



## Secondary Schools Handbook

2023  
2024

### STUDENT HANDBOOK

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# PROFILE OF A **RSD** GRADUATE



## **RESPONSIBLE CITIZEN**

develops life skills that demonstrate consideration of others, while strengthening their work ethic, independence, motivation and character.

## **EMPATHETIC LEADER**

instills confidence within themselves, while searching for opportunities to inspire and adapt their strategies to meet the needs of others.

## **INNOVATIVE ACHIEVER**

demonstrates perseverance and creativity to enhance their personal and academic growth

## **INCLUSIVE COLLABORATOR**

empowers all to contribute while working towards a common goal.

## **CRITICAL THINKER**

is a self-aware problem solver who uses reasoning, analysis, and evaluation to drive their decision making.



It shall be the policy of the Russellville School District that the most recently adopted version of the Student Handbook is incorporated by reference into the policies of this district. If there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided by the parent(s) of the student, or the student if 18 years of age or older, have acknowledged receipt of the controlling language.

As the LEARNS Act is defined, the handbook will be adjusted to reflect any changes in requirements.

## **Section 1: General Information**

### **Equal Educational Opportunity**

No student in the Russellville School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability, be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district.

The Russellville School District shall ensure that no student is denied access to being selected for honors and awards by establishing non-biased and equitable policies and procedures related to honors and awards programs in each school within the district.

### **Public Complaints Procedure**

School Board Policy [6.7](#)

The Russellville School District is open to complaints that arise through the actions of its employees or the operating procedures and policies. Complaints should begin as close as possible to the origin of the issue. The Board expects the staff and the grieving party to be courteous when a complaint occurs. Parents are asked to contact the school or appropriate central office administrator during the workday. The superintendent will assist parents when an issue is taken to the Board level.

Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching or the day-to-day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff members against whom the complaint is directed
2. Principal
3. Superintendent

### **Compulsory Attendance Requirements**

School Board Policy [4.3](#)

Every parent, guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of the current school year within the District shall enroll the child and ensure attendance of the child at a District school with the following exceptions.

### **Extracurricular Activities – Secondary Schools**

School Board Policy [4.56](#)

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are minimal, and absences from class to participate in extracurricular activities **shall not exceed one per week** per extracurricular activity (tournaments or other similar events) except with the approval of the building administrator. All students are eligible for extracurricular activities unless specifically denied eligibility based on criteria outlined in this policy.

A student must meet guidelines set forth by the AAA to participate in AAA Extracurricular Activities. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities due to disciplinary action taken by the administration for inappropriate behavior.

### **Extracurricular Activities – Home-Schooled Students**

School Board Policy [4.56.2R](#)

Home-schooled student means a student legally enrolled in an Arkansas home school 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 regulations 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. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and

participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

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 as permitted by this policy. Home-schooled 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.

Although not guaranteed participation in an interscholastic activity, home-school 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 an interscholastic activity without discrimination.

### **Extracurricular Activities - Hierarchy of Activities and Events**

Students may be involved in numerous organizations and find themselves with activities scheduled on top of each other. The following hierarchy of events is to help give order to conflicts that arise between organizations. The order is listed from highest priority to lowest priority.

- AAA-sanctioned State Events that have an assigned AAA calendar week
- AAA-sanctioned Conferences/Region Tournaments/Region Assessments/Region Clinics that have an assigned AAA calendar week
- AAA Sanctioned Regularly Scheduled Conference/Region events (for example – regular conference games)
- AAA Sanctioned Non-Conference/Invitational events that are on the school calendar
- Local Activities and Events that are on the School Calendar before the start of the school year
- Events that are not on the School Calendar at the start of the school year
- Performances/Competitions/Ball Games will take a higher priority over practice

### **Residence Requirement**

The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the district and to all persons between those ages who have been legally transferred to the district for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate from his or her parents or guardians for school attendance purposes.

For a person under the age of eighteen (18) years to establish a residence to attend the district's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must reside in the district for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but resides in another district are eligible to enroll in district schools.

Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child's best interest for the child to remain in his/her current school. The Act further provides that districts are "encouraged to work out a plan for transportation for the child to remain in the child's current school."

Children whose parent or legal guardian relocates within the state due to mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending before the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

### **Family and Community Engagement Plan**

The full text of the Family and Community Engagement Plan for the District may be obtained through the district website [www.rsdk12.net](http://www.rsdk12.net). Please choose the "State Required Information" button and scroll to the current year's Family and Community Engagement Plan. A plan for each building and the district is included.

Please contact your school for additional information and assistance with involvement.

### **Parent-Teacher Communication**

School Board Policy [3.30](#)

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences occur once each semester.

Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. If school personnel are notified of a change of communication or custody, the teacher shall be notified.

**The full text of Policy 3.30 may be obtained through the district website.**

### **Communication Between Parents and The District**

Additional communication available to parents/guardians is through the e-mail system. Parents/guardians may contact teachers and administrators in the Russellville School District by using their first and last name along with rsdk12.net.

Example: [john.doe@rsdk12.net](mailto:john.doe@rsdk12.net)

### **School Supplies, Textbooks, and Technologies**

Students are responsible for all borrowed materials. Any materials, including, but not limited to, textbooks, library books, technological devices, library materials lost, or literacy materials lost or damaged beyond repair, must be paid for by the student. The fine must be paid before the end of the school year. Costs of items vary according to the item.

Students are expected to provide their own supplies for classes. A supply list is provided at the beginning of each year or is communicated by classroom teachers.

