

**SCHOOL, HOME, AND COMMUNITY
RELATIONS**

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SECTION 6 - SCHOOL, HOME AND COMMUNITY RELATIONS

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6:1 COMMUNICATION GOALS

The single most significant factor in student achievement is the teacher. The teacher's effectiveness is greatly enhanced when supported by the school community as a whole, the student's home, and the community at large. The Arkansas General Assembly and the Division of Elementary and Secondary Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.

Communication should be two-way between the District and the public. The communications program shall strive to:

1. Increase mutual understanding, trust, and support between the District and parents, business, and the community as a whole;
2. Keep District staff regularly informed of upcoming District programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;
3. Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
4. Inform legislators of the accomplishments of the District's students and staff, as well as how proposed legislation could affect the district;
5. Maintain good relations with the news media and provide the media with pertinent news releases; and
6. Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.

The Cabot School Board will appoint committees, when appropriate, to help the District examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board.

Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.*

The Board shall hold a public meeting, at least annually, to report on the District's progress toward attaining its goals and to review its long-range plan. Those individuals attending shall have an opportunity to ask questions. The report shall be made available to the public, including by posting a copy on the District's website under State-Required Information no later than ten (10) days following the meeting, with the most recent annual report posted by August 1 of each year.

Legal References:

A.C.A. § 6-15-1005 (c), (f) (1) (2)

A.C.A. § 6-16-603 (a) (3)

A.C.A. § 6-18-2003

A.C.A. § 25-19-106

Standards for Accreditation:3-B.1, 3-B.2, 3-B2.1, 5-A.1

Division of Elementary and Secondary Education Governing Gifted and Talented
Program Approval Standards: 4.0; 10.03

DESE Rules Governing Documents Posted To School District
And Education Service Cooperative Websites

Date Adopted: February 15, 2005

Last Revised: June 21, 2022

6:2 RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

The Cabot School Board recognizes and values the many contributions support organizations make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal and the superintendent, or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

Date Adopted: February 15, 2005

Last Revised: May 21, 2024

6:3 PUBLIC GIFTS AND DONATIONS TO THE SCHOOLS

The Cabot School District and the Board of Education may receive monetary gifts or donations of goods or services which serve to improve or enhance the goals of the District. Any gifts to the District become the property of the District and are subject to the same regulations as any other District owned property.

It is a breach of ethical standards and a violation of Arkansas law for any Board member, administrator, or District employee to, in any manner, receive a gift in return for employment, or to influence the award of any contract or transaction with the District. Prior to accepting any gift or donation in the name of a school or the District, all personnel shall examine the “reasonableness” of the gift against its potential for real or perceived violation of the aforementioned ethical standards.

The Cabot School Board reserves the right to not accept any gift or donation that would not contribute to the attainment of District goals or that would obligate the District to unacceptable outlays of District resources. The administration shall present for Board consideration and approval any gifts or donations that they deem could so obligate the District.

The Cabot School Board will strive to honor the donor’s intent regarding gifts earmarked for a specific purpose. Laws and District’s needs change with time and the District reserves the right to adjust the use of any gift to meet current needs of the educational program.

Legal References: A.C.A. § 6-24-110
 A.C.A. § 6-24-112

Date Adopted: February 15, 2005
Last Revised:

6:4 VOLUNTEERS

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow certified personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

A person wishing to volunteer may not perform volunteer services until a clear background check is received by the District. A clear background check is good for the school year in which it was received. Volunteers must have a new background check each school year.

The superintendent or a third-party vendor shall report to the state board the name of any person working as a registered volunteer in an athletic coaching capacity who:

1. Has pleaded guilty or nolo contendere to or has been found guilty of any felony or misdemeanor listed in A.C.A. § 6-17-410(b);
2. Has been arrested or charged with any felony or misdemeanor listed in A.C.A. § 6-17-410(b);
3. Has intentionally compromised the validity or security of any student test or testing program administered or required by the Division of Elementary and Secondary Education (DESE);
4. Has knowingly submitted falsified information or failed to submit information requested or required by law to DESE, the State Board, or Arkansas Legislative Audit; or
5. Has a true report in the Child Maltreatment Central Registry.

