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### III. Student Health – Page 13

#### F. Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

#### G. Emergency Administration of Anti-Opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

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**XVI. Anti-Bullying Administrative Policy – Page 40-41**

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Definitions

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“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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Examples of “Bullying” include, but are not limited to, a pattern of behavior involving one or more of the following:

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1. Cyberbullying;
2. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,

9. Deliberate physical contact or injury to person or property,

10. Stealing or hiding books or belongings,

11. Threats of harm to student(s), possessions, or others,

12. Sexual harassment, as governed by Policy 4.27, is also a form of bullying, and/or

13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated;  
or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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Cyberbullying of School Employees includes, but is not limited to:

a. Building a fake profile or website of the employee;

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b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;

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c. Posting an original or edited image of the school employee on the Internet;

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d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;

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e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;

g. Signing up a school employee for a pornographic Internet site; or

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h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible.

Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:

a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and

b. Prepare a written report of the alleged incident of bullying;

2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:

a. That a credible report or complaint of bullying against their student exists;

b. Whether the investigation found the credible report or complaint of bullying to be true;

c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and

d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

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5. Make a written record of the investigation, which shall include:

a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;

b. Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this Policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The Superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. The District is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. Bullying is prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. This will apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose. The District will not tolerate any behavior that is classified as bullying and will take steps to eliminate such behavior.

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The District offers training and materials regarding policy compliance, the nature of bullying, its consequences, and the procedures for reporting bullying behavior to district employees responsible for reporting or investigating bullying. School employees and volunteers who have witnessed or have reliable information that a student has been a victim of bullying shall report the incident to the building principal or designee.

Students who believe they have been a victim of bullying or parents who believe their child has been victimized by a bully, should file a complaint by contacting a school counselor, teacher, or principal. After an investigation of a complaint has been completed, and a record is made of the investigation, a student found to be in violation of this policy will be subject to disciplinary action that is appropriate to the degree of seriousness of the bully behavior, the age of the offending student, and the frequency of the behavior. The person who files the complaint will not be subject to retaliation or reprisal in any form. For the purposes of this policy, bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable: physical harm to a public school employee or student or damage to the public school employee's or student's property; substantial interference with a student's education or with a public school employee's role in education; a hostile educational environment for one or more students or public school employees due to the severity, persistence or pervasiveness of the act; or substantial disruption of the orderly operation of the school or educational environment. Whereas "attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation. Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed depending on the surrounding circumstances (ACA 6-18-514).

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

**XVIII. Student Conduct Not Permitted On School Premises or at Any Activity**  
**Related to School, B. Disruption or Interference with School – Page 43-44**

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17. Engaging in behavior designed to taunt, degrade, or ridicule another person based on the basis of race, national origin, sex, sexual orientation, gender identity, or disability.

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30. Theft of another individual's property or school property.

~~Suspension Procedures~~Administrative Procedures for Suspension of Students

**XII. Fort Smith Public Schools Network/Internet Acceptable Use Guidelines –  
page 33**

XII. Fort Smith Public School ~~Network~~ **Technology**/Internet Acceptable Use Guidelines

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## D. Technology and Privacy in Locker Rooms, Restrooms, and Designated Changing Areas – Page 34

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Students, school employees, and other persons present on school property shall respect and protect the privacy interests of individuals who are using locker rooms, restroom, or other designated changing areas. Students or employees who violate the policy, or any related rules or directives, shall be subject to school disciplinary action and possible legal referral. Other persons violating this policy may lose privileges of using District facilities, may be referred to law enforcement and/or may be subject to penalties provided under applicable law.

In keeping with the District's objective of taking reasonable measures to protect the privacy interests of persons who are using a locker room, restroom, or other changing area for an authorized purpose, all persons present on school property shall, at a minimum, observe the following measures:.

1. The use of recording and other electronic devices is substantially restricted in locker rooms, restrooms, and other designated changing areas.
  - a. No person may use a camera, video recorder, cell phone, or any other device with recording capabilities at any time to capture, record, transmit, or transfer an image or representation of an undressed or partially dressed person who is in any locker room, restroom, or other designated changing area.
  - b. No recording function (photographic, video, audio) of any type of device may be used in any non-emergency situation in such facilities at any time unless (1) the individual has received prior permission of a district administrator, the principal, or other designated facility administrator; and (2) any person being recorded has consented to the recording. Such permission shall not be exercised when persons who are present in the facilities are actively using the area as a changing area, shower facility, and/or restroom.
  - c. In order to avoid any appearance of a violation of privacy or other impropriety, individuals present in such facilities are expected to restrict their use of non-recording functions of situations where they have received the prior permission of a district administrator, building principal, or other designated facility supervisor. That is, with these limited exceptions, voice calls, texting, etc. should not be occurring in such facilities.
2. No person shall view or attempt to view from any concealed location, or in an otherwise secret or hidden manner, an undressed or partially undressed person who is using a locker room, restroom, or other changing area.
3. Loitering in the locker room, restroom, or other designated changing area is prohibited.

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4. No media is allowed access to locker rooms before, during, or after any school athletic event or practice. Coaches and student athletes may be available for interviews outside the locker rooms, consistent with District policy and school rules.

These guidelines apply to all users of any school facilities.

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### III. STUDENT HEALTH – Page 15

#### L. Student Well-Being: Emotional

Fostering the health and well-being of all students in a nurturing and respectful learning community is fundamentally important. Fort Smith Public Schools use research based education Social Emotional Learning (SEL) curriculums coupled with research based suicide prevention curriculums and suicide prevention administrative protocols to create a comprehensive K-12 network of growth and support.

- School counselors and administrators serve as a point of contact for students/families in crisis. These school leaders will refer the student and their family to appropriate resources.
- When a student exhibits signs of potential concern for safety, the student will be referred to a school counselor or administrator who will work with the student and, if warranted, help connect them and their parents or guardians with appropriate resources.
- Students have access to resources which they can use to contact additional support through the counseling link within the Fort Smith Public Schools' website such as:

*The National Suicide Prevention Lifeline*  
*1.800.273.8255 (TALK) or text HOME to 741741*  
*www.suicidepreventionlifeline.org*

*FSPS Safe School Helpline*  
*Anonymous tip line and trained crisis counselor*  
*800-418-6423*

- All students are encouraged to tell a teacher, counselor, administrator, or any adult if they, or a peer, are feeling suicidal or in need of help.
- Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

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**Change all references to Arkansas Department of Education to Arkansas Department of Elementary and Secondary Education in recognition of state re-organization and departmental designations. – Page – various.**

Arkansas ~~Department of Education~~Department of Elementary and Secondary Education

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