### **Student Electronic Device and Internet Use Agreement**

School Board Policy [4.29](#)

The Russellville School District agrees to allow the student to use the district's technology to access the internet under the following terms and conditions whether access is through a district or student-owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding by this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the district's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. **No Expectation of Privacy:** The Student and parent/guardian signing below agree that if the student uses the Internet through the district's access, the student waives any right to privacy the Student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's internet access and may also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the student's parents/guardians.
5. **No Guarantees:** The district will make good faith efforts to protect children from improper or harmful matters which may be on the internet. At the same time, in signing this agreement, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
6. [RSD Student 1:1 Device Program](#)

### **Wellness Policy**

The Russellville School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Russellville School District that

- The Russellville School District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies;
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active regularly;
- Foods and beverages sold or served at school meals will meet the nutrition requirements of the USDA regulations;
- Qualified child nutrition professionals will provide students with access to a variety of affordable nutritious and appealing foods that meet the health and nutrition needs of students, in clean, safe settings; and
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs.

### **Hardship Licenses and Work Permits**

RJHS students are not allowed to drive on campus. Therefore, hardship license paperwork will not be issued. Work permits for students are also not issued at RJHS.



## Section 2: Academic Information

### Academic Calendar 2023-2024

#### Reporting Dates

##### 1st Quarter:

- Aug 21st-Start 1st Quarter
- Sept 22- Midterm
- Oct 18th-1st Quarter Ends (Will be shared at PTC)
- Report Cards Sent Out By-Oct 27th

##### 2nd Quarter:

- Oct 23rd-Start 2nd Quarter
- Dec 1st-Midterm
- Dec 22-End of Quarter
- 
- Report Cards Sent Out By-Jan 12th

##### 3rd Quarter:

- Jan 8th-Start 3rd Quarter
- Feb 9th-Midterm (Shared at PTC)
- March 15-Ends
- Report Cards Sent Out By-March 29

##### 4th Quarter:

- March 25-Start 1st Quarter
- April 26-Midterm
- May 30-End of Quarter
- Report Cards Sent Out By-June 7

**Note:** Senior Second Semester Tests differ from those listed above. Adjustments to the above testing schedule occur when extenuating circumstances arise, e.g., days added to the end of the school year due to inclement weather. The school is not obligated to allow for early testing unless there is an extreme emergency. Any exceptions are approved by building administrators.

#### **Academic Semester Test Exemption Policy**

Students in grades 6-12 will be exempt from a final exam for semesters 1 and 2 if they meet the following requirements:

- a. A student with a 90% average or higher for the 1st/2nd quarter and/or 3rd/4th quarter and are only absent **four or fewer days** per semester of the class period. **Three tardies are equivalent to one absence for exemption purposes, whether excused or not**
- b. A student with an 80% average or higher for the 1st/2nd quarter and/or 3rd/4th quarter and miss **three or fewer** days per semester of the class period. **Three tardies are equivalent to one absence for exemption purposes, whether excused or not.**

**Notes:**

- Students who are exempt and choose to take the final exam are NOT penalized, regardless of the grade they make on the final exam.
- Students enrolled in an AP Course who take the AP exam in the spring may be exempt from their semester test in that course.
- All absences count towards the exemption policy except for school-related absences.

**Academic Integrity****Plagiarism**

Plagiarism is passing off a source's information, ideas, or words as one's own. Spoken it is the use of someone else's work without giving proper credit to that author or source. The use of the information without proper documentation or acknowledgment is cheating. Copying another student's homework, essay, test, research paper, etc., is also cheating. The following list contains ways to avoid cheating/plagiarism

- Do not copy another person's words or ideas from any book or reference material unless the source is acknowledged;
- Do not copy someone else's work;
- Do not lend your work to another student;
- Use the approved reference guide to cite sources;
- See the teacher about any questions or proper documentation; and
- Remember that all borrowed facts, statistics, or other illustrative material, unless the information is common knowledge, must be documented.

**Other issues of Academic Integrity-Technology**

The secondary school's faculties are committed to promoting positive character qualities; hence, the issues of technological academic dishonesty must also be addressed. All students are expected to be responsible digital citizens; therefore, cheating is unacceptable. The following list represents a partial list of technological misuse/abuse in the classroom

- Cutting, pasting, or downloading information from the internet;
- Rephrasing sentences from the internet;
- Text-messaging during tests or anytime during the instructional period; and
- Improper use of any electronic source.

**Consequences of Academic Dishonesty**

Situations of Academic Dishonesty vary in seriousness and circumstance; therefore, there are levels of offenses. Possible consequences may include but are not limited to

- When a student copies another student's work, both parties will receive a zero. School administrators will be notified for documentation and possible disciplinary action.
- For compositions, research papers, etc., the following consequences are suggested
  - 1<sup>st</sup> Offense: A zero on the work and parent contact by the teacher;
  - 2<sup>nd</sup> Offense: A zero on the work and parent contact by the teacher. The student is referred to the office;
  - 3<sup>rd</sup> Offense: A zero on the work and parent contact by the teacher. The student is referred to the office.

**DISCLAIMER:** The administration reserves the right to alternative penalties based on the severity of the situation.

**Academic Information: Smart Core Curriculum and Graduation Requirements for the Classes of 2022, 2023, 2024, and 2025**

School Board Policy [4.45R](#)

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a [Smart Core Waiver Form](#) not to participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students before their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time, and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12), and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core

curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians before the deadline for them to sign and return the waiver form.

**The full text of Policy 4.45 & 4.45.1 may be obtained through the district website.**

## Graduation Requirements

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Division of Elementary and Secondary (DESE), the district requires one (1) unit of a technology elective for a total of twenty-three (23) units to graduate. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Students may not double up on English III and IV during their junior year to graduate early.