Registered volunteers who will be working with students in an athletic coaching capacity or are in the process of obtaining a coaching certificate through the Arkansas Activities Association shall be informed that they are bound by the Code of Ethics for Arkansas Educators and shall receive training on the Code of Ethics.

Date Adopted: February 15, 2005

Last Revised: June 20, 2023

6:5 VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Date Adopted: February 15, 2005

Last Revised: July 19, 2011

6:6 FUNDRAISING

All fundraising activities held in the Cabot School District or in the name of the District must be pre-approved in writing by the principal and the superintendent/designee. Approval will be predicated on the need and use of the funds to be raised as well as time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved. All fundraisers shall be considered on a case-by-case basis.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fundraising activity shall:

- 1) Not influence or affect the student's grade; and
- 2) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTOs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fundraising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary Schools (K-6)

Fund raising in the elementary and middle schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are not allowed in Cabot Elementary and Middle Schools. Elementary and middle schools are not to exceed one (1) fund raising event per semester, inclusive of fund raising for non-profit humanitarian organizations.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

- 1) Student participation in fund raising programs is voluntary;
- 2) Students who do not participate will not forfeit any school privileges;
- 3) Students may not participate in fund raising programs without written parental permission returned to school authorities.

Parent Teacher Organization Fundraisers

Beginning with the 2019-2020 school year, PTOs utilizing a vendor for a brochure-based fundraiser shall be conducted on a bi-annual rotation basis. Central Elementary, Magness Creek Elementary, Northside Elementary, Stagecoach Elementary, Westside Elementary, Middle School South and Junior High South may submit an application during the 2019-2020 school year and every other

year thereafter. Eastside Elementary, Mountain Springs Elementary, Southside Elementary, Ward Central Elementary, Middle School North, and Junior High North PTOs may submit an application during the 2020-2021 school year and every other year thereafter.

Other fundraisers may be submitted for approval per the Elementary Schools (K-6) or Secondary Schools sections of this policy.

Legal Reference: A.C.A. § 6-18-1104

Date Adopted: February 15, 2005

Last Revised: June 18, 2019

6.6A CROWDFUNDING AND OTHER FUNDRAISING ACTIVITIES BY EMPLOYEES

Definition of crowdfunding: “Crowdfunding” means any funding where a school employee asks the public for extra funds via crowdfunding websites such as Go Fund Me, Amazon Lists, DonorsChoose, or any other web related or social media related fund solicitation and/or procurement site.

Cabot School District employees who wish to pursue crowdfunding to raise funds for a school project must adhere to the following procedures:

1. Obtain prior approval. Any employee requesting to conduct a crowdfunding campaign on behalf of the District, or any school within the District, shall obtain prior approval from the building principal and the superintendent/designee. If the purchase of technology equipment or software will be involved, then prior approval must also be obtained from the District’s technology department. All crowdfunding requests must also meet all criteria established in District Fundraising policy 6.6 and a Cabot Public Schools Fundraising Application must be submitted for approval.
2. District banking account information shall never be shared in conjunction with a crowdfunding campaign. At the end of the crowdfunding campaign, a check must be written to the District or a school within the District by the crowdfunding source for the total amount of funds raised. Under no circumstances shall the crowdfunding source write the check to an employee of the school district.
3. FERPA Compliant. Employees must comply with the Family Educational Rights and Privacy Act (FERPA). Thus, student images, names, and descriptions which would cause students to be identifiable or would allow logical deductions about disabilities or other factors that identify the student must not be used on websites or elsewhere unless prior written permission from the student’s parent or guardian is obtained.
4. All crowdfunding activities must be conducted in accordance with applicable financial procedures of the Cabot School District Accounting Department. Employees that violate this policy do so at their own risk and may not act-on-behalf or hold themselves out as acting-on-behalf of their school or the Cabot School District.

All items received/purchased through crowdfunding projects are the property of the Cabot School District. All policies and state laws related to tagging or recording any items donated must be followed.

Date Adopted: June 20, 2023

Last Revised:

6.6F

**Cabot Public Schools
Fundraising Application**

The information should be completed, submitted for approval and returned to the organization before any commitments are made to do the fundraiser.

Organization _____

Date _____

School _____

Describe the fundraiser

Does this fundraiser involve the sale/distribution of food/snacks? (Circle one) Yes No

If yes, will food/snacks be sold or delivered at school? (Circle one) Yes No

If yes, is the food/snack one of high nutritional value: (Circle one) Yes No

Approved food/snacks may only be sold beginning 30 minutes after the conclusion of the final lunch period.

Start date _____ End date _____

Describe the specific purpose of the funds raised

Signature of Organization Representative

____ Request Approved ____ Request Denied/Reason:
Principal or Athletic Director Signature/Date

____ Request Approved ____ Request Denied
Superintendent Signature/Date _____

6:7 CONCERNS AND APPEALS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day-to-day management of the schools need to address those complaints according to the following sequence:

1. Teacher or other staff member against whom the complaint is directed;
2. Principal;
3. Superintendent;

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

Date Adopted: February 15, 2005

Last Revised:

6:8 DISTRIBUTION OF PRINTED MATERIAL

The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.

Distribution of printed materials, flyers, photographs, or other visual, electronic or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

Date Adopted: February 15, 2005

Last Revised:

6:9 MEDIA RELATIONS AND NEWS RELEASES

It is important that the District maintain good relations with the media. The Superintendent or his/her designee shall devise and implement a plan for the release of pertinent information to the media regarding educational programs, awards, or other student and staff achievements, and special events. The plan shall not require schools to clear the release of public service announcements through the District Administration prior to their release, but may require schools to obtain the approval of the District Superintendent prior to the release any statistical type data. All communications, press release statements, or publications on behalf of the Cabot Public Schools must be approved by the superintendent or his designee.

The Board President will speak on behalf of the Board of Education. Individual Board members are to submit information to the Board President for release on behalf of the Board of Education. In any emergency situation all communication will go through the superintendent of schools.

The District shall attempt, within reason, to accommodate media requests for interviews and shall endeavor to be fair and impartial in its treatment of media representatives.

The release of information to the media shall be done in a timely manner, either by written releases or by telephone interviews, to keep patrons abreast of newsworthy District achievements and shall strive to be factual and objective with personal opinions duly noted.

The Board encourages students and staff to participate in academic competitions and programs. Awards earned in such endeavors shall be communicated to the media. Award recipients may also be recognized at Board meetings.

Date Adopted: February 15, 2005

Last Revised:

6:10 SNACKS AND TREATS AT SCHOOL

School Events/Parties - Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. Foods for such events must be sealed and packaged when brought to school and disseminated using safety precautions, such as plastic gloves. Homemade foods and snacks cannot be provided to students. Any prepared foods must have been prepared in an Arkansas Health Department inspected and approved kitchen and properly stored until being served.

Snacks During the Declared School Day – Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns.

Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

No food or beverage shall be used as rewards for academic, classroom or sport performances and/or activities with the exception of those occasions outlined previously in this policy.

Date Adopted: October 20, 2009

Last Revised:

6.11—PARENTAL/COMMUNITY INVOLVEMENT - DISTRICT

The Cabot School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community-based organizations to foster parent and family engagement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;

10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parent, family, and community engagement policies to examine their affect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318
A.C.A. § 6-15-1702
A.C.A. § 6-15-1703
A.C.A. § 6-15-1704
Division of Elementary and Secondary Education Rules Governing
Parental Involvement Plan and Family and Community
Engagement
Commissioner's Memo COM-20-021

Date Adopted: October 20, 2009

Last Revised: June 21, 2022

6.12 – PARENTAL/COMMUNITY INVOLVEMENT - SCHOOL

Each school in the Cabot School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, each school shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parent and family engagement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;

10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, each school shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Each school shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Each school shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318
 A.C.A. § 6-15-1702
 A.C.A. § 6-15-1703
 A.C.A. § 6-15-1704
 Division of Elementary and Secondary Education Rules Governing
 Parental Involvement Plan and Family and Community
 Engagement
 Commissioner's Memo COM-20-021

Date Adopted: October 20, 2009
Last Revised: June 21, 2022

6.13 EXTRA CURRICULAR ACTIVITY ELIGIBILITY FOR HOMESCHOOLED STUDENTS

“Homeschooled student” means a student legally enrolled in an Arkansas homeschool and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

“Interscholastic activity” means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone or their applicable attendance zone's school as permitted by this policy.

Homeschooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if:

- The superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District; or
- The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

Although not guaranteed participation in an interscholastic activity, homeschool students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A homeschooled student who has met the try out criteria and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A home schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a homeschool but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student's withdrawal from the AAA member school.

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five (365) days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the District. The student will not become eligible for full participation until the completion of the three hundred sixty-five (365) day period from when the student withdrew. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other

endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period from when the student withdrew.

Legal Reference:

A.C.A. § 6-15-509

A.C.A. § 6-16-151

A.C.A. § 6-18-232

A.C.A. § 6-18-713

Arkansas Activities Association Handbook

Commissioner's Memo COM-18-009

Commissioner's Memo LS-18-015

Division of Elementary and Secondary Education Rules Governing
Homeschools

Date Adopted: May 21, 2013

Last Revised: June 20, 2023

6.14 LIBRARY MEDIA CENTER PROCEDURE FOR CHALLENGE OF PHYSICAL MATERIALS

For the purpose of the challenge process a *complainant* shall be defined as “a parent or guardian of a student affected by the material to be challenged or an employee of the school district.”

The procedures concerning challenged titles are outlined below. These procedures provide the library media center with a firm and clearly defined course of action within the context of the principles of intellectual freedom, the student’s right to access of materials, and the professional responsibility and integrity of the staff. **A challenged title shall remain available throughout the process until a final decision is reached.**

CRITERIA FOR SELECTION OF LIBRARY TITLES

Selection of library titles is initiated by the school Library Media Specialist after evaluating the individual school’s needs and considering requests of faculty and students, educational application, and knowledge of the existing collection. The Library Media Specialist will use professional selection aids such as *School Library Journal*, *Kirkus Review*, *Follett Titlewave*, *The Horn Book*, *Booklist*, *Publisher’s Weekly*, publishers, and other professionally-vetted library sources when selecting age-appropriate materials.

WEEDING LIBRARY MATERIALS

Extensive thought and care are given to the selection of materials; the same care will be applied when weeding. Weeding ensures that the collection remains current and/or relevant and is used by the students it is selected to serve. Systematic weeding is an important part of the selection process. De-selection of materials should occur using the CREW method.

PRELIMINARY CHALLENGE PROCESS

1. When a complainant voices concerns regarding a title within the library media center, the complainant shall contact the principal’s office for an appointment with the licensed Library Media Specialist to discuss the title. The Library Media Specialist shall explain to the complainant the school’s selection policy.
2. The complainant shall be provided a copy of the *Challenge of Physical Materials* form prior to the meeting.
3. If the complainant is satisfied with the explanation given by the Library Media Specialist, the matter is considered resolved.
4. If the complainant is not satisfied with the explanation, the complainant may choose to place a formal challenge.
5. The complainant shall return the form completed in its entirety to the Library Media Specialist within ten (10) school days of its receipt, or the matter shall be considered resolved.
6. The *Challenge of Physical Materials* form may only be submitted during the school calendar year.

FORMAL CHALLENGE PROCESS

Preliminary Procedures

1. The complainant may only request a challenge of one title at a time and at one school at a time.
2. If the *Challenge of Physical Materials* form is completed in its entirety, signed, and returned to the Library Media Specialist within the required time frame (*ten school days from the initial receipt of the form*) by the complainant, the challenge process shall commence.
3. Upon receipt of the *Challenge of Physical Materials* form, the Library Media Specialist shall inform the school's principal who shall inform the superintendent of the formal complaint.
4. Upon the receipt of the *Challenge of Physical Materials* form, a challenge committee shall be appointed by the principal. The committee shall consist of the following:
 - a. The principal or his or her designee.
 - b. A Library Media Specialist from another building/grade configuration.
 - c. Three (3) licensed personnel with curriculum knowledge appropriate for the material being challenged and be representative of diverse viewpoints.
5. The Challenge Committee shall be formed within three (3) school days from the date the formal paperwork is submitted.
6. Copies of the challenged title and reviews of the work will be distributed by the Library Media Specialist to the committee members within five (5) school days of receipt of the copies of challenged material.