**The following seventeen (17) credits are required for all students:**

- o Four (4) credits of English
- o Four (4) credits of Mathematics (Smart Core: Alg. I, Geometry, Alg. II, and an advanced math course\*)
- o Three (3) credits Science\*\* (one (1) Physical, one (1) Biology, and one (1) DESE approved science course)
- o Three (3) credits Social Studies (American History; World History; one-half (½) credit Civics or Government and one-half (½) credit Economics)
- o One-half (½) credit Physical Education
- o One-half (½) credit Health and Safety Education
- o One-half (½) credit Fine Arts (music, art, or drama)
- o One-half (½) credit Oral Communications
- o One (1) credit Technology (Class of 2026 and beyond Computer Science; Class of 2024 & 2025 Survey of Business, Computer Science, or EAST)

In addition to the above credits, students shall select six (6) elective credits for a total of twenty-three (23) credits.

**The requirements above are for the smart core curriculum. If a smart core waiver is returned, the math and science are as follows:**

- o Four (4) credits Mathematics (Algebra 1, Geometry, and two additional approved math courses)

\*4<sup>th</sup> math credit advanced courses offered in RSD: Project Lead The Way (PLTW) Digital Electronics, PLTW Engineering Design & Development, Computerized Accounting II, and any of the computer science courses

\*\*See Table for all science course options in the Russellville School District (RSD).

\*\*\*Students can also take the yearlong course Financial Planning & Wealth Management to get their half credit of Economics, along with one elective credit.

Table 1: Russellville School District Courses Offered for Science Graduation Credit

	1 Biology Credit	1 Physical Science Credit	1 3 <sup>rd</sup> science Credit
RSD Courses Offered	☐ Biology Integrated	☐ Physical Science Integrated	☐ Physical Science Integrated
	☐ Concurrent Credit Biology	☐ Advanced Physical Science Integrated	☐ Advanced Physical Science Integrated
	☐ Advanced Biology Integrated	☐ Chemistry Integrated	☐ Chemistry Integrated
	☐ AP Biology	☐ Advanced Chemistry Integrated	☐ Advanced Chemistry Integrated
		☐ AP Chemistry Integrated	☐ AP Physics I
		☐ AP Physics I	☐ Aerospace Engineering
		☐ PLTW Principles of Engineering	☐ Computer Science Flex
		☐ Aerospace Engineering	☐ Environmental Science
			☐ AP Environmental Science
			☐ Concurrent Credit Biology
			☐ AP Biology

			<input type="checkbox"/> PLTW Principles of Engineering <input type="checkbox"/> PLTW Human Body Systems
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All students must receive a passing score on the Arkansas Civics Exam from graduating.

### Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District-approved provider(s) as either a primary or supplementary method of instruction. The courses may be in blended learning, online-based, or other technology-based formats. In addition to the other graduation requirements contained in this policy, students must take at least one (1) digital learning course for credit while in high school.

### Personal and Family Finance

In tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>), or twelfth (12<sup>th</sup>) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

### Career Focus: 6 units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Note: The Smart Core Information Sheet and the Smart Core Waiver Forms are available on the Division of Elementary and Secondary Education website.

## **Academic Information: Smart Core Curriculum and Graduation Requirements for the Class of 2026**

### School Board Policy

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a [Smart Core Waiver Form](#) to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students before they enroll in seventh (7<sup>th</sup>) grade or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time, and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12), and both students and parents must sign an acknowledgment they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians before the deadline for them to sign and return the waiver form.

**The full text of Policy 4.45.1 may be obtained through the district website.**

### Graduation Requirements

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

All students must receive a passing score on the Arkansas Civics Exam to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District-approved provider(s) as either a primary or supplementary method of instruction. The courses may be in blended learning, online-based, or other technology-based formats. In addition to the other graduation requirements contained in this policy, students must take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards to graduate.

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science course to graduate.

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

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

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

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement to meet the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- 1) DESE approved biology – 1 credit;
- 2) DESE approved physical science – 1 credit; and
- 3) A third unit that is either:
  - o An additional science credit approved by DESE; or
  - o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- 1) Civics - one-half (½) unit
  - 2) World History - one unit
  - 3) American History - one unit
- \*Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one-half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

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

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

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

A student who completes at least seventy-five (75) hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

**CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

Mathematics: four (4) units

- 1) Algebra or its equivalent\* - 1 unit
  - 2) Geometry or its equivalent\* - 1 unit
  - 3) All math units must build on the base of algebra and geometry knowledge and skills.
  - 4) (Comparable concurrent credit college courses may be substituted where applicable)
  - 5) A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- \* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- 1) DESE approved biology – 1 credit;
- 2) DESE approved physical science – 1 credit; and
- 3) A third unit that is either:
  - o An additional science credit approved by DESE; or
  - o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- 1) Civics, one-half ( $\frac{1}{2}$ ) unit
  - 2) World History, one (1) unit
  - 3) American History, one (1) unit
- \*Other social studies – one-half ( $\frac{1}{2}$ ) unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one-half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

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

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

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

A student who completes at least seventy-five (75) hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

### **Special Recognition**

Cumulative grade point average (GPA) is used to determine class rank. All courses taken for high school credit are included. The GPA includes any weighted grades from PLTW Courses and Advanced Placement (AP) courses.

Students designated as graduating with the highest honors receive special seating at graduation. Speaking at the graduation and attending the Governor's Reception for High Academic Achievers are determined by class rank within this group. Other academic awards are handled similarly.

In the event of a tie for graduation speakers, the quality points from honors and AP courses are used to determine the order between the tied students. This tie-breaking process does not affect rank.

Honor graduates' tentative status is determined approximately three weeks before graduation. Determination is made by combining the first semester's cumulative GPA with the second semester's anticipated GPA. Final honor status is determined once final grades are figured at the end of the student's senior year.

### **Graduation Exercises**

Participation in commencement exercises by seniors who have completed ALL requirements for graduation is encouraged but not compulsory. Since these exercises require planning (rehearsals are held during school hours on school days), all students who wish to participate in the exercises must attend rehearsals. Failure to do so may exclude a student from participating in graduation exercises.

Students who have not completed **ALL** requirements for graduation are NOT eligible to participate in the graduation ceremony. Students completing requirements for graduation in the summer or fall may participate in the next exercise if they desire. In this case, the students must notify the principal's office of their intent to participate in graduation exercises.

**NOTE: Part-time home-schooled students may participate in graduation exercises only if the student completes all requirements at Russellville High School.**

### **Honor Graduates**

1. **Earn 12 academic credits** from honors courses.
2. Maintain a cumulative grade point (grades 9-12 inclusive) of 3.50 or better. Recognition will be designated as follows:
  - a. With Highest Honors: grade point of 4.0 and above with **seven of the twelve** required honors courses being **weighted** and from **three** different areas. Students graduating with the highest honors sit at the front of the students at graduation. The students with the highest honors and ranked 1<sup>st</sup>-4<sup>th</sup> are graduation speakers.
  - b. With High Honors: grade point of 3.75 and above, with **five of the twelve** required honors courses being **weighted** and from **two** different areas.
  - c. With Honors: grade point of 3.50 and above, with **four of the twelve** required honors courses being **weighted** and from **two** different areas.
3. Honor graduates are tentatively determined before graduation, with final determination based on final grades. The complete high school record is used in making the calculation.

### **National Merit Scholarships**

High school juniors may qualify for National Merit Scholarships by receiving a high score on the PSAT in October of their junior year.

Juniors need a high selectivity index score in the 99<sup>th</sup> percentile range. Not all students in the 99<sup>th</sup> percentile range are National Merit Semifinalists. Each state has a different cut-off score for selecting National Merit Semifinalists.

The score is obtained from three sections on the PSAT: critical reading, math, and writing. The highest score is 240 (80+80+80=240) since each section of the PSAT ranges from 20 to 80 points.

If a student plans to take the PSAT/NMSQT in the fall, then the student must pick up the Official Student Guide to the PSAT/NMSQT from the counselor's office in September.

The Student Guide has three main sections

1. test-taking help;
2. information about National Merit Scholarship Corporation scholarship competitions; and
3. a full-length practice test.

For more information: <http://www.collegeboard.com/student/testing/psat/about/bulletin.html>.

## **Attendance**

School Board Policy [4.7](#)

## **Absences**

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept the responsibilities they will face as adults. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction that results in higher student achievement.

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person

## **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of **six (6)** such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal,
7. Participation in an FFA, FHA, or 4-H-sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a military member and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
11. 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.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

In order for the absence to be considered excused, the student must:



- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days before its presentation or upload will not be accepted.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent; or legal guardian; person having lawful control of the student; or person standing in loco parentis shall be considered as unexcused absences. Students with six **(6) unexcused absences** in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or credit. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **three (3) unexcused absences**, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardians, persons with lawful control of the student, or persons standing in loco parentis petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

### **Tardies**

Promptness is an important character trait that district staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates, which compromises potential student achievement.

In addition to school district policy,

- Three tardies are equivalent to one absence for exemption purposes, whether excused or not;
- Absences or tardiness due to dress code violations or other disciplinary actions are excused at the discretion of a principal;
- If a student misses less than 10 minutes of any class period, he/she is considered tardy; and
- If a student misses more than 10 minutes of a class period, he/she is considered absent. Unless excused by the administration.

### **Late to School Tardies**

Students arriving to school after the tardy bell must consider the following:

- A parent can excuse their child "late to school" no more than five (5) times per semester. After five (5) parents excused "late to school" tardies, "late to school," tardies are considered unexcused (unless approved by a Building Administrator). Note: RHS accepts only three (3) late-to-school tardies;
- A parent-excused tardy is still recorded as a tardy but does not count toward the assignment of Saturday School;
- A student who arrives late to school regularly, unexcused, receives Saturday School after the fifth unexcused tardy.
- Parent conferences are held, if necessary, to resolve the problem of excessive tardies; and
- Students who arrive 10 minutes after the tardy bell rings are considered absent from a class period (even if the tardy is excused, in which case it will be an excused absence from a class).

Tardy counts start over at the beginning of each semester for RMS students. Tardy counts start over at the beginning of each quarter for RJHS and RHS students.

## Credit Recovery for Attendance

### Excused Absences (Grades 9 – 12)

**Credit Recovery** is designed to allow students regain credit who have absences totaling over the maximum number of **excused absences and/or unexcused absences** for the semester and have a passing grade in the class. The maximum number of absences is 12 per semester. This includes if a student has six excused and six unexcused absences or 12 total absences. Once the student exceeds 12 absences without exceeding the six allowable unexcused absences, the student may lose credit for the course if he/she does not enroll in credit recovery. Failure to follow all rules results in dismissal from the program and loss of credit in that course. **Before** reaching 13 absences, the student has the right to petition for extra days. Extra days are granted on a case-by-case basis determined by the building administrator.

### Credit Recovery

**6 or more Unexcused Absences** Students may begin the credit recovery process.

**13-25 Absences** Students are enrolled in the credit recovery computer program. To receive credit for the class, the student must complete all assigned modules with a passing grade.

**Above 25 Absences** Students will need to repeat the class.

## College Credit/Concurrent Credit

Russellville High School, in partnership with Arkansas Tech University, offers concurrent courses taught on the RHS campus by RHS faculty. Students who meet the requirements of enrollment for ATU can receive both high school credit as well as credit from ATU for the approved courses:

- Before a student can enroll in a concurrent course, he or she must meet all of ATU's admission requirements and must have a qualifying test score submitted to ATU no later than August 1 of each school year;
- The student will be responsible for the costs of taking the qualifying test as stated in the RULES GOVERNING CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT;
- US History I is a prerequisite for US History II and must be taken in consecutive semesters;
- Composition I is a prerequisite for Composition II and must be taken in consecutive semesters;
- Comp I will count as an elective and Comp II can only replace English IV;
- Intro to Biology (420001) is a prerequisite for the concurrent Advanced course (529900) and must be taken in consecutive semesters during the student's sophomore year. Students may receive 4 hours of Biology credits from AP or Concurrent Courses, and
- Concurrent credit for Biology taken at Russellville High School counts as a Biology credit for non-Biology majors that enroll at ATU.

## **Homework**

Study and preparation outside of individual class periods and, in many cases, outside of the school day is a desirable means of expanding educational experiences for students. Differences in age, maturity, educational readiness, and ability make it necessary to provide as much individualization as possible when assigning homework.

## **Make-up Work**

School Board Policy [4.8](#)

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules:

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the teacher's discretion but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work that is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work for students serving an out-of-school suspension or expulsion should be following the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

## **Marking Grades**

Grades reflect only the accomplishment of educational objectives.

Teachers use the following uniform grading system as required by Act 1070:

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

"I" indicates incomplete work. An "I" mark is upheld for up to two weeks unless otherwise determined by the administration until the deficiency is corrected. If not corrected, the "I" becomes an "F."

Weighting of grades is as follows

Grades 6-8	60% (Assessments)	40% (Classwork/Homework)
Grades 9-12	70% (Assessments)	30% (Classwork/Homework)

**Note:** 8th-grade courses that count for High School graduation requirements follow grades 9-12 weighting.

## **Marking Grades – 9<sup>th</sup>-12<sup>th</sup> Grade Advanced Placement (AP) and Project Lead the Way (PLTW) Courses**

1. 9<sup>th</sup> - 12<sup>th</sup> Grade students who take Advanced Placement (AP), PLTW, or International Baccalaureate (IB) courses approved for weighted credit by the Division of Elementary and Secondary Education shall be graded according to the uniform marking system.
2. For determining grade point averages, the numeric value of each letter grade shall be

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

Students who transfer into the district are given weighted credit for the AP, IB courses, honors courses approved by the Division of Elementary and Secondary Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Students taking AP, or IB courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the year but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she received in the course as if it were a non-AP course.

**Legal References:** *Division of Elementary and Secondary Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools, DESE Rules Governing Advanced Placement Courses in the Four Core Areas in High School, A.C.A. § 6-15-902(c)(1), (c) (3).*

### **Point System for Honor Rolls/Class Ranking**

Each term, students, who achieve certain academic standards, can receive scholastic recognition: the All A's Honor Roll (4.0-grade point average (GPA)), the Principal's Scholar List (3.66 to 3.99 GPS), and the Scholastic Honor Roll (3.25 to 3.65). Other individual building recognition systems may be available. The following point system is used in computing the grade point and determining academic achievement:

A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

For students enrolled in Advanced Placement (AP) courses, the following point system is used for computing GPA:

A	5.00
B	4.00
C	3.00
D	2.00
F	0.00

GPA's are computed on the courses that issue a letter grade only.

**Note:** A grade of "U" in any non-graded class is considered a failing and disqualifies a student from any of the above lists.

### **Student Promotion and Retention**

School Board Policy [4.55](#)

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually to help each student who is not performing at grade level. Parents or guardians shall be informed concerning their student(s) progress. Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary to improve a student's academic success.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

**Student Medications**

School Board Policy [4.35R](#)

Before administering any medication to any student under eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from medication administration to students per this policy. All signed medication consent forms are to be maintained by the school nurse. Parent permission forms shall include an assurance that the requested medication has been given at least once with no adverse reaction before the school administration of medication.

Unless authorized to self-administer designated rescue medications, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse or trained designee shall document, in the presence of the parent, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

## Section 3: Student Behavior and Discipline

School Board Policy [4.17](#)

The Russellville Board of Education protects the District's students' and employees' health, safety, and welfare. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline.<sup>1</sup> Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

### **Student Behaviors**

The District's Student Code of Conduct applies to students traveling to and from school or to and from a school activity to the same extent as if the student were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct. The preceding paragraph also applies to student conduct on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures for violating the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. Students are eligible to receive district bus transportation if they meet the District's requirements for riding a bus. The transportation to and from school for students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

### **Abuse of Public School Employee**

School Board Policy [3.17](#)

School districts must report to the Department of Education and prosecutions of individuals who insult or abuse teachers. Abuse of a public school employee constitutes the following

- It is unlawful, during regular school hours and in a place where a public school employee is required to be in the course of his or her duties, for any a person to address a public school employee using language which, in its common acceptance, is calculated to
  - cause a breach of the peace;
  - materially and substantially interfere with the operation of the school; or
  - arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.
- A person who violates this section shall be guilty of a misdemeanor and, upon conviction, be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

*Legal Reference: Arkansas Code Ann. 6–17-106*

### **Behavior/Items Not Permitted**

All Russellville School District students shall comply with the rules and regulations in this handbook. Students are to obey reasonable instructions and submit to the teacher, school, and Board of Education authorities on school property or at school-sponsored off-campus activities. The following behaviors/items are not permitted and result in disciplinary action

- Food and drink are only allowed in the hallway or classroom with principal/teacher approval. No **outside** disposable drinks are allowed in hallways or classrooms. All drinks must have a closed/secured lid. Drinks purchased at school must be consumed in designated areas;
- Students are not allowed to sell or trade personal items at school;
- Prohibited items include
  - games (including electronic/video);
  - collector's cards, playing cards;
  - skateboards, roller blades;

- dice;
- yo-yos;
- knives, water guns, cigarette lighters;
- fireworks; and
- Items that were used as a toy or for non-academic related purposes.
- Throwing rocks or other objects on campus is prohibited;
- No laser lights are allowed. (Act 1408 of 1999 prohibits possession of laser pointers by students);
- RSD adheres to a "hands off" policy. Students are to keep their hands to themselves. Playing around may cause serious fights and injury. The "hands off" policy includes using feet, throwing objects, or any type of physical contact.
- No students may hug, hold hands, or kiss at school.
- Cameras and use of camera phones are not allowed at school unless approved through administration;
- Students are not permitted to film, post, or share any physical or verbal altercations; and
- Students are not permitted to possess, fly, or display flags in or from their vehicles. Students not following this rule may have their driving privileges revoked.

**Note:** Use of approved electronic devices is allowed only for educational purposes in the classroom. Students are responsible for their personal electronic devices. Schools are not liable for theft or destruction of student property.

## **Bullying**

School Board Policy [4.43](#)

### **Definitions**

“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;

“Bullying” means the repeated and 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;

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

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 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:

- Harass, intimidating, humiliating, ridiculing, defaming, or threatening a student, school employee, or person with whom the other student or school employee is associated; or

- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes but is not limited to

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information about a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- 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;
- 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 about 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
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or receiving junk electronic and instant messages.

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 is maliciously intended to disrupt 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 occurs 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.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 bullying, including a single action that, 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 that, 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 (5<sup>th</sup>) 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, a 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, a 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 true;
  - c. Whether an action was taken against their student upon the conclusion of the investigation of the alleged bullying incident; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including 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 bullying incident.

Students found to violate 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 of 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, persons 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.

Copies of this policy shall be available upon request.

**Students are under RSD jurisdiction on campus during school hours and/or events.**

## **Prohibited Conduct**

School Board Policy [4.18](#)

Students and staff require a safe and orderly learning environment 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:

- disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- disruptive behavior that interferes with orderly school operations;
- willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- possession or use of tobacco in any form including **electronic cigarettes (vaping devices)** and paraphernalia on any property owned or leased by any public school including school buses.
- willfully or intentionally damaging, destroying, or stealing while on school property or at school events;
- possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;

- possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- inappropriate public displays of affection;
- cheating, copying, or claiming another person's work to be his/her own;
- gambling;
- inappropriate student dress;
- use of vulgar, profane, or obscene language or gestures;
- truancy;
- excessive tardiness;
- engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- hazing , or aiding in the hazing of another student;
- gangs or gang-related activities ([Policy 4.26](#)), 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;
- sexual harassment;
- bullying/Hazing; and
- operating a vehicle on school grounds while using a wireless communication device; and
- theft of another individual's property.

The Board directs each school in the district to develop implementation regulations for prohibited student conduct consistent with applicable board policy, state and federal laws, and judicial decisions.

In addition to this policy, students are not permitted to film, post, or share any physical or verbal altercations.

## **Sexual Harassment**

School Board Policy [4.27](#)

Sexual harassment, as with other forms of discrimination, is prohibited according to Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972, which protects students from sex discrimination at school. The Supreme Court has mandated that schools provide a safe environment for students. The Russellville School District is committed to eradicating sexual harassment in the school. Such harassment is illegal and will not be tolerated. Offenders will be subject to disciplinary actions up to and including expulsion.

Sexual harassment consists of verbal or physical sexual conduct that disrupts the right to an equal education by interfering with the student's psychological, social, and physical well-being. If students feel sexually harassed, the following steps should be taken without fear of retaliation.

- inform a teacher, counselor, or administrator; and
- write a detailed account of the incident, including the date, time, place, and witness(es), if any.

This information will then be forwarded to the appropriate administrator for review, investigation, and appropriate action. In the event, the harassment is caused by an employee. The offended student should report the incident immediately to the employee's supervisor.

## **Student Assault or Battery**

School Board Policy [4.21](#)

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes but is not limited to fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

### **Student Conduct Off-Campus**

RSD students are expected to conduct themselves appropriately when attending school-sponsored off-campus events. Appropriate disciplinary action is taken to ensure the safety and enjoyment of all participants in off-campus events.

### **Student Disciplinary Actions**

#### **Due Process**

School Board Policy [4.30](#) -Suspension

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved for the administration of discipline. The hallmark of the exercise of disciplinary authority shall be objectivity. Administrators and faculty members shall try to resolve problems by utilizing school district resources or conferences with the student and their parent/guardian. Teachers and other school personnel have the authority to give reasonable instructions to any student while he/she is under school jurisdiction and the responsibility for reporting the violation of a school regulation by the student.

A teacher has the authority and responsibility for giving reasonable and necessary instructions to any student under school jurisdiction and for reporting violations of school regulations not resolved by the teacher. A teacher has the authority to suspend a student temporarily by sending the student to the principal's office with a written statement of reasons for the student's suspension from class. The principal shall determine whether to reinstate the student to class or take other disciplinary action.

The principal or assistant in charge is authorized to temporarily suspend a student from school for a period that ordinarily will not exceed ten (10) days.

When a student has been notified that he/she is suspended from school, he/she shall leave the building and grounds immediately and shall remain off any school district premises for the duration of the suspension, at which time a parent or guardian shall accompany the student for a student-parent-principal conference. While suspended or placed in the Student Discipline Center (SDC), a student may not attend or participate in any school function or activity.

When the principal recommends that a student be expelled, he/she shall make such a recommendation to the superintendent along with a written statement of the charge or charges against the student. The superintendent shall then determine the course of action to be taken at that time.

#### **Types of Disciplinary Actions**

To ensure a climate conducive to learning, rules are necessary for the school. Every attempt is made to maintain rules clearly and consistently. Each discipline incident is evaluated on the basis of its circumstances and the scope of its impact. Any disciplinary infraction is punishable from the minimum of a reprimand to a maximum of expulsion. The following are descriptions of the disciplinary consequences that may be assigned to a student.

#### **Detention**

##### **Lunch Detention**

Lunch detention is held each day during the student's lunchtime in a designated area. Lunch detention may be assigned by a teacher or principal for minor offenses including, but not limited to, tardies, classroom misconduct, misbehavior, etc. Failure to attend lunch detention will result in additional days of lunch detention or Saturday School.

## **Saturday School**

Saturday School is held at each building for their students on selected Saturdays from 8:00 am until 11:30 am. Parents are notified and expected to provide transportation to and from Saturday School. Administrators assign Saturday School for a variety of disciplinary infractions. Additionally, students may be assigned community as an alternative during Saturday School. Failure to attend may result in two (2) days at the Student Detention Center (SDC).

## **Student Detention Center (SDC)**

SDC is on the Gardner Building Campus. Parents are notified, and students are expected to complete the assigned days before returning to their home campus. Administrators assign Saturday School for a variety of disciplinary infractions.

## **Expulsion**

School Board Policy [4.31](#)

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct

- deemed to be of such gravity that suspension would be inappropriate,
- where the student's continued attendance at school would disrupt the orderly environment, or
- would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- Poses a physical risk to himself or herself or others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on the school campus.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the district's records) that they will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and the student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Legal counsel may also represent the district administration and School Board. The hearing shall be conducted in open session of the Board unless the parent or student, if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the superintendent, designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or their representative, may then present evidence, including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any board member, the superintendent, the designee, the student, or their representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy [4.22](#), the superintendent shall recommend the expulsion of any student for not less than one (1) year for possession of any firearm prohibited on the school campus by law. The superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.<sup>1</sup> The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The superintendent and the Board of Education shall complete the expulsion process of any student-initiated because the student possessed a firearm or other prohibited weapon on school property, regardless of the student's enrollment status.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program should include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to the credit the expelled student may have received from the District if the student had not been expelled.

**Note:** <sup>1</sup> The current law governing parental responsibility is A.C.A. § 5-27-210

## **Student Behavioral Intervention and Restraint**

School Board Policy [4.60](#).

The Russellville School District must ensure the safety of all students and personnel; this includes using safe, effective, evidence-based strategies to support students displaying challenging behaviors. It is the responsibility of each school district in Arkansas to ensure that every student is safe and protected from being unnecessarily or inappropriately restrained.

## **Suspension**

School Board Policy [4.30](#)

Students absent from school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,<sup>1</sup> including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; or going to and from school or a school activity. A student may be suspended for behavior including, but not limited to, that which

- violates school policies, rules, or regulations;
- substantially interferes with the safe and orderly educational environment;
- school administrators believe it will result in substantial interference with the safe and orderly educational environment; and/or
- is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. the student shall be given written notice or advised orally of the charges against them;
2. if the student denies the charges, they shall be given an explanation of the evidence against them and be allowed to present their version of the facts;
3. if the principal finds the student guilty of misconduct, he/she may be suspended.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior

- poses a physical risk to themselves or others,
- causes a serious disruption that cannot be addressed through other means, or
- is the act of bringing a firearm/weapon on the school campus.
- student has drugs, alcohol, cigarettes, or vapes.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy. The school principal or designee shall proceed as follows in deciding whether or not to suspend a student

- The student shall be given written notice or advised orally of the charges against them;
- If the student denies the charges, they shall be explained the evidence against them and be allowed to present their version of the facts; and
- If the principal finds the student guilty of misconduct, he/she may be suspended.

The out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

When possible, a notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older before the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or the student if age 18 or older or mailed to the last address reflected in the school district records.

Generally, notice and hearing should precede the student's removal from school. Still, if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the educational process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parent's or legal guardian's responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority

1. a primary call number (the contact may be by voice, voicemail, or text message);
2. an email address; or
3. a regular first-class letter to the last known mailing address.

The district shall keep a log of attempted contacts made to the parent or legal guardian.

During their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.

During their suspension period, students serving an out-of-school suspension, in-school suspension, or SDC shall not attend any school-sponsored activities during the imposed suspension, nor shall the student participate in any school-sponsored activities including but not limited to school-sponsored events such as games, dances, performances, competitions, auditions, ceremonies and/or try-outs. The suspension period includes from the moment of the infraction through the final day of the suspension at 11:59 p.m.

Suspensions initiated by the principal or his/her designee may be appealed to the superintendent but not to the Board.

Suspensions initiated by the superintendent may be appealed to the Board.

Appeals may occur up to fourteen (14) days from the suspension date.

**Notes:** <sup>1</sup> The ten school days are on a traditional school calendar

<sup>2</sup> Act 159 of 2007 requires attempts to contact parents first by phone. If such contact fails, contact may be by email; if that is unsuccessful, contact may be by regular first-class mail.

## **Student Dress**

School Board Policy [4.25](#)

Arkansas Law on Student Clothing Act 835 states students are prohibited from wearing clothes that reveal "underwear, buttocks, or the breast of a female," must be followed.

While encouraging individual expression and recognizing the rights of all persons, the Russellville School District is firm in its belief that students are entitled to the pursuit of studies without disruption and that proper conduct, dress, and respect for administrative authority and the rights of others must be maintained. The district insists on high standards of cleanliness, neatness, and decency in the conduct and dress of students.

Principals shall have the authority to take appropriate disciplinary action when the dress of any student, or students, in the opinion of the such principal, is

- Disruptive, undermining, rude, or contemptuous to the extent that it interferes with proper learning processes, detracts from proper decorum of the school, or constitutes a challenge to the authority of the school administration.

Students are required to change their clothing if it is inappropriate. Violations must be corrected before students return to class. Secondary students are expected to follow these guidelines for appropriate dress at school.

- Clothing and body should be clean and in keeping with health, safety, and sanitary practices;
- All clothing should be worn as designed;

- Pants, shorts, skirts, and dresses should be appropriate and in conformity with good taste and good citizenship. Undergarments may not be exposed through the holes of clothing.
- Leggings must be opaque and not expose undergarments.
- Blouses and tops may not show skin at the midriff, chest, or cleavage. Shirts must touch the pants or skirt. No bare midriff, open-sided/open-backed tops, halter tops, or muscle shirts are allowed;
- Any “see-through” shirts that show underwear are not acceptable;
- Students are not permitted to wear any covering on their heads (hoodies, hats, caps, scarves, etc.) or hands during school hours. Caps, hats, and gloves must be placed in lockers or backpacks upon entering the school building; otherwise, they will be confiscated. Hoods attached to jackets may not be worn on campus unless weather conditions warrant it. Hoods may not be worn at any time inside the building;
- Bandanas are not allowed to be brought to school.
- Sunglasses are not to be worn in any building;
- Items of clothing with sexual messages/connotations, vulgar, obscene, or offensive messages, or which advertise weapons, alcohol, drugs, or tobacco are not allowed on campus.
- Extreme hairstyles that interfere with identifying students or with students’ ability to see effectively in the classroom are unacceptable;
- Face paint, stickers, or glitter are not allowed on students or brought on campus unless approved by the building principal. Full-face coverage is not allowed per the Arkansas Activities Association.
- Writing obscenities or vulgar images on clothing or body is not permitted;
- Students are not to wear gang attire or wear any clothing in a manner that represents or promotes gang activity (Refer to Policy [4.26](#)); and
- Examples of dress that are **not** acceptable include, but are not limited to:
  - shoes with steel taps, plates or spurs;
  - sleepwear (pajama pants, flannel pajamas, onesies, etc.);
  - chains of any kind (belts, billfolds with chains, etc.);
  - sagging is not allowed. Pants must be worn over the hips with a belt if necessary (Act 835 of 2011);
  - any type of jewelry (rings, necklaces, etc.) with sharp edges or sharp projections is prohibited.

**Note:** If a student develops a pattern; of wearing inappropriate clothing, the administration and counselors may implement an **individual dress code**.

- Students must follow the dress code policy while on school grounds during the day. This does not apply to school-sponsored costumes, uniforms, or athletic apparel for school activities and events.
- Exceptions for principal-approved special events will be given.

### **Gangs and Gang-Related Activity**

School Board Policy [4.26](#)

The Russellville School Board, administration, and staff are responsible for maintaining a safe and orderly school environment free of violence, disruption, intimidation, or other behavior that threatens the safety and well-being of any student or staff member. Antisocial and/or criminal activities of gangs or gang-like groups threaten the school environment and interfere with the educational process. The presence of gangs or gang-related behavior and activities—whether genuine or a pretense—will not be tolerated, and the District hereby bans all gangs, gang affiliation, gang behavior, and gang-related activities from school buildings, school buses, school-related activities, while traveling to or from school, and on school property at all times.

### **Electronic Devices**

Students may bring their cellphones to school; however, RMS students must leave the device turned off in backpacks. RJHS and RHS students may take their cell phones to class; however, the device must be placed in silent mode and not visible in the

classroom. **Students cannot access personal internet-capable devices (including cell phones and smart watches) during the school day.** If a need arises when a student needs to make a phone call, the student must come to the office and ask for permission.

RMS students cannot use earbuds/ headphones outside classrooms. They may be used for classroom-approved instructional needs.

RJHS and RHS students may use earbuds while in the building as long as the use does not interfere with classroom instruction.

### **Possession and Use of Cell Phones and Other Electronic Devices**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student-owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan. A student is taking an AESAA assessment; they shall not have an electronic device in their possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to

- Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
- Permit any audible sound from the device when not being used for reason #1 above;
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
- Using the device to record audio or video or take photographs in locker rooms or bathrooms;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent approved in a student's individualized education program (IEP) or needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. Using such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations of the event or activity the student is attending.

The student and the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Repeat offenders are subject to discipline by the building's policy. Students have no right to privacy regarding the content of any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy [4.32](#).

Students who use school-issued phones and computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school-issued cell phones while driving any vehicle. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device to browse the internet; compose or read emails and text messages; or make or answer phone calls while driving a motor vehicle in motion and on school property. Violation may result in disciplinary action up to and including suspension.

### **Consequences of Cell Phone Violation**

RJHS and RHS student cell phones are to be silent during the school day. Students' use of cell phones is not allowed to interrupt the learning environment.

RMS students cannot carry cell phones out of their backpacks.



Students violating the school's cell phone policy may be subject to the following consequences; the administration reserves the right to harsher punishment depending on the severity of the situation.

1. First offense: Warning to include, but not limited to, \*phone locked-up and stored in the office, lunch detention, or Saturday School, depending on the severity of the situation;
2. Second offense: \*Phone locked up, stored in the office, and Saturday School or SDC (student discipline center), depending on the severity of the situation; and
3. Third offense: \*Phone locked up, stored in the office, and SDC or out-of-school suspension, depending on the severity of the situation.

The school is not responsible for the loss, damage, or theft of any electronic device, including cell phones, brought to school or onto district property.

I have read and understand the student handbook policies. I also understand that failure to comply with these policies as outlined in the student handbook shall result in disciplinary action.

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Student Name

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Student Signature

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Date