Procedures for Challenge

1. A Challenge Committee meeting shall take place within fifteen (15) school days of the submission of the formal paperwork.
2. Only one title will be reconsidered at a time at each building.
3. The committee shall allow the person who submitted the request to present his or her request to the committee.
4. After hearing from the person who submitted the request, the committee shall meet to discuss the material being challenged.
5. The committee shall determine if the material being challenged meets the criteria of selection. Material being challenged:
 - a. "Shall not be withdrawn solely for the viewpoints expressed within the material;" and
 - b. "Shall be reviewed in its entirety and shall not have selected portions taken out of context."

Committee Decision

1. The process for selecting library titles, professional reviews of the material, and the material's merit are measures for evaluation.
2. The committee shall vote to determine whether the material being challenged shall be relocated within the media center's collection to an area that is not accessible to minors under the age of eighteen (18) years.

3. A member of the committee who votes with the majority shall write a summary of the reasons for the majority's decision.
4. Notice of the committee's decision and the summary prepared shall be given by hand or by certified mail to the person who submitted the request.

Appeal Process

1. If the committee decides not to relocate the material being challenged, the person who submitted the request may appeal the committee's decision to the board of directors for the school district by filing a written appeal to the superintendent within five (5) working days of the committee's decision or written receipt of the committee's decision.
2. If a person appeals the decision of a committee, the superintendent shall present the material being challenged, the request submitted by the person, the committee's decision, and the summary prepared to the board of directors within fifteen (15) days of the committee's decision.
3. In addition to the information required to be provided, the superintendent may also include the administration's recommendation regarding the appeal.
4. The members of the board of directors shall review the information submitted to them and shall make a decision on the appeal within thirty (30) days of receiving the information.
5. The decision of a board of directors is final.

** A meeting held regarding a challenge or an appeal submitted under a written policy adopted by a school district shall be a public meeting and the records submitted and considered at a meeting shall be public records under the Freedom of Information Act of 1967, § 25-19-101 et seq.*

Date Adopted: June 20, 2023

Last Revised:

FOR OFFICIAL USE ONLY

DATE/TIME RECEIVED:

RECEIVED BY:

6.14.F1 Challenge of Physical Materials Form

Attach extra pages if needed

Title Information:

Author:

Title of Book:

Publisher & Copyright Date:

Request initiated by:

Name:

Mailing Address:

Phone:

I am a:

_____ Parent or guardian of a student affected by the material.

_____ An employee of the school district.

Student's Name:

Student's School:

Grade Level:

Please answer the following questions about the material:

1. Did you read the entirety of this material? YES NO
If not, why and what parts?

2. Have you discussed this material with the Media Specialist? YES NO

3. What do you understand to be the general purpose for including this title in the library's collection?

4. Did the general purpose for the use of this title, as described by the Media Specialist, seem a suitable one to you? YES NO

If not, please explain:

5. To what in this material do you object? Please be specific – cite pages, scenes, etc.

6. List the reviews have you read about this material. Attach extra copies if needed.

7. What would you like for the library to do about this work?

_____ Relocate within the media center's collection to an area that is not accessible to minors under the age of eighteen (18) years.

_____ Remove my student's ability to check out this work from the library.

8. Please recommend another work or works that, in your opinion, would convey a more valuable picture and perspective of the subject treated.

Title: _____

Author: _____

Signature of Complainant: _____

Date: _____

Date Adopted: June 20, 2023

Last Revised:

6.14.F2 Challenge Committee Summary Form

Date and Time of Meeting:

Title:

Author:

Publisher:

Copyright:

Summary of committee's decision:

_____ Recommend to retain title.

_____ Recommend to relocate within the media center's collection to an area that is not accessible to minors under the age of eighteen (18) years.

Copies were sent to the following:

Superintendent _____

Date sent: _____

Complainant _____

Date sent: _____

School Library Media Specialist _____

Date sent: _____

Date Adopted: June 20, 2023

Last Revised: