

2017 – 2018
Brinkley High School
Student Handbook



Dr. Carl Stephen, Principal
100 Tiger Drive
Brinkley, AR 72021
870-734-5005
Dr. Debbie Goodwin, Superintendent

Table of Contents

PREFACE	2
BRINKLEY HIGH SCHOOL MISSION STATEMENT	3
VISION STATEMENT	3
ALMA MATER	3
MOTTO	3
BELL SCHEDULE.....	4
NORTH CENTRAL ACCREDITATION	4
STUDENT HANDBOOK	4
ACADEMIC REQUIREMENTS	5
CLASSIFICATION OF STUDENTS.....	8
CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT	8
HONORS COURSES/AP COURSES.....	8
GRADUATION REQUIREMENTS	10
GRADUATION EXERCISES.....	10
ARKANSAS ACADEMIC CHALLENGE SCHOLASHIP PROGRAM REQUIREMENTS.....	11
UNCONDITIONAL ADMISSION TO AN ARKANSAS PUBLIC COLLEGE OR UNIVERSITY	11
TYPES OF DIPLOMAS	11
VALEDICTORIAN – SALUTATORIAN	12
GRADING SCALE	12
SEMESTER TESTS	12
SEMESTER TEST EXEMPTION	13
CHANGING CLASSES	13
DROPPING COURSES.....	14
REPORT CARDS	14
PROGRESS REPORT FOR STUDENTS.....	14
PLACEMENT AND PROGRESS OF SPECIAL EDUCATION STUDENTS	15
GRADING “PERSONS WITH DISABILITIES”	15
ASSIGNMENT OF “EXTRA” POINTS.....	15
GRADES TO REFLECT ACADEMIC PERFORMANCE ONLY	15
ALTERNATE COURSE CREDIT	15
HOME SCHOOLING.....	16
SCHOOL ATTENDANCE.....	16
RESIDENCE REQUIREMENTS.....	16

POLICY AFFECTING STUDENT TRANSFERS	17
SOCIAL SECURITY NUMBER AND BIRTH CERTIFICATE	17
ATTENDANCE POLICY (A.C.A § 6-18-201)	17
EXCUSED ABSENCES.....	19
UNEXCUSED ABSENCES.....	19
ABSENCES BECAUSE OF COLLEGE DAYS.....	21
CHECK-OUT AND CHECK-IN PROCEDURES.....	21
STUDENT GUIDELINES.....	22
STANDARDS OF CONDUCT	22
BRINKLEY SCHOOL DISTRICT PARENT INVOLVEMENT PLAN	24
DISCIPLINE POLICY	25
CUMULATIVE DISCIPLINARY PROCEDURE.....	25
AFTER-SCHOOL DETENTION GUIDELINES (ASD)	Error! Bookmark not defined.
IN-SCHOOL SUSPENSION GUIDELINES (ISS).....	26
CORPORAL PUNISHMENT	26
REFUSAL TO TAKE ANY DISCIPLINE PROCEDURE.....	27
RULE 1: GRADUATION STATUS	27
RULE 2: SKIP DAYS	27
RULE 3: TARDIES	28
RULE 4: SKIPPING CLASS.....	28
RULE 5: LEAVING CAMPUS OR DESIGNATED AREA WITHOUT PERMISSION (TRUANCY).....	28
RULE 6: DISREGARD OF DIRECTIONS OR COMMAND (INSUBORDINATION).....	28
RULE 7: DISORDERLY AND REPETITIOUS MISCONDUCT.....	28
RULE 8: FORGERY OF PASSES AND/OR FALSIFICATION OF GENERAL INFORMATION	29
RULE 9: LOITERING BY SUSPENDED STUDENTS.....	29
RULE 10: PUBLIC DISPLAY OF AFFECTION.....	29
RULE 11: FOOD IN SCHOOL BUILDINGS AND CLASSROOMS	29
RULE 12: CHEATING ON TESTS AND DAILY HOMEWORK.....	29
RULE 13: HALL TRAFFIC.....	29
RULE 14: DISRUPTION, CAUSING A RIOT AND INTERFERENCE WITH SCHOOL.....	30
RULE 15: SMOKING AND SMOKELESS TOBACCO	30
RULE 16: USE OF AUTOMOBILES ON SCHOOL GROUNDS.....	30
RULE 17: GAMBLING	31
RULE 18: PROFANITY, VERBAL ABUSE, OBSCENE GESTURES	31

RULE 19: DAMAGE, DESTRUCTION, ARSON OR THEFT OF SCHOOL PROPERTY	31
RULE 20: UNAUTHORIZED ACCESSING OR ATTEMPTING TO ACCESS COMPUTER FILES	31
RULE 21: INDECENT EXPOSURE AND SEXUAL ADVANCES	32
RULE 22: THEFT AND EXTORTION	33
RULE 23: THREATENING ANOTHER STUDENT	33
RULE 24: FRATERNITIES, SORORITIES, GANGS, OR OTHER SECRET ORGANIZATIONS OR SOCIETIES.....	33
RULE 25: FIGHTING AMONG STUDENTS IS UNACCEPTABLE BEHAVIOR.....	33
RULE 26: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON ANOTHER STUDENT	34
RULE 27: SEXUAL HARASSMENT	34
RULE 28: DIRECT VERBAL ABUSE OF A SCHOOL EMPLOYEE	37
RULE 29: THREATENING, PHYSICAL ABUSE or ASSULT OF SCHOOL STAFF	37
RULE 30: POSSESSION OF PAGING DEVICES OR ELECTRONIC COMMUNICATION DEVICES ON SCHOOL CAMPUS	37
RULE 31: ALCOHOL AND/OR DRUG USE AND DISTRIBUTION	38
RULE 32: USE OF ANY IMPLEMENT FOR A WEAPON THAT COULD CAUSE SEVERE INJURY	38
RULE 33: POSSESSION OF A WEAPON OTHER THAN FIREARMS	38
RULE 34: POSSESSION OF A FIREARM, WEAPON, OR DANGEROUS INSTRUMENT.....	38
RULE 35: DISCIPLINE OF HANDICAPPED STUDENTS	39
RULE 36: COMMUNICATING A DEATH THREAT.....	40
RULE 37: BULLYING.....	40
RULE: 38: STUDENT USE OF ELECTRONIC DEVICES	42
RULE 39: BEHAVIOR NOT COVERED ABOVE	42
RULE 40: BEING IN UNAUTHORIZED AREA W/O PERMISSION.....	43
REVIEW OF RECORDS	43
VIDEO SURVEILLANCE.....	43
COMPLAINTS AND GREIVANCES	44
DUE PROCESS	44
SHORT TERM SUSPENSION	44
EXPULSION FROM SCHOOL	45
ASSEMBLIES	46
BUS TRANSPORTATION	46
CAFETERIA.....	46
CLOSED CAMPUS.....	46

CLOSING SCHOOL UNDER EMERGENCY CONDITIONS	47
STUDENT DRESS CODE	47
DONATING BLOOD.....	48
EARLY DISMISSAL	48
EMERGENCY DRILLS	48
FUND RAISING PROJECTS	49
HOMEWORK POLICY	49
LOCKER SEARCHES	50
SMOKING.....	50
SEARCHES OF STUDENTS.....	50
SEARCH, SEIZURE, AND INTERROGATIONS.....	50
PEP ASSEMBLIES	51
SCHOOL PARTIES	51
USE OF TELEPHONES.....	51
POLICIES FOR STUDENTS RIDING SCHOOL BUSES	52
SPECIFIC SCHOOL INFORMATION AND RULES	52
Student Publications.....	52
STUDENT PUBLICATIONS ON THE SCHOOL WEB PAGE.....	53
STUDENT DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS AND MATERIALS.....	53
STUDENT HEALTH POLICIES AND PROCEDURES	54
EXTRA-CURRICULAR SERVICES	55
PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES.....	55
EXTRA-CURRICULAR ELIGIBILITY.....	56
STUDENT CLUBS AND ORGANIZATIONS	56
F.B.L.A. -	56
PROM RULES.....	56
CLASS POLICY.....	57
HOMECOMING ACTIVITIES	57
STUDENT COUNCIL.....	57
NATIONAL HONOR SOCIETY.....	57
YEARBOOK	57
STUDENT ACTIVITIES FUNDS MANAGEMENT	57
LIBRARY	58
SELECTION OF INSTRUCTIONAL AND LIBRARY/MEDIA CENTER MATERIALS	58

PHYSICAL EDUCATION.....	59
SCHOOL INSURANCE PLAN	60
BRINKLEY HIGH SCHOOL DRUG TESTING PROGRAM	60
PURPOSE OF A DRUG TESTING PROGRAM	60
TESTING AGENCY	61
PERSSCRIPTION MEDICATION	61
PROCEDURES IN THE EVENT OF A POSITIVE RESULT.....	61
PROCEDURES FOR STUDENTS	61

PREFACE

This handbook has been prepared to help students of Brinkley High School and their parents to become more familiar with the school, its organizations, courses offered, and activities. This handbook, if properly used, can help you to be more informed about the school and the opportunities which it affords. Any deviations from the policies and regulations as stated in this handbook must be placed before the School Board in a regularly held meeting.

We, the teachers and administration of Brinkley High School believe that a free system of education of the highest quality must be provided to all students. We believe that the educational process must provide opportunities that further intellectual, emotional, aesthetic, social, and physical growth of our youth. We believe that the experiences of our youth should be carefully coordinated with the community, the home, and the school. The formal education of our youth is primary, and it is our purpose to serve the patrons of Brinkley High School by offering the best possible education to our students.

BRINKLEY SCHOOL DISTRICT MISSION, VISION, AND BELIEF STATEMENTS:

At The Brinkley School District

We Are:

Paving the Way for Every Child's Success. Everyone. Everyday.

And We Want to Be:

A growing, nurturing community of learners where students, faculty, staff, administration, parents, and community members engage in learning and preparation for life in the 21st century.

Because We Believe:

- Learning can be achieved by all students.
- Learning is the chief priority of the Brinkley School District
- Knowledge empowers people.
- A safe, nurturing, and inviting environment is conducive to learning.
- Open and honest communication builds supportive relationships that strengthen the school system.
- Learning is enhanced when school, family and community members establish relationships, share resources and support mutual goals.
- Through rigorous, relevant instruction and meaningful relationships, teachers can engage and motivate students.
- Commitment to continuous improvement must be the primary focus of all stakeholders: administrators, faculty, staff, parents, students, and community members, to enable each student to be an adaptive and productive member of a global society.

BRINKLEY HIGH SCHOOL MISSION STATEMENT

The Brinkley High School will provide an opportunity for all students to develop academic, life, and social skills. A variety of assessments will be used to evaluate student learning. We will use differentiated instruction, parental involvement and other interventions to ensure student learning.

VISION STATEMENT

Brinkley High School will have a safe, nurturing and consistent learning environment where students eagerly learn, teachers innovatively teach and parents actively participate in a collaborative effort. Success will be measured individually and collectively by higher student performance, fewer discipline problems, and greater pride in self, school and community.

ALMA MATER

Hail to thee, Hail to thee,
Pledge we now our loyalty.
We sing to you our praise for you,
Our emblem of unity.
As years go by, your standards high
Will guide us on our way.
Now as we stand 'neath our portals grand,
Brinkley High All Hail!

MOTTO

REACHING FOR EXCELLENCE

BELL SCHEDULE

Regular Schedule

Bell Schedule: Monday, Tuesday, Thursday, Friday

Grade 9-12

First Period	8:00-8:44
Tiger Time	8:49-9:09
Block 2	9:14-10:28
Block 3	10:33-12:01
Lunch	12:01-12:37
Block 4	12:41-2:12
Independent Learning	2:16- 2:36
Fifth Period	2:40-3:20

Grade 7-8

First Period	8:00-8:44
Tiger Time	8:49-9:09
Block 2	9:14-10:28
Block 3	10:33 -11:11 and 11:45-12:37
Lunch	11:11 -11:41
Block 4	12:41-2:12
Independent Learning	2:16- 2:36
Fifth Period	2:40-3:20

Bell Schedule: Wednesday (For Teacher Collaboration)

Grade 9-12

First Period	8:00 – 8:39
Tiger Time	8:43 – 9:03
Block 2	9:07 -10:07
Block 3	10:11-11:11
Lunch	11:15 – 11:45
Block 4	11:49-12:49
Independent Learning	12:53 -1:08
Fifth Period	1:12 – 2:10
PLC Meeting	2:20-3:20

Grade 7-8

First Period	8:00 – 8:39
Tiger Time	8:43 – 9:03
Block 2	9:07 -10:07
Block 3	10:11-10:41 and 11:15-11:45
Lunch	10:45 – 11:15
Block 4	11:49-12:49
Independent Learning	12:53 -1:08
Fifth Period	1:12 – 2:10
PLC Meeting	2:20-3:20

ACCREDITATION

Brinkley High School is accredited by the Arkansas Department of Education.

STUDENT HANDBOOK

It shall be the policy on the Brinkley School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that 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 the parent of the student, or the student if eighteen (18) years of age or older have acknowledged receipt of the controlling languages.

ACADEMIC REQUIREMENTS

Smart Core Curriculum/Career Focus

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 an *Informed Consent Form* to not participate. 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. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core Curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core Curriculum may subsequently change to the Smart Core Curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core Curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core Curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

Smart Core: Sixteen (16) Units

English: Four (4) units (years) – 9th, 10th, 11th, and 12th Grade

Oral Communications: One-half ($\frac{1}{2}$) unit/ ($\frac{1}{2}$ year)

Mathematics; Four (4) units (years)

(All students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7 – 8 or 8 – 9
- Geometry or Investigating Geometry A & B which may be taken in grade 8 -9 or 9 – 10
- Algebra II
- Choice of: Transition to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math.
(Comparable concurrent credit college courses may be substituted where applicable.)

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

Natural Science: Three (3) units (years) with lab experience chosen from:

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: Three (3) units (years)

- Civics and Economics (at least one semester each)
- World History
- American History

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

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 ($\frac{1}{2}$) year

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

Career Focus: Six (6) Units

At least two of the Career Focus units must be of the same foreign language. All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career Focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and Career Focus units must total at least twenty-two (22) units to graduate.

Core: Sixteen (16) Units

English: Four (4) units (years) – 9th, 10th, 11th, and 12th Grade

Oral Communications: One-half ($\frac{1}{2}$) unit/ ($\frac{1}{2}$ year)

Mathematics; Four (4) units (years)

- Algebra I or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

All math units must build on the base of Algebra and Geometry knowledge and skills.

(Comparable concurrent credit college courses may be substituted where applicable.)

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: Three (3) units (years) with lab experience chosen from:

- At least one (1) unit of Biology or its equivalent
- One (1) unit of Physical Science

Social Studies: Three (3) units (years)

- Civics and Economics: One-half ($\frac{1}{2}$) unit
- World History: One (1) unit
- U.S. History: One (1) unit

Beginning with the ninth grade class of 2010 – 2011, $\frac{1}{2}$ unit of Economics is required for graduation.

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

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 ($\frac{1}{2}$) year

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

Career Focus: Six (6) Units

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

The Core and Career Focus units must total at least twenty-two (22) units to graduate.

The Brinkley School District will teach on an annual basis the Smart Core Curriculum required within the thirty-eight (38) units (credits) as specified in the Arkansas Standards for Accreditation. Beginning with the Seventh (7th) Grade class of 2004 – 2005 academic year (Graduating Class of 2010), the Smart Core Curriculum and Common Core Curriculum will be a standard component of the required course of study to graduate from Arkansas Public Schools. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In case of a waiver, the student will be required to participate in the Common Core.

In order to ensure informed understanding of the Smart Core Curriculum and courses necessary for graduation, during the spring of each year during the pre-registration, parents and students grades 6 – 12 will be provided a review of the Smart Core Curriculum, and course of study for graduation by the school counselor. Additionally, parents will receive information on the Smart Core courses required for graduation during PTA meetings and parent-teacher conferences.

Parents or guardians may reverse the informed consent agreement provided the new course of study can be completed by the end of the senior year. Parents or guardians who wish to reverse the initial informed consent agreement may do so by the end of the student's senior year, a new informed consent form must be completed, signed and affixed to the part of the student's permanent documents when students transfer to other school or school districts.

A maximum of two semester classes (.5 credits per semester) may be taken in summer school or by correspondence (in one year). Participation in credit recovery or enrollment in correspondence courses must be approved by the principal after a committee has voted that it is appropriate.

NOTE: SUMMER SCHOOL IS FOR CREDIT RECOVERY ONLY!

CLASSIFICATION OF STUDENTS

- In order to be classified as a sophomore a student must have earned six (6) credits.
- In order to be classified as a junior a student must have earned twelve (12) credits.
- In order to be classified as a senior a student must have earned eighteen (18) credits.

CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT

Students in grades 9 -12 who enroll in and successfully complete a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit towards graduation. Three semester hours of college credit shall be the equivalent of one high school credit. ADE approved (only) concurrent college courses will use the five (5) point grading scale. **EACC Concurrent College Courses are based on a 4.0 grading scale.**

HONORS COURSES/AP COURSES

Brinkley High School will use the 5-point grading scale for all Honors and Advanced Placement courses. The course content for these classes will be taught at an accelerated rate, and will be specifically designed for the "College Bound" students. AP courses will use curriculum recommended

by the College Board. To receive the 5-point credit the student must complete the entire AP course and take the applicable test offered for that specific course. Concurrent college classes that have been ADE approved to receive such credit will be based on the 5-point grading scale. Every teacher that teaches an AP course will have completed training approved by the College Board to teach that specific course. The only way a student can receive a 5.0 credit, is that the student take the AP Exam. If a student does not take the AP Test, he or she must take a semester test for that class.

Dropping of Courses at EACC

Note: All students registered for concurrent classes at EACC must follow the EACC academic calendar and policies, as they are students of EACC. The counselor, upon the recommendation of the principal, prior to the 11th day of EACC class, must approve each dropped course and a copy of the completed drop form must be delivered to the counselor's office for placement in the student's permanent file. It would be preferable if the course(s) be dropped sooner than later, so that the student may be placed in another academic course. Failure to follow the procedure for dropping the concurrent credit course will result in the course appearing on the student's transcript as an F.

NOTE: If a student drops a concurrent credit course, the Brinkley School District will not pay for the student to re-take the same class.

Those Honors/Advanced Placement Courses are:

***NOT ALL ARE OFFERED EACH YEAR**

AP Chemistry
AP World History
AP American History
AP Human Geography
AP Biology
AP Statistics
AP Studio Art
AP Government
AP Environmental Science
AP English Language and Composition
AP English Literature and Composition

ADVANCED AND PRE-AP COURSES

In order to better prepare our students for Honor and AP courses, Brinkley High School will offer a variety of advanced and Pre-AP courses. These courses will be offered on the four (4) point grading scale and must have the approval of the teacher and counselor.

Algebra II
Geometry
Trig/Pre-Calculus
Pre-AP Civics/Economics
Spanish II

Spanish III
Physics
EAST Lab III & IV
Pre-AP English 9th & 10th
Pre-AP Chemistry
Pre-AP Biology
Pre-AP Physical Science
Transition to College Math
English Comp I & II Concurrent College Credit

Oral Communications

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core Curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Unless Exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school. Students who have completed all requirements for graduation will be permitted to participate in the commencement exercises. All graduates will be expected to pay for their graduation gowns, the cost of any class jewelry, the cost of any commencement invitations, and the cost of other materials used individually. However, the school bears the cost of both diploma and cover. **No student will be allowed to walk in the graduation ceremony unless all obligations have been fulfilled at least two (2) weeks prior to graduation.**

GRADUATION EXERCISES

The superintendent and principal shall set the day for graduation and related activities as long as it does not interfere with the regular school program.

The preparations for the graduation exercises are the responsibility of the Sr. High Student Council, Sr. Class Advisors, and Senior High National Honor Society (Ushers).

Honor Graduates

In order to qualify as an HONOR GRADUATE from Brinkley High School, a student must satisfy the following minimum requirements:

1. Students must complete eight (8) semesters in a fully accredited high school (exclusive of summer school).
2. A student's final three (3) semesters must be completed in their entirety at Brinkley High School or the Arkansas School for Math, Sciences, and the Arts (ASMSA).

3. Students must accumulate a grade point average of Honors 3.25 and High Honors of 3.50 on a scale of 5.00, beginning with the first semester of the ninth grade and through the end of the first semester of the senior year (seven semesters), with a re-evaluation at the end of the spring, final semester (eight semesters).
4. Students must complete the Arkansas Academic Challenge Scholarship requirements.
5. High Honors will take ten (10) Advanced or AP classes (2 of which **MUST** be AP). Honors will take eight (8) Advanced or AP classes.

ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM REQUIREMENTS

Current standards set by the Arkansas Higher Education Coordinating Board (AHECB) adopted core curriculum courses that will be part of the eligibility criteria for the Academic Challenge Scholarship Program, beginning with the high school graduating class of 2002. Therefore, the current standards set by the AHECB in any given year will take precedent.

ENGLISH – Four units of English

MATH – Four units, must include Algebra I, Algebra II, Geometry, and an Advanced Math course

NATURAL SCIENCES – Three units: Must include two laboratory sciences chosen from Biology, Physics, and Chemistry

SOCIAL STUDIES – Three units: One unit with Civics/U.S. Government, one must be American History and World History

Composite score of 19 or better on the ACT

UNCONDITIONAL ADMISSION TO AN ARKANSAS PUBLIC COLLEGE OR UNIVERSITY

Act 1290 of 1977 amended previous statutory language regarding the courses that high school students must complete in order to be admitted unconditionally to a public college or university in Arkansas. Acting in response to this legislation, the AHECB has established a core curriculum set of courses required for unconditional admission. Students who graduate from high school in 2004 or later, and enter college that fall or in subsequent years, will have to complete four Mathematics courses as well as the English (4 units), Natural Sciences (3 units), and Social Studies (3 units) courses that are part of the current recommended core curriculum. Challenge Scholarship recipients must also complete two units in a single foreign language, but this requirement is not part of the unconditional admission standards.

TYPES OF DIPLOMAS

HIGH HONORS

Awarded to those students who successfully complete all requirements and accumulate a 3.50 Grade Point Average.

HONORS

Awarded to those students who successfully complete all requirements and accumulate a 3.25 Grade Point Average.

VALEDICTORIAN – SALUTATORIAN

In order to be honored with the designation of Valedictorian or Salutatorian of their class, a senior must satisfy all the minimum requirements set forth for other HIGH HONOR graduates, except that these two individuals must complete the FINAL FIVE SEMESTERS, in their entirety, at Brinkley High School. The Valedictorian shall be the student who accumulates the highest grade point average, beginning the first semester of the ninth grade through the first semester of the senior year (seven semesters), with a final evaluation at the end of the senior year (eighth semester). The Salutatorian will be the student who accumulates the second highest grade point average over the same period of time. All grade point average computations will be carried to the third decimal place. In the event that two or more students tie for the honor of Valedictorian, the honoree for that position will be the student who has successfully completed the greatest number of semesters of HONORS/AP courses. The student with the second highest number of HONORS/AP courses will be the Salutatorian. Should two or more students still be tied after the above described procedure is followed, a tie shall be declared and all students involved shall be honored as Valedictorian. Should this occur, the third highest will be designated Salutatorian for the class. Should two or more students tie for the honor of Salutatorian (after GPA's are computed) the same procedure as described for Valedictorian shall be followed to determine the honoree. The Valedictorian and Salutatorian will be announced after seniors take their final, Spring semester exams, all grades are in, and all weighted GPA's have been computed.

GRADING SCALE

The grading system used by Brinkley High School is as follows:

Grade	Weight	Honors/AP Course Weight	Grading Scale
A	4	5	90 – 100
B	3	4	80 – 89
C	2	3	70 – 79
D	1	2	60 – 69
F	0	1	0 – 59

If a student receives an “I” (Incomplete) at the end of a grading period, the work which resulted in the “I” grade must be made up before the next grading period or the “I” becomes an “F”. There can be no “I” grades at the end of the school term. Students must make arrangements and do work necessary to change the “I” to a grade by the next grading period or ten (10) days after school is out, or the “I” becomes an “F”. All decisions made concerning promotion or retention in grades 7 and 8 will be made by the school counselor, the principal and the superintendent. All grades assigned to students at BHS will reflect a student's achievement and mastery of course content.

SEMESTER TESTS

Semester tests will be given covering all work done in the previous semester and the test will count for 20% of the semester grade. Teachers will review at their discretion.

SEMESTER TEST EXEMPTIONS

Students may be exempt from first semester tests if they meet the following criteria and score proficient or advanced on any End-of-Course test or Benchmark exam. Students may also be exempt for second semester tests by meeting the following criteria:

1. A student has a semester grade of “A” (90%) or better in the class for which the test is to be given and miss no more than 4 class periods during the semester.
2. A student has a semester grade of “B” (80%) or better in the class for which the test is to be given and miss no more than 3 class periods during the semester.
3. A student has a semester grade of a “C” (70%) or better in the class for which the test is to be given and miss no more than 1 class periods during the semester.
4. Any student receiving a “D” or “F” in a class will be required to take the semester exam for that class.
5. Any student suspended from school during the second semester or assigned to ISS, regardless of the length of the suspension, will **NOT** be exempt from taking semester exams.
6. Any student with five (5) tardies per semester in a class must take semester tests in that class.
7. Any student with over ten (10) tardies total must take **ALL** semester exams.
8. A student who takes the AP Exam in May is exempt from the semester test in that class.

NOTE:

1. Absences because of school business shall not count against the student in regards to test exemptions.
2. Test exemptions shall be granted on an individual class basis. A student who meets the exemption criteria for some classes, but not all, shall only be exempted from tests for the classes for which the criteria are met.
3. Since exemptions are granted on an individual class basis, the number of days absent recorded in the teacher grade book, for that class, will be used to determine eligibility for exemption.

CHANGING CLASSES

Students will have five (5) days in which to notify the counselor of a desire to change, add to, or drop a class from their schedules. After five (5) school days have passed, students must stay in the classes for which they enrolled until the end of the semester. At that time, students will again have five (5) days to change. All schedule and/or class changes must be made through the counselor's office and

approved by the principal. Schedule changes must also be signed off by the parent. Students in athletics classes that choose to not participate will not be allowed to change the class before semester. **This policy is subject to review by the principal.**

DROPPING COURSES

If a student drops a course at the end of a semester, the teacher must have written notice from the counselor's office before dropping his/her name from the class list.

Schedule change requests in the fall will be permitted only for the following reasons:

1. When a student completes a course during summer school.
2. When a student fails a course prerequisite. When a change is required due to clerical error.
3. When a teacher recommends a change in the level of the course.
4. When enrollment in a course is insufficient, the course will be dropped from the schedule for one year.

Personal face-to-face contact must be made between parent and counselor, with approval by the principal before a class will be changed.

NOTE: To drop a course from EACC the student must obtain a drop request form from Counselor Central. Students must fill out the form and return it to Counselor Central. Either the counselor, upon the recommendation of the principal, or the principal must approve each dropped course or a copy of the completed drop form must be delivered to the counselor's office for placement in the student's permanent file. Failure to follow the procedure for dropping a concurrent credit course could result in the course appearing on the student's transcript as an "F".

REPORT CARDS

Brinkley High School uses a nine-week grade reporting system. The first and third nine weeks report cards will be given during the parent/teacher conference. The second nine weeks will be given to the students the Thursday following the date of issuance. The final report card should be picked up by the parent. This is to ensure that all obligations are met by the student.

PROGRESS REPORT FOR STUDENTS

The parent(s) or guardian(s) of each student at Brinkley High School will be contacted about the progress of their son/daughter at least twice during the school year. The teacher will meet the parent(s) or guardian(s) of each student through the parent/teacher conference, a telephone conference, or a home visit.

NOTE: The Brinkley High school will conduct two parent/teacher conferences each school year. One will be held each semester.

Written "progress" notes will be given during the fifth week of any nine weeks grading period, or when the need arises. The school will document parent or guardian participation or non-participation in the required conferences.

PLACEMENT AND PROGRESS OF SPECIAL EDUCATION STUDENTS

Placement and progress of students enrolled in special education will be determined at the year-end conference for each student. In order to be promoted to the next level (grade), a student must make satisfactory progress toward meeting the objectives stated in his/her IEP.

Parents of special education students who disagree with grade placement of their child should contact their local special education supervisor for a hearing.

GRADING “PERSONS WITH DISABILITIES”

All staff and faculty at BHS will with fidelity implement IEP/504 modifications and accommodations. The student’s IEP will be strictly followed.

ASSIGNMENT OF “EXTRA” POINTS

Generally speaking, the assignment of “extra” points should not be allowed. However, certain instances may warrant assignment of “extra points” or “bonus points” as an incentive to improve a grade. In such cases, the following procedures must be followed:

1. All students in a class must be given an equal opportunity to acquire those “extra” or “bonus” points.
2. The assignment for those “extra” or “bonus” points must be relevant and applicable to the subject being studied at the time within a particular course.
3. **Under no circumstances** may “extra” or “bonus” points be assigned for non-academic activities.

GRADES TO REFLECT ACADEMIC PERFORMANCE ONLY

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

ALTERNATE COURSE CREDIT

Remediation Policy

Students who do not score proficient or above on their grade level ACT Aspire Test, shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel to assist the student in attaining the expected achievement level. The AIP shall also state that the parent’s role as well as the consequences for the student’s failure to participate in the plan, which may include the student’s retention in their present grade.

HOME SCHOOLING

There are occasions when parents/guardians feel that their children would be better served by schooling them at home. Brinkley has a policy that deals with specifics of and procedures of home schooling. Parents/guardians who are interested need to contact the superintendent of Schools for copies of those policies and instructions on how to legally proceed. **All students who enter BHS after being home schooled will be required to a placement test.**

NOTE: Any deviation from the policies stated in the “Academic Requirements” section of this handbook must be approved by the Brinkley Board of Education, prior to the beginning of a school year.

SCHOOL ATTENDANCE

The Board of Directors of each school district shall adopt student attendance policies. Each school district shall, as part of its six year educational plan, develop strategies for promoting maximum student attendance, including, but not limited to, the use of alternative classrooms and in-school suspensions in lieu of suspension from school. A student attendance policy may include excessive unexcused absences as a mandatory basis or denial of promotion or graduation.

RESIDENCE REQUIREMENTS

Definitions:

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

“Resident” means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

“Residential Address” means the physical location where the student’s parents, guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or persons standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authorities not granted solely for educational needs or school attendance purposes.

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 who parents, guardians, or persons having legal, lawful control of the student under 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 and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending 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 actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. Under instances prescribed in A.C.A § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even through the employee and his/her child or ward reside outside the district.

POLICY AFFECTING STUDENT TRANSFERS

The Brinkley School District will strive to provide a quality education for every student. To ensure that conditions for a quality education will remain constant, the following procedures will be used for students transferring from another public or private school:

1. Students transferring into the Brinkley School District from another Arkansas Department of Education accredited public school will be enrolled in the same grade level in which the student had been transferred from. Students enrolled in IB courses from another school will be placed in AP courses of the same subject upon entering Brinkley High School.
2. Grade level enrollment for students transferring into the Brinkley School District from public or private schools that are not accredited by the Arkansas Department of Education, or home schooled students, shall be evaluated. The building principal, counselor and teacher will determine the needed test that will be given to assess the achievement (placement) of the transferred student.

SOCIAL SECURITY NUMBER AND BIRTH CERTIFICATE

Act 663 of 1993 provides for some alternatives to the birth certificate and social security number enrollment requirements. Prior to a child's admission to an Arkansas public school, a school district shall request the parents, guardians, or other responsible person that, as an alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education. Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate.
2. A statement by the local registrar or a county recorder certifying the child's date of birth.
3. An attested baptism certificate.
4. A passport.
5. An affidavit of the date and place of birth by the child's parent or guardian.
6. Previous school records.
7. United States military identification (Act 63 of 2003).

ATTENDANCE POLICY (A.C.A § 6-18-201)

4.3 – COMPULSORY ATTENDANCE REQUIREMENTS

All children ages five (5) through seventeen (17) are required to be in school, but may attend until age 21. Currently a child must be five (5) on or before August 1 to attend kindergarten. A parent or legal guardian of five (5) years old may obtain a waiver. The waiver must be filed in the elementary principal's office by August 1. Any six (6) year old child who has not completed a kindergarten program prior to public school enrollment shall be evaluated by the school district to determine whether placement for the child shall be in kindergarten or the first grade.

The purpose of this policy is to place responsibility for the attendance upon the student and the parent. School personnel will work with the parents.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy 4.6 – Home Schooling have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administration office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two- or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A § 6-18-201 (b).

Legal Reference: A.C.A § 6-18-201
 A.C.A § 6-18-207

Date Adopted: May 08, 2006
 July 1, 2008

Last Revised: February 24, 2014

4 – 7 ABSENCES

If a student's IEP or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

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

EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement must be presented upon the day of return from the absence or it will **not** be accepted.

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 absence 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 the student's 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 member of the military and 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 eleventh (11th) grade to complete basic combat training between grades eleven (11) and twelve (12).

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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

UNEXCUSED ABSENCES

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with fifteen (15) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has seven (7) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified.¹ Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds fifteen (15) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's 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.²

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.³

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.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Note: If your district's penalties for absences include an impact on the student's grades, it is important to note that A.C.A § 9-28-113(f) prohibits the lowering of grades of foster children for absences due to (1) a change in the student's school enrollment; (2) the student's attendance at a court ordered dependency-neglect court proceeding; or (3) the student's attendance at a court-ordered counseling or treatment.

¹ If your district has a Community Truancy Board as defined in A.C.A § 6-18-225 & 226, notification will also need to be sent to the chairman of the truancy board. The truancy board will then need to proceed as defined by A.C.A § 6-18-222(a)(4)(A).

² Students are specifically permitted to initiate the agreement on their own if their parents may be unavailable or unwilling to meet with the administrators.

³ The statutes are silent on whether suspensions shall count as absences. You can choose to amend this sentence and make either or both forms of suspension count as absences. In making your decision, we suggest you consider the number of days of allowable absences you have chosen for this policy, the lower number, the greater the consequences for including a suspension as an absence. A.C.A § 6-18-507(g) requires districts to note on each student's attendance record if the student's absence was due to out-of-school suspension.

Legal References: A.C.A § 6-4-302
 A.C.A § 6-18-209
 A.C.A § 6-18-220
 A.C.A § 6-18-222
 A.C.A § 6-18-229
 A.C.A § 6-18-231
 A.C.A § 6-18-507(g)
 A.C.A § 7-4-116
 A.C.A § 9-28-113(f)
 A.C.A § 27-16-701

Date Adopted: February 24, 2014
Last Revised: February 24, 2014

When a student accumulates a combination of 15 absences, the principal (any combination of the four), counselor, superintendent and social worker will investigate the circumstances and suggest a plan to ensure the student's academic success. The plan can and may include releasing to the court system in the form of a Family In Need of Supervision (FINS).

ABSENCES BECAUSE OF SCHOOL BUSINESS

Students will be excused because of school-related business or activities, including but not limited to athletic or band activities. Absences for these reasons shall not be included in the allowed eight (8) days per semester.

ABSENCES BECAUSE OF COLLEGE DAYS

Seniors will be allowed two (2) college days per year. All arrangements and request for college days **will be made five (5) days prior to visit and will be made through the counselor's office**. Each student is required to have the college visited sign off on visit form. **(NO EXCEPTIONS)**

CHECK-OUT AND CHECK-IN PROCEDURES

1. Students must be checked out by a parent or legal guardian before coming to the office and signing the student out. Parents may come before school or after the day before the absence to sign their child out.
2. Students who drive to school may check out so long as parental permission has been given to the principal or his designee, and the student follows the correct sign-out procedure. Generally speaking, the parent must either personally check a student out of school or talk to the school secretary over the phone.
3. Students who wish to check-out during the day, or those who arrive at school after the school day has started **MUST REPORT TO THE OFFICE AND PROPERLY SIGN IN OR OUT.**

4. All students will attend Brinkley High School for the full day with exceptions approved by the principal. A student will not be allowed to check out for a period or more and check back in. **UPON CHECKING OUT STUDENTS WILL LEAVE CAMPUS IMMEDIATELY.**
5. Students who are absent from school more than four periods of per day of an after-school practices or activities will not be allowed to participate in that practice or activity.

Teachers are not to allow any student to return to class from an absence without an Admit Slip.

STUDENT GUIDELINES

The Brinkley School system exists to meet the educational needs of the students. Teachers, custodians, bus drivers, food service workers, counselors, and administrators will make every effort to see that each student has an appropriate educational opportunity.

Students play an integral part in determining the quality of their own education. Attendance is critical.

Student behavior is critical in creating a positive learning environment. Each student must ensure that their behavior does not interrupt the educational experience of other students.

Each student will be governed by the same regulations. The penalty for violating regulations will be the same for every student, according to the regulation that has been violated. In order to avoid unpleasant experiences and an undesirable conduct record, it would be advisable for you to thoroughly understand and abide by all student discipline guidelines. **IGNORANCE OF SPECIFIC PROVISIONS SHALL NOT BE AN ACCEPTABLE EXCUSE FOR NON-COMPLIANCE OR NON-ENFORCEMENT. BECAUSE A RULE DOES NOT APPEAR IN THIS HANDBOOK, ONE MUST NOT ASSUME THAT THE RULE DOES NOT EXIST.**

If one uses common sense, courtesy, discretion, and consideration in his/her actions within the school community, one will seldom find himself/herself in conflict with school regulations. Correct conduct is a cooperative position with each faculty member being responsible for the correct behavior of all students anywhere and anytime on the school grounds or under school jurisdiction. A little effort on each individual's part will be beneficial to every student.

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measure many include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well-informed concerning his/her rights and responsibilities, and the standards of behavior expected should not require disciplinary action. For the information of all students, however, infractions to avoid and recommend disciplinary actions are presented below.

STUDENTS

EACH STUDENT is responsible for his/her own conduct at all times.

PARENTS OR GUARDIANS

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, so that, by actively soliciting the help of the school, behavior standards may be maintained.

TEACHERS

All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process and to utilize research based teaching and learning strategies. These strategies may include conferences with student and parents, referrals to counselor at the school, or referral to other supportive service personnel at the district. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to assist the student to maintain proper control of his/her behavior, the student is to be referred to the appropriate administrator of the school.

PRINCIPALS

The principal of each school is expected to disseminate to all students at the beginning of the school year and to each new student upon registration the rules and regulations currently in effect for that school. In developing rules and regulations, the principal is expected to involve representatives of the teaching staff, the student body, and the patrons of the school. The principal of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. Each principal or the principal's designee is authorized to assign students to isolation, to probation status, and to suspend or to recommend the expulsion of students. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

SUPERINTENDENT

The superintendent is responsible for exercising leadership and establishing all necessary procedures, rules, and regulations to make the Board of Education policies relating to standards of student behavior effective.

BOARD OF EDUCATION

The Board of Education of the Brinkley Public Schools, acting through the superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior, and when and where unacceptable behavior occurs, to take proper actions.

DEFINITIONS

1. **EXPULSION:** Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) until the end of the semester, the end of the current year or permanently, depending upon the severity of the offense, with loss of academic credit. This action will be taken by the Board of Education only.
2. **SUSPENSION:** Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) for a period of times set by the principal of the school or superintendent. Suspensions will not be longer than ten (10) school days including the day on which the offence occurred unless it is deemed a long-term suspension which must be determined by the Board of Education only. Suspension does not carry with it loss of credit for the semester; however, make-up work may not be allowed.
3. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.
4. **PARENT:** The term parent shall include every parent or guardian having control or charge of any student in attendance in the schools of the district.
5. **IN-SCHOOL SUSPENSION:** The placing of a student in a confined area so as not to interact with other students for a specified period of time.

BRINKLEY SCHOOL DISTRICT PARENT INVOLVEMENT PLAN

The Parent Involvement Plan involves parents of students at all grade levels in programs, activities, and procedures that will be planned and operated with parents and participating children in a variety of roles. Parent involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities.

Other certified staff members from each campus will be designated to serve as a parent facilitator to:

1. Help organize meaningful training for staff and parents.
2. Promote and encourage a welcoming atmosphere.
3. To undertake efforts ensuring that parental participation is recognized as an asset to the school.

DISCIPLINE

DISCIPLINE POLICY

Every student is responsible to every teacher in the manner of conduct during the school day or during any school function whether on campus or off. When a student's behavior is so offensive that he/she must be disciplined by the administration, the incidence of his/her misconduct is noted on his/her record file.

Faculty members will correct misconduct anywhere they see it during school hours or school activities.

Students who are expelled from other school systems will not be allowed to enroll in Brinkley School District until the term of the expulsion from the previous school district has expired.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual un-cleanliness, or other conduct that would tend to impair the discipline of the school or harm other students, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook (Act 742 of 1997). For the following offences: **Rules 1, 2, 3, 7, 8 9, 10, 11, 12, 13, 14** – the minimum action by the school will be a conference with the parent/guardian and or ISS by the student. When it is felt necessary by school personnel for the more serious offences, suspensions up to ten (10) days may be imposed. Violation of **Rules 4, 5, 16, 18, 19, and 20 – 36** will have defined consequences. Students guilty of repeated serious offences may be recommended to the board for expulsion. The maximum consequences for all rules will be expulsion. The principal or the superintendent has final discretion on all disciplinary procedures.

CUMULATIVE DISCIPLINARY PROCEDURE

All disciplinary referrals will be recorded and moved through an accumulative process. Each student will be allowed to acquire only ten (10) disciplinary consequences for each action; temporary removal from class, ISS, or suspension. As a student receives a referral, it will be recorded by the action that is assigned to it (according to the handbook) until that action accumulates a total of ten (10) disciplinary consequences. Once ten (10) consequences have been accumulated, any further referrals will move to the next most severe action, even though it is not what was recommended by the handbook for that offense only ten (10) disciplinary consequences will be allowed for each action. This allows a student to acquire up to thirty (30) disciplinary consequences.

Any actions accumulated beyond the thirty (30) disciplinary consequences will require the student to be placed in an Alternative Learning Environment (ALE) for the remainder of the school year. If the student cannot follow handbook procedures while in ALE, and accumulates ten (10) referrals while in ALE, the student will be recommended for expulsion. This policy is subject to review by the **principal and superintendent.**

Student Advocate (In lieu of Dean of Students)

The first line of correctional action in case of student misconduct in class will be addressed by the Student Advocate who will work with the student to develop better habits for classroom behavior. After ten (10) disciplinary consequences have been addressed by the Student Advocate, the student will be assigned to In-School Suspension.

IN-SCHOOL SUSPENSION GUIDELINES (ISS)

1. Students must report to ISS upon entering campus each morning. Students must move directly to their seats when the tardy bell rings, and will be dismissed at the end of the day by the ISS supervisor. **ADDITIONAL DAYS WILL BE ADDED IF A STUDENT HAS AN UNEXCUSED ABSENCE.**
2. Students may use school transportation or use their own.
3. **NO EATING, DRINKING, OR GUM CHEWING.** Lunch will be scheduled from the cafeteria. Trays will be brought from the cafeteria. Students have the choice of bringing their lunch or eating from the cafeteria.
4. Students will immediately and courteously obey the direct and reasonable requests of school employees.
5. Students will be responsible for bringing necessary materials to complete assignments.
6. Work areas will be kept according to the ISS Supervisor's specifications.
7. All assignments must be completed to the satisfaction of the classroom teacher and the ISS supervisor. Students will turn in each assignment, to the ISS Supervisor who will turn them in to the teacher of record. Make-up work will be permitted for a student who is in ISS.
8. Talking is not permitted in ISS. Communication in any form (talking, notes, etc) with other students is prohibited unless otherwise directed by the ISS Supervisor.
9. Two restroom breaks will be permitted during the day, one before lunch and one after lunch. Emergencies will be addressed by the ISS Supervisor.
10. **NO SLEEPING IS ALLOWED.** Do not put your head down.
11. Students attending ISS will follow the Brinkley High School handbook rules and guidelines. All dress codes and codes of conduct will be strictly enforced.
12. If a student has been placed in ISS or suspended out-of-school for disciplinary action (other than tardies) more than once during the current school year, they will not be eligible to serve as Homecoming Queen, maid, escort, class or club officer, or be selected as Sweetheart or Beau contestant during the school year.
13. Failure to comply with the rules and regulations of ISS or failure to comply with the directions of the supervisor may result in extra days or recommendation for out of school suspension or expulsion from school.
14. **Student assignment to ISS will be at the discretion of the principal or his/her designee in accordance with the handbook policy.**

CORPORAL PUNISHMENT

The Board recognizes the need for firmness in disciplinary action to deal with problems which occur in the classroom and during other school activities, whether on or off school premises.

Accordingly, the Board authorizes the administration of corporal punishment as a part of the disciplinary process. Corporal punishment may be administered by any certified employee of the district to any student for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar or insulting language or other conduct that would tend to disrupt the educational process.

The Board directs that corporal punishment will be administered according to the following requirements:

1. It will be administered in the presence of at least one other certified school employee as a witness who shall be present when the student is advised of the reason for the punishment.
2. It will not be administered in the presence of other students not in a spirit of malice or anger nor will it be excessive.
3. Refusal to take corporal punishment will result in suspension. (See Discipline Procedure)
4. The employee administering the corporal punishment shall prepare a written report stating the reason for the corporal punishment and the name of the witness and shall submit a copy to the principal's office.
5. On request, the parent shall be informed in writing of the reasons for the punishment and the name of the witness.

Note: This policy has been reviewed and edited by an A.S.B.A attorney.

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

The school official conducting the informal hearing or advising the student of his/her misconduct and providing the student the opportunity to present his/her version of what happened shall prepare a brief written summary of the procedure to be kept in the school files.

REFUSAL TO TAKE ANY DISCIPLINE PROCEDURE

Refusal to take any discipline procedure will result in the following:

1. Parents will be notified.
2. The student will be suspended.
3. Upon returning to school, the student must be accompanied by a parent or guardian.
4. No class work may be made up due to absences of this nature.
5. In the event a student decided to go home rather than accept a discipline procedure, the days missed will be added to the total of eight days a student may miss during each semester.

RULE 1: GRADUATION STATUS - It is strongly recommended that a student be in attendance for four (4) years in grades nine (9) through twelve (12) in order to graduate from Brinkley High School. In the event, any student decided to terminate student status prior to completion of four (4) years in attendance in grades nine (9) through twelve (12) and does not complete all academic requirements for graduation eligibility to participate in class activities and graduation exercises will be forfeited.

RULE 2: SKIP DAYS – The Board of Education **does not approve of skip days** and students who participate in skip days are subject to disciplinary action.

RULE 3: TARDIES – All students shall be considered tardy to class if he/she is not in his/her designated assigned room when the tardy bell rings. An excused tardy will carry no penalty.

Unexcused Tardies Only:

- **1st Tardy:** warning by teacher and grade book annotation and parent notification made by teacher.
- **2nd Tardy:** ASD for one (1) day (if student does not attend ASD and has not made prior arrangements with the principal or assistant principal he/she will immediately receive one (1) day of ISS).
- **3rd Tardy:** One (1) day ISS and conference with parent.
- **4th Tardy:** Two (2) days ISS.
- **5th Tardy:** Sent to the office with a discipline referral, ISS for five (5) days will be assigned
- **6th Tardy:** Three (3) days out-of school suspension (OSS)
- **7th Tardy:** Seven (7) days OSS
- **8th Tardy:** Referral to ALE

This process begins at each semester.

RULE 4: SKIPPING CLASS – After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities for twenty (20) minutes or more shall be considered skipping. (A.S.A § 6-18-201)

Minimum: Three (3) days ISS

Maximum: Placement in ALE

RULE 5: LEAVING CAMPUS OR DESIGNATED AREA WITHOUT PERMISSION (TRUENCY) - After arrival on the school campus, a student shall not leave the campus or designated area without permission from school authorities.

Minimum: Three (3) days ISS & Truancy affidavit will be filed with proper authorities.

Maximum: Discretion of Principal

RULE 6: DISREGARD OF DIRECTIONS OR COMMAND (INSUBORDINATION) - A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel. (A.S.A § 5-60-112, 5-71-226, 5-60-113). Disrespect toward school personnel.

Minimum: Three (3) days ISS

Maximum: Expulsion

RULE 7: DISORDERLY AND REPETITIOUS MISCONDUCT - A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school will be recommended for expulsion. Efforts toward behavior modification will be made except where very serious offences have been committed. (A.S.A § 5-71-207, 5-71-226, 5-60-112)

RULE 8: FORGERY OF PASSES AND/OR FALSIFICATION OF GENERAL INFORMATION – A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms.

Minimum: One (1) day ISS

Maximum: OSS

RULE 9: LOITERING BY SUSPENDED STUDENTS – A student provided written notification that because of an act of misbehavior he/she is prohibited from being in the school building or on a school campus for a specified period of time shall not enter any school building or be on any school grounds or at any school sponsored event. (A.S.A § 6-21-607, 5-39-203, 5-71-231) **The student shall be charged with criminal trespassing.**

RULE 10: PUBLIC DISPLAY OF AFFECTION – Public display of affection is not appropriate behavior at school. This includes holding hands. Failure to comply with reasonable expectations of school staff will lead to disciplinary action. **(This rule is not gender specific)**

Minimum: Three (3) days ISS

Maximum: Expulsion

RULE 11: FOOD IN SCHOOL BUILDINGS AND CLASSROOMS – A student will not bring to or consume in any teaching station or classroom, food, candy, chewing gum, drinks, or other products which might be classified as food stuff. Students will not purchase drinks between classes. No food or drink is allowed to be carried inside any building. Exceptions to this policy will include activities previously sanctioned by the building principal. Littering of food wrappers has been a problem. Anyone seen littering the campus will automatically be sent to after-school detention. No food or drink will be taken from the cafeteria.

-
- 1st Offense – One (1) day ISS
- 2nd Offense – Three (3) days ISS
- 3rd Offense – Five (5) days ISS
- 4th Offense – One (1) day OSS
- 5th Offense – Three (3) days OSS
-

RULE 12: CHEATING ON TESTS AND DAILY HOMEWORK – A student shall not cheat on tests and homework nor shall a student aid another student in cheating. Any student caught cheating will receive a zero (0) on the work or test.

RULE 13: HALL TRAFFIC – It is necessary to observe certain precautions to prevent traffic jams. Students should be kept to the right and walk briskly to class. Stopping to visit in the halls or to walk two or three abreast may cause some students to be tardy to class. Lines which form at the drinking fountain should keep along the walls out of traffic. No running is permitted in the halls anytime. Students will be assigned a locker in the Annex building, and will keep the same locker the entire year. Each student will be responsible for the appearance of his/her locker.

RULE 14: DISRUPTION, CAUSING A RIOT AND INTERFERENCE WITH SCHOOL - No student shall:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or unction of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process.
7. Encourage other students to violate any rule or school board policy.
8. A student shall not participate in a school walkout or boycott. (A.S.A § 5-71-207, 5-38-205, 5-71-230, 5-71-214, 5-71-201, 5-71-226)

RULE 15: SMOKING AND SMOKELESS TOBACCO – A student may not possess tobacco products and paraphernalia of any form, at any time upon the Brinkley School District campus and any other school sponsored activities. All students are prohibited by Arkansas Law from smoking on a school bus. (A.S.A § 6-21-609) Act 1099 of Senate Bill 953 prohibits the use of e-cigarettes on all school property.

Minimum: Five (5) days ISS

Maximum: Suspension

RULE 16: USE OF AUTOMOBILES ON SCHOOL GROUNDS – Students who drive to school must be registered with the office and obtain a parking permit in order to park on campus. The graveled area across from the Vo-Tech Building and the Field House are considered to be on campus. To obtain a parking permit, you must show proof of your driver's license and insurance and pay \$3.00. The parking permit must be displayed and you must be parked in your assigned parking space or your vehicle will be subject to being towed at the owners risk and expense. If you change vehicles during the year, you must notify the office so adjustments can be made on the permit. Students are to observe the following safety rules:

1. Abide by posted speed limits.
2. Comply with parking regulations.
3. Avoid overloading vehicles.

4. Refrain from unnecessary noises, such as music, tires and mufflers.
5. Park carefully in assigned space.
6. Leave vehicles as soon as parked.
7. Do not go to vehicles during the day.
8. Do not leave campus without signing out in the office.
9. Do not take vehicle to the field house except last period.

Students who fail to follow rules for student vehicles may lose their parking privileges.

NOTE: All on-campus parking spaces will be filled before going to the gravel area.

RULE 17: GAMBLING – A student shall not engage in any game of chance on school premises anytime. (A.S.A § 5-66-106)

Minimum: Three (3) days ISS

Maximum: Suspension

RULE 18: PROFANITY, VERBAL ABUSE, OBSCENE GESTURES – A student shall not use profanity, violent, vulgar, abusive or insulting language at any time or towards a student. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an over and immediate disruption of the educational process. (A.S.A § 5-71-208)

- **1st Offence** – One (1) day ISS
- **2nd Offence** – Three (3) days ISS
- **3rd Offence** – Five (5) days ISS
- **4th Offence** – Three (3) days OSS
- **5th Offence** – Five (5) days OSS

Maximum: Expulsion

RULE 19: DAMAGE, DESTRUCTION, ARSON OR THEFT OF SCHOOL PROPERTY – A student shall not cause or attempt to cause damage, arson, or theft of school property. (A.S.A § 5-17-216, 5-13-203, 5-38-204, 5-38-301, 5-71-103, 5-39-301, 5-39-202)

Minimum: Restitution by the student or parents/guardians of the student(s), criminal charges, and OSS

Maximum: Restitution by the student or parents/guardians of the student(s), criminal charges, and expulsion.

RULE 20: UNAUTHORIZED ACCESSING OR ATTEMPTING TO ACCESS COMPUTER FILES – A student may not access or attempt to access any computer files for which he/she is not authorized. The Brinkley School's Computer Network is to be used for educational purposes only. Use of the network for immoral or unethical purposes will result in revocation of all passwords, rights, and privileges to the network. Also, misuse could result in the punishments listed below, including but not limited to suspension from school. Use of improper or vulgar language on the e-mail system or any internal or external system by students will not be tolerated. Passwords are to be regarded as private property and

must not be shared with anyone or written down anywhere. Attempting to access any directory, DOS files, or system management files other than your own is strictly prohibited and is considered a major violation of policy. Students are prohibited from having unauthorized software or computer disk on campus. Any student who brings software on campus or is involved in planning or furnishes the software to another person who intentionally causes damage by installing or alters systems will result in suspension.

Any action, including theft, tampering, or damage, that results in the operation of a computer network being interrupted temporarily or permanently will be dealt with accordingly. (A.S.A § 5-41-104, 5-41-103) The consequences will be as follows:

- 1st Offence – Three (3) days ISS and Monetary restitution to repair or replace
- 2nd Offence – Five (5) days ISS and loss of privileges for the remainder of the semester\
- 3rd Offence – Three (3) days OSS, loss of privileges for remainder of school year. Appropriate criminal charges will be filed.

The Brinkley School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18)) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including e-mail, and that monitoring of student computer use is continuous. Students who misuse district owned computers of Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contract to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

The following action will be taken from violations of this policy:

Minimum: Reprimand

Maximum: Expulsion

RULE 21: INDECENT EXPOSURE AND SEXUAL ADVANCES – A student shall not deliberately commit indecent exposure in school, at school-sponsored activities on or off campus, or shall a student make improper sexual advances towards another person. (A.S.A § 5-14-111, 5-14-112)

Minimum: OSS

Maximum: Expulsion

RULE 22: THEFT AND EXTORTION – A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts). (A.S.A § 5-41-203, 5-12-102, 5-12-103, 5-36-103)

Minimum: OSS

Maximum: Expulsion

RULE 23: THREATENING ANOTHER STUDENT – A student shall not threaten another student. (A.S.A § 5-13-301)

Minimum: ISS

Maximum: Expulsion

RULE 24: FRATERNITIES, SORORITIES, GANGS, OR OTHER SECRET ORGANIZATIONS OR SOCIETIES – No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, gang, or other secret organization or society. (A.S.A § 6-5-202)

Prohibited activities include (but are not limited to) the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inviting physical violence.
3. Extorting or soliciting money and/or other services.
4. Coercing, harassing, and/or otherwise intimidating or threatening.
5. Wearing, possessing, raising, displaying in any manner, distributing, or selling clothing, jewelry, emblems, badges, symbols, signs, or other items commonly associated with membership in or affiliation with a gang.
6. Using any communication, verbal or non-verbal (gestures, handshakes, etc) suggesting or showing membership in or affiliation with a gang.
7. Engaging in any activity intended to promote or further the interests of any gang or any gang-related activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent”, or acting like a member of a gang.
8. Engaging in any activity defined by the laws of Arkansas to be “HAZING”. When there is question as to whether or not possessions or clothes are gang related, determination will be made by the Brinkley School Administration.

Minimum: OSS

Maximum: Expulsion

RULE 25: FIGHTING AMONG STUDENTS IS UNACCEPTABLE BEHAVIOR – Students will not fight while at school, on buses, or at any school-sponsored event regardless of where or when that event takes place. If the fight is of a flagrant nature, the student(s) at fault will receive OSS. If the fight is not of a flagrant act, the student(s) will be punished accordingly. Any student that instigates a fight will receive the same punishment as if they participated in the fight. The school is required by law to report all

violent acts to the Brinkley Police Department. (A.S.A § 5-71-226, 5-71-207)**Note: Student who has to defend himself/herself will receive three (3) days ISS.**

- **1st Offence** – Five (5) days ISS
- **2nd Offence** – Three (3) days OSS
- **3rd Offence** – Five (5) days OSS
- **4th Offence** – ALE or Expulsion

RULE 26: PHYSICAL ABUSE OR ASSULT BY A STUDENT ON ANOTHER STUDENT – A student may not strike or beat another student, or intentionally attempt to cause another student to be injured. Notification to the proper authorities will be made. (A.S.A § 5-71-207, 5-71-208, 5-71-209)

Minimum: OSS

Maximum: Expulsion

RULE 27: SEXUAL HARASSMENT – *Purpose:* It is the policy of Brinkley School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment. The purpose of this policy is to provide uniform guidance and procedures regarding sexual harassment in conformity with federal, state, and local laws. This policy demonstrates Brinkley School District's commitment to the compliance with the laws concerning sexual harassment, establishes a process for the handling of sexual harassment complaints, responds to the potential impact of sexual harassment on the working and learning environment, and recognizes that those who may be sexually harassed may personally suffer from adverse effects.

Application -The policy applies to all employees and students of Brinkley School District. This policy covers both sexual harassment by either sex towards the other and sexual harassment between members of the same sex. It shall be a violation of this policy for any member of the district staff to harass an employee or a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for any student to harass another student or members of the district staff through conduct or communications as defined below.

Definitions -Sexual harassment may take either of two forms: "Quid Pro Quo" (this for that) harassment by a supervisor to another member of the district staff or by a member of the district staff to a student, or "Hostile Environment" sexual harassment. Both forms of sexual harassment are equally prohibited by this policy.

Unwelcome sexual advances, requests for sexual favors, and other oral, written, or physical conduct of a sexual nature can constitute sexual harassment. When submission to such conduct is made either an explicit or an implicit term or condition of an individual's employment or education or when such as performance appraisal pay, grades, assignment, or similar matters, that conduct is unlawful and is prohibited by this policy.

When such conduct, committed by either a supervisor or a peer, has the effect of interfering with an individual's professional or academic performance or creates an intimidating hostile or offensive environment, the conduct is prohibited both by law and this policy.

Sexual harassment may include, but is not limited to, the following conduct:

1. Sexual advances or propositions.
2. Repeated sexual flirtations.
3. Continued or repeated comments about a person's body or parts thereof.
4. Verbal harassment or abuse.
5. Pressure for sexual activity.
6. Repeated remarks with sexually demeaning implications.
7. Sexually offensive jokes or languages.
8. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.
9. Inappropriate patting or pinching.
10. Intentional brushing against the body of a student or an employee.
11. Display at school of sexually suggestive pictures or objects.
12. Any sexually motivated unwelcome touching.

Sexually harassing conduct violations may be committed by any member of the district staff, students, and persons, who although are not students or employees, are on the property of Brinkley School District. Sexually harassing conduct by any of these individuals is strictly prohibited.

Procedures –Any person who believes they have been sexually harassed should tell the harasser that their behavior is offensive and must stop, and should then immediately report the problem by following the District's equity complaint procedure or by reporting it directly to the building principal or guidance counselor. If the complaint involves the building principal or guidance counselor, the person should instead report the problem directly to the Equity Coordinator or the superintendent. If the complaint involves the superintendent, the complaint may be filed with the Equity Coordinator. If the complaint involved the Equity Coordinator, it may be filed with the Superintendent.

Upon receipt of the complaint, the building principal or guidance counselor or other staff member should notify the Equity Coordinator immediately. In the event that the complaint involves the Equity Coordinator, the superintendent should be notified immediately. If the report is given orally, the complaint shall be reduced to written form within 24 hours and forwarded to the appropriate official. Failure to report any sexual harassment claim so made will result in disciplinary action against that employee.

The Equity Coordinator or superintendent shall promptly conduct or authorize an investigation of the complaint, which may be conducted by school officials. All complaints of sexual harassment will be investigated in a timely and responsible manner. A written report of the investigation will be provided to the Equity Coordinator or other designated official within ten (10) school days of receipt of the written sexual harassment complaint. The Equity Coordinator, or other designated official, shall make a report to the superintendent within two (2) school days of the completion of the report. The superintendent shall then make a decision as to the validity of the report and if any disciplinary action is to be taken as a result of the complaint and report. The superintendent shall make his or her written decision within two (2) days after receipt of the report of his or her investigation. If either the complaining party or the alleged perpetrator shall disagree with the superintendent's decision,

then such person may appeal said decision to the Brinkley School Board of Education by written notice of appeal delivered to the superintendent's office within five (5) school days of receipt of the superintendent's decision. The Board may then conduct such investigation or hearing as it may deem appropriate and may make such determination as it deems reasonable.

Investigation of sexual harassment complaints will be carried out in a serious manner. The investigation may consist of personal interview with the complainant, the accused, and any others who may have knowledge of the alleged incident or circumstances surrounding the complaint. The district may take immediate steps, at its discretion; to protect the complaint will be confidential, except when released due to legal compulsion. All witnesses and those interviewed during the investigation will be required to treat the matter as confidential. The purpose of confidentiality is to protect, to the extent practical, the complainant and the accused. Until the investigation is complete and a decision has been reached, the accused should be accorded the presumption of innocence.

All persons are to cooperate fully in such investigations. Any person who files a complaint or participates in an investigation shall be protected from any form of retaliation arising from the action. If any student or employee impedes an investigation, covers up the truth of the matter, or retaliates against a complainant or participant in the investigation, such impeding party shall be subject to disciplinary action.

If a student or an employee files a complaint of a sexual assault that constitutes a crime, the matter shall be immediately reported to the appropriate authorities, notwithstanding any request for confidentiality. Complaints involving misdemeanors shall be reported to the appropriate authorities by the superintendent and/or School Board as required by law. If at the completion of the investigation the complaint appears to be valid and supported by the evidence, the district will take appropriate disciplinary action designed to halt the harassment or prevent any recurrence. If the harasser is a student, the disciplinary action may include any lesser discipline, suspension or expulsion. At the end of an investigation, the result of each complaint filed under these procedures will be reported to the complainant by the district. The report will document any action taken as a result of the complaint to the extent permitted by law.

If an investigation does not reveal sufficient facts to warrant disciplinary action against the accused, the complainant shall be privileged in having brought the complaint, absent a finding that the complaint is false and motivated by malice. In the latter instance, the employee or student that brought the complaint shall be subject to disciplinary action, up to and including termination, non-renewal, suspension or expulsion, as appropriate. Such disciplinary action shall not be considered retaliation for filing the complaint.

Responsibilities – All employees and students will be held responsible and accountable for complying with this policy. All employees and students are expected to make a conscious effort to avoid any speech or conduct that may be perceived as sexual harassment. Any person who observes sexual harassment should (a) tell the offender to stop; (b) support the victim; (c) documents their observations as specifically as possible; and (d) report the problem to the appropriate official. All teachers, supervisors and administrators are assigned responsibility for implementing this policy, insuring compliance with and knowledge of its terms, and taking immediate and appropriate corrective action where warranted.

Consequences: For students – any lesser discipline, suspension, or expulsion.

Sexual harassment by lewd remarks or physical contact: State law requires sexual harassment be reported to the proper authorities. (A.S.A § 5-14-109, 5-14-107, 5-68-201)

Minimum: OSS

Maximum: Expulsion

RULE 28: DIRECT VERBAL ABUSE OF A SCHOOL EMPLOYEE - No person shall, under any circumstances, verbally abuse any school employee, including profane or vulgar language. (Ark. Act 1565)

Minimum: Out-of-school suspension

Maximum: Expulsion

RULE 29: THREATENING, PHYSICAL ABUSE or ASSAULT OF SCHOOL STAFF- State law requires criminal charges be filed, a Class D felony. (A.S.A § 5-13-202, 5-13-206, 5-13-301, Act 1046, 2001)

RULE 30: POSSESSION OF PAGING DEVICES OR ELECTRONIC COMMUNICATION DEVICES ON SCHOOL CAMPUS-Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, electronic games, computers, cameras, MP3 players, I-pods, headphones, beats, ear buds, Bluetooth devices, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Teachers may allow students to use electronic devices, such as cell phones, for specific instructional activities.

Students will be allowed to use electronic devices before and after school hours, and during their lunch period. Students found to be using an electronic device during class will have the device confiscated.

Students using or possessing cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. After the last bell students are permitted to use the cell phone or other portable devices outside the building only. **Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the**

student's parents or guardians at the end of the school day for the first offense. The second offense will be three (3) days in ISS and the third (3) offenses will result in three (3) days of out-of-school suspension.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline.

The School will not be responsible for lost or stolen electronic devices.

Minimum: Confiscation of the device

Maximum: Expulsion

RULE 31: ALCOHOL AND/OR DRUG USE AND DISTRIBUTION - Students will not be in the possession of, under the influence of, or in the act of using alcoholic beverages or any drug for which the student does not have a prescription from a duly recognized physician while at school, on school buses, at any school-sponsored event which is on or off school property, and during or after regular school hours. State law requires criminal charges be filed. (A.S.A § 5-64-401, 3-3-230, 5-71-212, 5-64-403)

Consequences: Expulsion

Extra-Curricular Drug Testing Policy is located on page 63 of this handbook.

RULE 32: USE OF ANY IMPLEMENT FOR A WEAPON THAT COOULD CAUSE SEVERE INJURY - Notification to proper authorities will be made. (A.S.A § 5-13-202, 5-13-204, 5-73-104)

Consequences: Expulsion

RULE 33: POSSESSION OF A WEAPON OTHER THAN FIREARMS - Criminal charges will be filed. These are defined as implements that are generally prohibited by law and could cause a person harm and are not appropriate in a school setting. (A.S.A § 5-73-120)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than one (1) year; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

RULE 34: POSSESSION OF A FIREARM, WEAPON, OR DANGEROUS INSTRUMENT-No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun-chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, this will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by case basis. Parents or legal guardians of students expelled under this policy 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. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapon policy violation shall also 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. 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 mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. Therefore, repeated, "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement. Criminal charges will be filed. (A.S.A § 5-73-119)

Consequences: Required by United States Law and Arkansas State Law, expulsion for not less than one (1) year; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

RULE 35: DISCIPLINE OF HANDICAPPED STUDENTS - Handicapped students are to follow all school rules and are subject to regular school disciplinary procedures as long as there is no denial of free, appropriate public education (94-142)

Special Education due process procedures will be utilized in the suspension and/or expulsion of handicapped students. These due process procedures will include the following:

1. Carefully follow placement procedures. IEP's should include statements that anticipate disciplinary problems and action. (These statements are to be based on past behavior and successful or unsuccessful efforts to correct misbehavior. If inappropriate educational placement leads to disruptive behavior by a handicapped student, suspension and/or expulsion is inappropriate.
2. Review records of Special Education students with the IEP committee upon making a decision about a disciplinary action. The IEP committee may recommend a different educational placement (ex: home) for handicapped students who disrupt the school educational program for other students or who pose a real danger to others or themselves.
3. Provide an alternate educational program after suspension.
4. Expulsion of a handicapped student will be considered after an expert examination and hearing.
5. Any unacceptable behavior that may be dangerous and makes necessary suspension or expulsion should be documented and filed with the appropriate school officials.
6. The school district will follow the guidelines established by the Arkansas Department of Education concerning the use of a time-out seclusion room as disciplinary action.
7. Due process requires that students and parents be informed of all discipline policies.

RULE 36: COMMUNICATING A DEATH THREAT - No person shall communicate death threats to any student or school personnel. Communicating a death threat to a student or employee is a Class D felony if: 1) the person communicates to any other person a threat to cause the death of a school employee or student; 2) the threat involves the use of a firearm or other deadly weapon; 3) a reasonable person would believe the person making the threat intends to carry out the threat; 4) the person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act. (Ark. Act 1046)

RULE 37: BULLYING - Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property, off school property, at a school-sponsored or approved function, activity, or event, going to or from school or a school activity in a school vehicle or school bus, or at designated school bus stops.

Bullying means the intentional harassment, intimidation, 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 causes or creates a clear and present danger of:

- 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.
- Substantial disruption of the orderly operation of the school or educational environment.

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

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.

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

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

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

1. Sarcastic "compliments" about another student's personal appearance.
2. Pointed questions intended to embarrass or humiliate.
3. Mocking, taunting, or belittling.
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person.
5. Demeaning humor relation to a student's race, gender, ethnicity, or personal characteristics.
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans
7. Blocking access to school property or facilities.
8. Deliberate physical contact or injury to person or property.
9. Stealing or hiding books or belongings.
10. Threats of harm to student(s), possessions, or others.

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

bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the district's prohibition against bullying, and the consequences for student(s) who bully shall be conspicuously posted in every classroom, cafeteria, restrooms, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

This Act permits different consequences depending on the age or grade of the bullying students. (Act 115 of 2007)

Minimum: Three (3) days ISS

Maximum: Expulsion

RULE: 38: STUDENT USE OF ELECTRONIC DEVICES - Students who use their electronic devices to record and or photograph and distribute said video/photograph through any means of social media, to include text messaging, YouTube, Facebook or any other means not stated, without the express written consent of all parties can be held liable for any damages caused during the publication of afore mentioned means.

Minimum: Three (3) days ISS

Maximum: Recommendation for Expulsion

RULE 39: BEHAVIOR NOT COVERED ABOVE -The Brinkley School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

Minimum: Reprimand

Maximum: Recommendation for Expulsion

RULE 40: BEING IN UNAUTHORIZED AREAW/O PERMISSION

NO students should be in unauthorized areas without permission unless you are assigned to be in this area during instructional time. (Vocational Building, behind the building, annex, in between buildings, upstairs in room, etc.). (A.S.A § 6-18-201)

Minimum: Reprimand
Maximum: Recommendation for Expulsion

REVIEW OF RECORDS

Parents, guardians, and students may review students' records upon request to the principal. A conference shall be arranged as soon as possible for the review. Questions pertaining to the review shall be recorded and a request for a hearing challenging information contained in a student's folder may be addressed in writing to the principal. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appear the decision to a review panel. This request must be made in writing to the superintendent.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district buildings, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of students, staff, or visitors.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds, and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. The district shall retain copies of video recordings for a minimum of two (2) weeks (storage permitting) before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two (2) week period unless the video contains evidence of misconduct.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or deferral law shall be retained until the issue of the misconduct has been settled.

Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA), has recently simplified the matter. A video of, for example, a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions:

1. Either or both of the student's parents may view the video **without** first having to review permission from the other student's parent. None of the parents of the "incidental" students have to give their permission for the viewing of the video by the "involved" students' parents.
2. The district is **not** obligated to give a copy of the video to the parent or their lawyer.

COMPLAINTS AND GRIEVANCES

If a student or the parent of a student involved in a disciplinary ruling wishes to contest the disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complainant.
2. If the complainant is not satisfied with the decision, the complainant must be directed to the principal. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the Board of Education through regular procedures (provided by the superintendent) for appearing before the board.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

SHORT TERM SUSPENSION (10 DAYS OR LESS)

Each principal is authorized to suspend students from school for a period of up to ten (10) days for disciplinary reasons. Unless the official imposing the suspension has personally witnessed the infraction he/she will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject (student). Before imposing a suspension the school official will, in an informal conference, advise the student orally or in writing of the nature of his/her misconduct and, if he/she denies the misconduct, an explanation of the evidence the school authorities have, at which time the student shall have an opportunity to present his/her version of what happened as a means of defense or mitigation. The informal administrative conference normally will be held prior to the removal of the

student from school, except where the student's conduct and presence pose a danger to persons or property or a threat of material disruption to the educational process, in which case the student may be removed from the school immediately. In such case, the administrative conference will be held as soon as practicable. The school official suspending a student shall notify the custodial parent or guardian. It is the parent' or legal guardians' 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

- A primary call number
*The contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address.

EXPULSION FROM SCHOOL

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program, or would be attended with unreasonable danger to other students and faculty members.

Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person. The superintendent or designee shall give written notice, of the alleged incident causing the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. A hearing will be conducted within ten (10) days following the date of the notice of suspension except that the superintendent, the student, and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state charges against the student in clear and concise terms. In every case of a hearing held by a School Board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing.

The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or designee shall present evidence and may present witnesses or statements from those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the board determines that the credibility of any of the witnesses is in issue, then it will permit cross-examination by the student and the superintendent or their representatives to those witnesses whose credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions of which the credibility of the witness has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspension which may be with or without allowing him/her to make up school work. The board shall briefly state its findings in writing within ten (10) days after the hearing.

The board shall cause to be made a record of the evidence taken at the proceedings by use of either a court reporter and/or tape recorder. If the student desires, the record will be transcribed and a copy will be furnished to the student. Copies of all statements used as evidence will be included with the record. An appeal shall be conducted in an executive session if requested by the parent or guardian of the student provided that after hearing all the testimony and debate the school board shall conclude the executive session and reconvene in public session to vote on such appeal. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

OTHER SCHOOL POLICIES/RULES

ASSEMBLIES

Assemblies are designed to create national and school spirit, to promote culture and to entertain. These assemblies are designed to use a balance of student participation, outside speakers, and professional programs. All assembly programs will be planned and arranged through the principal's office. Seating charts will be followed in the auditorium.

BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting to and from school students who live too great a distance from the school to walk. The drivers have the same authority and responsibility on the bus that teachers have in the classroom. No bus will move with students standing. (Ark. Act 1744)

CAFETERIA

Students may obtain nourishing, well-balanced meals at a nominal price in the school cafeteria. No food or drink will be allowed out of the cafeteria.

CLOSED CAMPUS

It is the policy of the Brinkley Board of Education to have a closed campus. Students may leave campus only after following proper checkout procedures. This means **NO ONE LEAVES FOR LUNCH and lunches are not delivered to students. Any person that comes on campus must check in at the office and receive a visitor's pass before proceeding to any other area. Students may not be taken out of a class for visitation or to run errands.** Teachers can be visited only during their conference period and with a prior appointment.

CLOSING SCHOOL UNDER EMERGENCY CONDITIONS

When schools in the Brinkley School District are not to be open due to inclement weather or other emergency conditions, a public announcement will be made no later than 7 a.m. by the Superintendent of Schools through the local radio stations and Channels 4, 7, 11, and 16.

Parents and students are encouraged to listen to the radio broadcast rather than call the offices or homes of the administration. Parents may also be assured that when schools close early, students may remain in the building under supervision until they can be picked up.

STUDENT DRESS CODE

The Brinkley School District recognizes the right of parents to purchase and dress their children; however, the school has a responsibility to determine the appropriateness of what is worn by students. Therefore; clothing which is obscene, indecent, or promoting disturbing, influence, or anger will not be worn. There should be no visible skin between the shoulders (above the bust line for rounded and V-neck shirts) and the knee. Indecent, obscene or suggestive slogans will not be allowed. Clothing containing logos, designs, or slogans which promote or advertise alcohol, illegal drugs, or tobacco products will not be worn. All clothing must be worn consistent with its design. Pajama pants, lounge wear, undergarments or clothing worn as an undergarment shall not be seen (exception – camisoles or ladies t-shirts when worn as blouses under jackets), this specifically applies to briefs, panties and bras. Footwear must be worn by all students. Shower thongs, house shoes or any strapless shoe will not be worn. Recognizing this dress code does not cover all possibilities. The administration must make decisions about the appropriateness for school.

Jewelry: Jewelry of appropriate length (no longer than 18 inch chain or necklace) may be worn. Chains and necklaces must be put inside uniforms. Students may wear no more than two (2) sets of earrings. No visible body piercing is allowed other than ears. No students may have jewelry that presents a safety risk, can be used as a weapon, or infers gang affiliation.

Headwear: No headgear is allowed in any building (hats, visors, sweatbands, bandanas, etc.)

Hair: Only two colored hair is allowed (natural and one other color). No student will be allowed to leave an ordinary hair comb, pick, or brush in their hair.

Additional Information:

Students may not have additional items that are not part of the approved school uniforms dress code. They may not be “flagging” any article (for example, washcloths, extra t-shirts, towels, bandanas, etc.). Sunglasses are not allowed at any time.

Please remember to mark all items of clothing such as coats, jackets, sweaters, gloves, etc., with identification.

Spirit wear may be worn **at the discretion of the principal** on designated days (for example, school t-shirts, jerseys, cheerleader gear).

NOTE: No Hoodies, leggings, or jeggings can be worn in the buildings at any time. Students may wear open toe shoes with a strap on the back at your own risk.

Consequences, Brinkley High School (7-12)

Students who violate the above rules will be subject to disciplinary action.

- | | |
|-------------------------|--|
| 1 st Offense | If a student is dressed inappropriately, the parent will be contacted and the student will wait in ISS until the parent arrives. |
| 2 nd Offense | Student will be suspended for 1 day. |
| 3 rd Offense | Student will be suspended for 3 days. |
| 4 th Offense | Student will be suspended for 5 days. |
| 5 th Offense | Student will be disciplined based on the circumstances and discretion of the principal, and may include additional ISS days or suspension from school. |

DONATING BLOOD

Students meeting age and medical requirements will be excused from school to donate blood. Prior arrangements must be made through the principal's office. Students must return to school immediately after discharge by Bloodmobile nurse.

EARLY DISMISSAL

Any pupil leaving the school before the end of the day must make arrangements through the principal's office.

1. No child shall be taken from school by anyone except a person who has the right to the child's custody. (Parent or legal guardian)
2. No child shall be taken from class or from school and sent on errands.

(See Attendance Policy)

EMERGENCY DRILLS

All schools in the District shall conduct fires drills at least monthly. Tornado drills shall also be conducted no fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses shall participate in emergency evacuation drills at least twice each school year. Students who only ride buses occasionally, such as to go to and/or from a field trip, will also have to participate in the evacuation drills.

FUND RAISING PROJECTS

All clubs, organizations, or classes wishing to raise money must have approval from the principal's office before starting a project. Any representative of a company must receive the principal's approval before approaching a class, club, organization, or its sponsor. Money derived from the sale of products must be turned in and handled through the activities account in the administrative office. A short report of the success or failure of the project will be given to the principal at the conclusion of the project.

HOMEWORK POLICY

Homework from Brinkley High School is an essential part of the school program. The quality and quantity of the homework assignment will vary and relate to the content of the classroom instruction and shall supplement its purpose and objectives.

Administrative Policy

Objectives of Homework Assignments

1. To reinforce and extend learning initiated in class.
2. To promote good work habits.
3. To develop abilities for studying independently.
4. To encourage individual initiative.
5. To provide extra practice in fundamental skills.
6. To encourage use of community resources.
7. To enrich learning.
8. To increase parental awareness of the school program.
9. To create an opportunity for individual responsibility.

Amount of Time Spent on Homework May Be Related To:

1. Instructional objectives of the class.
2. Capabilities of students/grade level.
3. Level of the class that work is assigned for.

Guidelines for Teachers:

1. Homework should be in keeping with objectives given above.
2. Assignments should be clearly understood by all students.
3. The type of homework should vary according to the abilities, interests, and educational backgrounds of the students.
4. Assigned homework should be discussed, checked, corrected, and returned to the students.
5. Assignments may be daily or they may be of a long range type, such as a report.
6. Teachers have the responsibility to communicate with parents of the children who are behind in completing homework assignments.

Guidelines for Students:

1. Assignments should be clearly understood before leaving class.

2. Students are required to hand in assignments on time.
3. Students are responsible for any work missed due to absences from class.
4. Students are responsible for obtaining the proper resources and materials.

Guidelines for Parents:

1. Parents should be familiar with and support the philosophy and guidelines of the school.
2. Parents should provide the child with a time and place to carry out the homework assignments.
3. Parents should contact the school in the event of questions or concerns.
4. Parents should take an active part in the supervision of the student completing the assignments.

LOCKER SEARCHES

1. A search may be conducted if there is reasonable belief that a controlled substance, gun, or other contraband is present.
2. A blanket search of lockers will not be conducted except in unusual circumstances, such as in the case of a bomb threat, etc.
3. Students are required to have locks on all school lockers. All locks must be obtained from the principal's office.
4. Students are not to place pictures, signs or written messages on school-owned lockers. If damage is done to school-owned lockers, the student will assume responsibility for repairs. (A.S.A § 6-21-608)

SMOKING

The Brinkley Schools have a *no smoking policy* for students at any time on the school property. Students are not to smoke or to carry tobacco in any form on the school grounds. It is the feeling of this school that this is in the interest of the student's health. Because of the extreme fire hazard involved with student smoking, any smoking on the part of a student will result in disciplinary action. (See Discipline Policy – Rule 15)

SEARCHES OF STUDENTS

A search of a student may be conducted if there is **reasonable suspicion** that a controlled substance, gun, or other contraband is present. (Ark. Stat. 6-21-608)

SEARCH, SEIZURE, AND INTERROGATIONS

The Brinkley School District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the district in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is a reasonable suspicion to believe such student or property contains illegal items or other items in violation of board policy or

dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the proper authorities.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Questioning of student by non-school personnel shall be granted only with a court order directing such questioning, with permission of other parents of the student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency due to a court order, the principal or his designee shall make a good faith effort to contact the student's parent or legal guardian by the phone number of record in the student's file.

PEP ASSEMBLIES

Pep assemblies will be held as deemed necessary by the administrator in charge.

SCHOOL PARTIES

As a rule, school parties are not allowed. In the exception that one is allowed for some particular reason, it must be with the approval of the principal.

USE OF TELEPHONES

Students must not be called from classes to answer the telephone EXCEPT in case of emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours except in an EMERGENCY.

1. Students must have permission from the principal before using the telephone in the Main Office.
2. The office phone is a business phone and may be used by students only in an emergency.
3. The phone in the Main Office is the only phone that students in grades 7 – 12 will be allowed to use. The school nurse may call parents to check students out.

POLICIES FOR STUDENTS RIDING SCHOOL BUSES

All students who use school buses, either regularly or occasionally should be familiar with the following rules. These rules apply to all schools in the Brinkley School District.

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is open before moving closer to the bus; do not attempt to hitch-hike or walk to or from school.
2. While entering or leaving the bus, be orderly and quick.
3. While riding the bus, you are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus. Students causing disciplinary problems will be identified and the following actions will be taken:
 - a. Parents will be notified by letter or a copy of the disciplinary referral form.
 - b. A second incident will result in suspension from riding the bus, and parents will again be notified and asked to come to school to personally discuss it with the principal.
 - c. Further incidents on the part of the student will make it necessary for the school to refuse bus service to that student.
4. Students are expected to conduct themselves in such a manner that they will not distract the attention of their driver or disturb other riders. This means keep your hands to yourself, attend to your own business, leave other students alone, and be reasonably quiet.
5. No food or drink except lunches will be brought aboard buses.

SPECIFIC SCHOOL INFORMATION AND RULES

1. The flag will be raised at the beginning of each day and lowered at the end of each day.
2. The secretary and treasurer of each organization in school will be responsible for collecting and depositing money in the school activity fund. Receipt books are available in the central office. The district bookkeeper will give you a receipt for deposits. All purchased tickets must be signed by purchaser after receiving a purchase order from the principal.
3. Lost items including books, clothing, glasses, etc. are turned in to the principal's offices. This is the first place to look for lost articles.
4. All solicitations for money and all advertising must have the approval of principal.
5. No checks on school organizations will be written unless a purchase order is made out and signed by the teacher/sponsor.
6. School-sponsored dances and parties will be terminated by 11:45 p.m.

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression on school-sponsored activities, shall be subject to the editorial control of the

District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or to endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. those that are obscene as to minors
 - b. those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or government officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. those that constitute an unwarranted invasion of privacy as defined by state law;
 - d. publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. publications which suggest or urge the violation of lawful school regulation; and
 - f. hate literature that scurrilously attacks ethnic, religious, or racial groups

STUDENT PUBLICATIONS ON THE SCHOOL WEB PAGE

Student publication that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements.
2. Not contain any personally identifying information, as defined by "Directory Information" (Privacy of Student Records) without permission of the parent of the student.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

STUDENT DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS

A student or group of students who distribute ten (10) or fewer copies of the same on-school literature, publications, or materials shall so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. The principal shall review the non-school materials, prior to their distribution and will bar from distribution if there is evidence that reasonably supports a forecast that substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression.
2. Be uniformly applied to all forms of non-school materials.
3. Allow no interference with classes or school activities.
4. Specify times, places, and manner where distribution may or may not occur.
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

STUDENT HEALTH POLICIES AND PROCEDURES

The Brinkley School District Board of Directors shall cooperate with the state, county, and city health departments in providing health services for the sanitary inspection of the buildings and for the examination of all students to detect contagious and infectious diseases and physical defects.

Specific policies and procedures regarding health problems shall be:

1. When necessary, the school nurse shall administer first-aid in accordance with established first-aid procedures.
2. Students shall be excluded from school for health reasons through the principal's office or nurse's office only.
3. Accidents to students on school grounds, in school buildings during school hours, or at school functions will be reported to the building principal.
4. Only first-aid treatment will be given at school. If further treatment is needed, the child's family will be notified so that they can take the child to the family physician.
5. The school assumes no responsibility for financial obligations involved in the emergency treatment of students when parents cannot be reached.
6. When students are injured or become ill at school, their parents will be notified by the nurse or her designee and requested to take them home.
7. Students having a rash suspicious of scabies will be excluded from school. When this becomes necessary the parent will be notified by the principal or the school nurse. A doctor's statement must accompany the student stating that he/she is not contagious when he/she returns to school.
8. Students having pediculosis (head lice) shall be excluded from school. All live lice and majority of evidence (nits) must be removed from the hair before the student may return to school. The parent/guardian must bring proof of treatment, such as a sales receipt showing product purchased or empty product container, and accompany their child to school for the recheck.
9. Students being habitually unclean may be suspended or expelled.
10. In cases of chicken pox, the student may return to school after all scabs are dry, usually six (6) days after the onset of the first vesicles.

11. In cases of diseases such as mumps and rashes, students must be free from fever before returning to school.
12. If pink-eye is suspected, parents are to be notified to seek treatment for the child. A doctor's statement is required for readmission as long as there is no redness in the eye.
13. Students will not be administered medication of any kind by school personnel unless a note signed by the parent is provided which specifies the name of the student, the medication dosage, and the time schedule for dosage.
14. The school or school nurse will not be held responsible for undesired reactions which occur as a result of medications administered at school.
15. All medications sent by parents must be in the original bottle.
16. In the absence of the elementary school nurse, the responsibility for administering the medication will be delegated by the principal to the high school nurse.
17. If there is a need for giving medication on a long-term basis, a doctor's statement is required stating the necessity for giving the medication during the school day, the dosage and number of times needed at school, a diagnosis of the child's specific condition, and any reactions that might occur. In addition to the doctor's statement, the parent or guardian must also sign and file a medication request slip with the school nurse.
18. Absolutely no medication will be administered to a student at school if it is the first time the student has ever taken that particular medication. The first dose is to be administered at home under the parent's supervision.
19. Any medication to be taken three (3) times a day will not be administered at school. Neither will any medication ordered twice a day, unless specified by a physician.

EXTRA-CURRICULAR SERVICES

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Participation by students in extra-curricular activities and competitions can be a means of developing wholesome attitudes and good school interpersonal relationships.

Students wanting to participate in activities that are governed by the Arkansas Activities Association, especially those involving interscholastic competition, must meet the criteria for eligibility as established by the Arkansas Activities Association and the Arkansas Department of Education. A copy of these rules can be obtained from AAA, the activity sponsor, counselor, or principal. Some school activities publish their own handbook specific for that activity that may exceed the minimum requirements published by AAA. (Also read the Extra-Curricular Drug Testing Policy on page 63.)

Students wanting to participate in any other organizations or activities at Brinkley High School must meet all criteria for eligibility as established by any national or state sponsoring organizations and school administration.

As beneficial as student activities can be, it is also possible for a student to over-commit themselves to activities to the extent that problems arise for the student and the organization they have joined. It is better to make choices about participation prior to joining groups than to have to make choices about which responsibilities to honor during the school year when conflicts arise.

EXTRA-CURRICULAR ELIGIBILITY

Students that represent Brinkley Schools in any activity that is governed by the Arkansas Activities Association shall meet all minimum requirements as established by the Arkansas Activities and Arkansas Law. Individual handbooks have been developed for cheerleading, athletics, and band participants. These handbooks recognize AAA procedures and sanctions and may exceed the minimum requirements set forth by AAA.

STUDENT CLUBS AND ORGANIZATIONS

A variety of student clubs and organizations are available for students. Each club or organization is sponsored by a faculty member. These clubs and organizations all have rules, regulations, or by-laws governing membership requirements which are on file in the sponsor's room. Any club, organization or activity representing Brinkley Schools that is not governed by the Arkansas Activities Association will require its members to meet requirements that are specified in the by-laws of each organization's constitution.

All admittance to any school organization or team will be at the discretion of the sponsor and the administration. Any additional requirements or the raising of minimum requirements to participate in local and extra-curricular activities will be at the discretion of the sponsor, pending approval by the administration.

Additional clubs and organizations may be added with the principal's approval.

All class/club meetings will be held as scheduled by the principal and sponsor.

F.B.L.A. -Future Business Leaders of America is sponsored by the business teacher.

F.C.C.L.A./F.H.A. - Membership in Future Homemakers of America is voluntary and open to pupils enrolled in home economics or those who have previously been enrolled.

F.F.A. - Membership in the Future Farmers of America is sponsored by the agriculture teacher.

HOSA - Membership in HOSA is sponsored by the vocational teachers.

VICA - Membership in VICA is sponsored by the vocational teachers.

PROM RULES

1. Students must follow the behavioral guidelines that are in the school handbook.
2. Students may not leave the prom and return later.
3. Students must be in at least the ninth grade to attend the prom.
4. Students must wear formal attire to the prom.
5. No one can attend the prom that is more than twenty years old.
6. In order for any non-BHS student to attend the prom, the BHS student that invites them must provide the names of their dates and the school their dates attend. A background check will

be done on these students. Once approval is given from the principal, the BHS student may purchase tickets for their dates.

CLASS POLICY

The junior class is responsible for providing the Junior-Senior Prom/Banquet. The preparations for the graduation exercises are the responsibility of the Sr. High Student Council, Sr. Class advisors, and Sr. NHS (ushers).

HOMECOMING ACTIVITIES

School will be dismissed early for the afternoon coronation ceremony. If a student has been placed in ISS or suspended out of school for disciplinary action (other than tardies) more than once during the current school year, they will not be eligible to serve as Homecoming queen, maid, escort, class or club officer, or be selected as Sweetheart or Beau contestant during the school year.

STUDENT COUNCIL

The purpose of the Student Council of Brinkley High School is to provide and foster a spirit of cooperation among students and faculty, maintain high standards of personal conduct, promote activities for the best interest of the school, and develop good citizens by means of experience in school government.

NATIONAL HONOR SOCIETY

To be considered as a candidate to the National Honor Society, a student must have a minimum grade point average of 3.50 at the end of the first semester of their sophomore year. Candidates to be included into the society must exhibit high qualities of leadership, character, and service. A complete list of rules and procedures can be obtained from the sponsors.

YEARBOOK

The Brinkley High School yearbook staff members are selected according to their demonstration of special abilities needed to produce an outstanding yearbook. It is sponsored by the journalism teacher.

STUDENT ACTIVITIES FUNDS MANAGEMENT

Principals shall be responsible for the management of student activities funds in their schools. All activity funds shall be received and disbursed through the school office. All expenditures from the activity funds shall be signed checks. An approved accounting system shall be used and audited annually.

LIBRARY

Because it is our desire for all those connected with the school to receive maximum benefits from the library, teacher and students are asked to consider carefully and abide by these regulations. The librarian has an organized group of student assistants who have specific duties and play an important part in extending library services. Patrons to the library are expected to cooperate with the helpers by respecting their requests. Keeping books clean and attractive is the responsibility of library users.

Though the librarian will take the lead in the systematic instruction that the students will receive in library skills, all teachers will give the students exercises that will require the locating and use of book and non-book materials. Both teachers and students have a part in the selection of library materials. Their recommendations are solicited and are the determining factor in each other. Magazines, newspapers, and reference books, generally speaking, are for use within the library only. Under certain conditions, magazines and newspapers may be checked out for use outside the library for one period or overnight. Additional books may be placed on reserve at the request of a teacher and are subject to the same regulations. All other books are normally checked out for a two-week period, with one (1) renewal permissible. A fine of five (5) cents per day is charged against the student for each day or fraction thereof that books are kept overtime. Saturday and Sunday are not included in the assessment fines. Fines on all overdue library materials must be paid and materials returned to the library before the testing period each nine (9) weeks. Any book which becomes due on a holiday, however, may be returned during the first period of the next school day without a fine.

All borrowers are responsible for materials checked out in their names, and must pay the cost of replacement if lost or defaced. Books are placed in open shelves, and patrons are encouraged to use the card catalog and browse freely in making their selections. While free browsing is encouraged, as stated above, students who “take advantage” by making unnecessary visits back and forth between the classrooms and library will find their library privileges restricted. Similar restrictions will be placed on students who fail to return materials to the proper places.

SELECTION OF INSTRUCTIONAL AND LIBRARY/MEDIA CENTER MATERIALS

Challenges

The parent of a student affected by a media selection, or a district employee, may formally challenge the appropriateness of a media center selection by following the procedure(s) outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal’s office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licenses personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the matter being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Review for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee vote shall be secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The superintendent shall present the original complain and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within fifteen (15) days of the committee's decision. The Board shall review the material submitted to them by the superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

PHYSICAL EDUCATION

NORMAL DAILY CLASS PROCEDURE

1. Dress for class;
2. Roll call;
3. Exercise;
4. Activities such as volleyball, touch football, basketball, kick ball, tumbling, etc. and
5. Shower and dress for next class.

BASIS OF PHYSICAL EDUCATION GRADES

1. Attendance;
2. Participation;

3. Attitude;
4. Physical skills test;
5. Test of knowledge of various sports and games; and
6. Dressing out.

Any student wishing to be excused from participation in a physical education class must have a signed note from either the doctor or one of his/her parents stating that he/she is unable to participate on the particular day. Students who are excused under these conditions must sit quietly and study in an area designated by the physical education instructor.

In accordance with Act 660, Physical Education credit will be given for Athletics up to one-half (1/2) credit.

SCHOOL INSURANCE PLAN

Individual student insurance is available to all students who wish to participate on school-time or 24-hour coverage at the expense of the student. An athletic plan is provided to cover students practicing for, competing in, or traveling to and from, as a representative of a member school and under the direct supervision of a full-time school employee, and all athletic events under the regulation and jurisdiction of the school.

BRINKLEY HIGH SCHOOL DRUG TESTING PROGRAM

PURPOSE OF A DRUG TESTING PROGRAM

Brinkley High School is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs grades 7-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Brinkley High School is dedicated to promoting healthy lifestyles, a safe school environment, academic excellence and the personal growth and well-being of its students. This testing plan is adopted to assist in this mission. Brinkley High School believes testing will serve as a deterrent to drug use.

DEFINITIONS

- Drug – Any substance considered illegal by the State Statute or which controlled by the Food and Drug Administration unless prescribed by a licensed physician.
- Students – Any student participating in interscholastic contests sponsored by Brinkley High School
- School Year – Beginning on August 1 of that school year and ending July 31.
- Activities required to be drug tested: Junior and Senior Football, Junior and Senior Basketball, Baseball, Softball, Tennis Track, Golf, Cheerleading, Band, Choir, and any clubs that compete.

TESTING AGENCY

The district will choose a certified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters. All testing will be at the district's expense.

PERScription MEDICATION

Students who are taking prescription medication may provide a copy of the prescription or doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

SCOPE OF TESTS

The drug screen tests for one or more illegal drugs. The superintendent or his or her designee shall decide from month to month which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS RESULTS

The results will be reported only to the superintendent or to such person as the superintendent may designate.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student's test result indicates the presence of illegal drugs ("positive test") the following will occur:

The parent or legal guardian will be contacted as soon as possible by the principal, and a meeting will be scheduled with the superintendent or with his or her designee, the parent or guardian, and the student involved. During this meeting, the course of action will be discussed as it follows the appropriate forms.

PROCEDURES FOR STUDENTS

CONSENT

Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written

consent shall be in the form attached to this policy as Form A. No student shall be allowed to participate in any activity program absent such consent.

Students not involved in extra activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

STUDENT SELECTION

All students in activity programs will be drug tested at the beginning of the school year. In addition, random testing (ten percent of the students participating) will be conducted monthly during the school year. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activity programs in the district at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including but not assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means while assuring brevity and privacy.

SAMPLE COLLECTION

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student’s return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be alone in an individual stall with the door closed.

FIRST POSITIVE RESULT

For a positive result, the student will be suspended from participation in any practices or events for the remainder of the school year, and if occurring during the spring semester, for the following fall semester as well. The cost associated with the drug assistance program will not be covered by the District and must be paid for by the student, or his or her parents or legal guardian. The superintendent or with his or her designee shall maintain a list of agencies and programs available in this community and refer the student to such programs.

SECOND POSITIVE RESULT

For the second positive result in any two consecutive school years, the Student will be suspended from participating in all events for the remainder of the current school year and the following school year.

THIRD POSITIVE RESULT

For the third positive result in any consecutive school years, the student will be permanently suspended from participating in all events for the remainder of his or her enrollment with school unless

following suspension for all or part of three consecutive school years, the student requests reinstatement before the school board, and the school board approves reinstatements.

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process the student and the student's custodial parent or legal guardian will be notified at least seventy-two hours before response is made by the district.

OTHER DISCIPLINARY MEASURES

The district by adopting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Disciplinary Policy, and this policy does not preclude the district from taking disciplinary procedure and resulting action founded upon reasonable belief and suspicion that a student has participated in drug-related activities.

Name of Student: _____ DOB: _____

Listed below are medications used by the school nurse to treat minor injuries and illnesses of children with signed parental permission. PLEASE CIRCLE “YES” IF YOUR CHILD IS TO BE TREATED OR “NO” IF YOUR CHILD IS NOT TO BE TREATED.

MEDICATIONS	USED FOR
YES NO Optics Eye Wash	Irrigation of eyes
YES NO Sting Kill	Temporary relief of pain and itching due to insect stings
YES NO Anbesol Liquid/Gel	Toothaches, dental appliance pain
YES NO Caladrl Lotion	Itching due to minor skin irritations
YES NO Bactine Antiseptic/911 Spray	Minor Cuts/scrapes
YES NO Mylanta	Indigestion/upset stomach/gas
YES NO Tinactin/Lotrimin AF	Ringworm
YES NO Triple Antibiotic Ointment (Bacitracin/Neomycin Sultate/ {polymixin-B}; Neosporin	Fights infection, aids in healing of minor cuts/scraps
YES NO Tylenol 325 tablets	Headaches/minor aches & pains
YES NO Blistex	Fever blisters/cold sores
YES NO Motrin	Pain/minor injuries

**** IF YOUR CHILD CANNOT SWALLOW PILLS (TYLENOL), YOU MAY PROVIDE THE LIQUID TO THE SCHOOL, AND IT MUST BE A NEW BOTTLE (STILL IN THE PACKAGE). NO EXCEPTIONS!** If your child is prescribed medication by a doctor for 7 days or more, you **MUST** come here and complete the necessary forms. If your child is allergic to bees, wasps, etc. and take Benadryl, you will need to provide it to us. However, if the child is severely allergic to these or anything else he/she may come in contact with, please come in and talk to the nurse.

PARENT/GUARDIAN SIGNATURE: _____

BRINKLEY SCHOOL DISTRICT
HEALTH RECORD FORM

*Please fill out, sign and return these forms to the school to be placed in your child's health file.

Date:_____ Race_____ Grade_____ Birth Date

Student's Name: _____

Address: _____

Name of Parent/Guardian: _____

Home Phone#: _____ Mom's Work #: _____

Dad's Work #: _____

Person to Contact in an Emergency if Parent/Guardian is Unavailable:

Name	Address	Phone #
------	---------	---------

CONSENT TO SERVICES

The following services will be offered:

Treatment of Minor Illnesses and Injuries

Health Screenings

Administration of Prescribed Medications

Health Education

If significant and/or severe health problems are found, the parent/guardian will be notified.

** In case of an emergency, I give my permission for the school nurse, social worker, or school representative to administer first aid to my child to prevent further injury. I also give permission for my child to be transported to the nearest hospital emergency room (Baptist Memorial in Forrest City) by ambulance if needed. If ambulance transportation is necessary, the school district will NOT be expected to pay for this service as I will be held responsible for it. I have read the school policies and agree to comply.

Parent/Guardian signature: _____

The above listed services will not be provided, no exceptions, without parental consent as given by your signature. If you need additional information, please call 870-734-5010 and ask for the elementary nurse's office or 870-734-5005 and ask for the high school nurse's office.

Homeless Education Services/Registration Form

Check all that apply

Do you rent _____ Own Home _____ Living in Shelter _____
 Living Temporarily with Someone _____ Living in Trailer Park _____ Motel _____
 Campground _____ Hotel _____ Foster Care _____
 Vehicle _____ Abandoned Building _____ Other _____

Mother/Guardian Name: _____ D.O.B _____/_____/____

Father/Guardian Name: _____ D.O.B _____/_____/____

Race: _____ Phone: _____ Message Phone: _____

Parent/Guardian Address: _____

City: _____ State: _____ Zip Code: _____

Please list all family members including mother and father:

Name	DOB	M/F	Race	Grade

EMERGENCY CONTACT INFORMATION

Name of person to call if parent/guardian cannot be reached _____

Relationship _____ Phone _____

Address _____ City _____ State _____ Zip _____

LIST ALL OTHER ADULTS WHO MAY BE CONTACTED

Name _____ Relationship _____ Name _____ Relationship _____

Telephone _____ Telephone _____

Name _____ Relationship _____ Name _____ Relationship _____

Telephone _____ Telephone _____

Any illnesses we need to know about? _____

Return to Sandra Glasgow 870-734-5201 Brinkley School District Homeless Liaison

Grievance Procedures for Title VI, Title IX, And Section 504

If at any time an employee or student of the Brinkley School District feels that he/she has a legitimate grievance based upon discrimination because of the sex, race, or handicap of the person, the following procedures should be used:

1. Contact the high school principal, at his office, or call 734-5005 (office) to register a complaint.
2. If, after discussion of the complaint with the high school principal, and the feeling exists that there has been discrimination based upon sex, race, or handicap, the complaint will be referred to a grievance committee.
3. The grievance committee will meet with the person or persons as soon as a meeting can be arranged by the chairman to hear the grievance and to make recommendations for a possible solution to the grievance.
4. If the person or persons is/are not satisfied with recommendations of the grievance committee, he/she/they may appeal to the Superintendent of Brinkley Schools. The appeal must be registered in writing to the contact person and to the superintendent. The superintendent shall arrange a conference with the person or persons as soon as his or her schedule permits.

In keeping with the guidelines of Title VI, Section 610, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Brinkley School District assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Superintendent
Title VI Coordinator
Title IX Coordinator
Section 504 Coordinator
200 Tiger Drive
Brinkley, AR 72021
870-734-5000**

Any person having inquiries concerning compliance with Title VI (race), Title IX (sex), or Section 504 (handicap) is directed to contact the above coordinator or the director of civil rights.

Guidance Counseling

The basic function of guidance is to help individuals who need or seek assistance in the meeting of problem situations. The guidance program emphasizes the importance of recognizing and providing for the individual needs, interests, aptitudes and abilities of students in achieving their maximum potential from their school experience.

The program includes the accumulation of health, personal, academic and test data about each student, and this information is readily available for guidance purposes. The program provides for the administration and the interpretation of standardized tests of interests, achievement and mental maturity at various levels. Career information, educational or vocational, will be made available to students and parents to help them understand the various opportunities and requirements related to future careers. Financial aid, scholarships, loans and grants for continuing education are available. Students and parents are encouraged to visit the office at any time regarding academic or social progress of the students. An appointment is necessary only to insure that the counselor will be available at the most convenient time to you. Counseling service is available for personal matters. Your confidence will be respected.

Brinkley School District 2017-2018 Calendar

<u>First Quarter</u>		
<u>Dates</u>	<u>Description</u>	<u>Student Days</u>
August 7-10	<u>Teacher In Service/PD</u>	<u>0</u>
August 11	<u>PD Day/Classroom</u>	<u>0</u>
August 14-18	<u>Learning Days</u>	<u>5</u>
August 21-25	<u>Learning Days</u>	<u>5</u>
August 28- Sept 1	<u>Learning Days</u>	<u>5</u>
September 4	<u>Labor Day</u>	<u>0</u>
September 5-8	<u>Learning Days</u>	<u>4</u>
September 11-15	<u>Learning Days/Parent Teacher Conference (14th)</u>	<u>5</u>
September 18-22	<u>Learning Days</u>	<u>5</u>
September 25-29	<u>Learning Days</u>	<u>5</u>
October 2-6	<u>Learning Days</u>	<u>5</u>
October 9-13	<u>Learning Days</u>	<u>5</u>
First Quarter Ends October 13		Total Days = 44

<u>Second Quarter</u>		
<u>Dates</u>	<u>Description</u>	<u>Student Days</u>
October 16-20	<u>Learning Days</u>	<u>5</u>
October 23-27	<u>Learning Days</u>	<u>5</u>
October 30-Nov 1	<u>Learning Days</u>	<u>3</u>
Nov 2-3	<u>AEA/PD Days</u>	<u>0</u>
November 6-10	<u>Learning Days</u>	<u>5</u>
November 13-17	<u>Learning Days</u>	<u>5</u>
November 20-24	<u>Thanksgiving Break</u>	<u>0</u>
November 27-Dec 1	<u>Learning Days</u>	<u>5</u>
December 4-8	<u>Learning Days</u>	<u>5</u>
December 11-15	<u>Learning Days</u>	<u>5</u>
December 18-20	<u>Learning Days</u>	<u>3</u>
December 21-Jan 3	<u>Christmas Break</u>	<u>0</u>
Second Quarter Ends December 20		Total Days = 41

<u>Third Quarter</u>		
<u>Dates</u>	<u>Description</u>	<u>Student Days</u>
January 4-5	<u>Learning Days</u>	<u>2</u>
January 8-12	<u>Learning Days</u>	<u>5</u>
January 15	<u>M.L.K., Jr. Day</u>	<u>0</u>
January 16-19	<u>Learning Days</u>	<u>4</u>
January 22-26	<u>Learning Days</u>	<u>5</u>
January 29-Feb 2	<u>Learning Days</u>	<u>5</u>
February 5-9	<u>Learning Days</u>	<u>5</u>
February 12-16	<u>Learning Days/Parent Teacher Conference (15th)</u>	<u>5</u>
February 19	<u>President's Day</u>	<u>0</u>
February 20-23	<u>Learning Days</u>	<u>4</u>
February 26-March 2	<u>Learning Days</u>	<u>5</u>
March 5-9	<u>Learning Days</u>	<u>5</u>
Third Quarter Ends March 9		Total Days = 45

<u>Fourth Quarter</u>		
<u>Dates</u>	<u>Description</u>	<u>Student Days</u>
March 12-16	<u>Learning Days</u>	<u>5</u>
March 19-23	<u>Spring Break</u>	<u>0</u>
March 26-29	<u>Learning Days</u>	<u>4</u>
March 30	<u>Good Friday</u>	<u>0</u>
April 2-6	<u>Learning Days</u>	<u>5</u>
April 9-13	<u>Learning Days</u>	<u>5</u>
April 16	<u>Teacher Workday/PD</u>	<u>0</u>
April 17-20	<u>Learning Days</u>	<u>4</u>
April 23-27	<u>Learning Days</u>	<u>5</u>
April 30-May 4	<u>Learning Days</u>	<u>5</u>
May 7-11	<u>Learning Days</u>	<u>5</u>
May 14-18	<u>Learning Days</u>	<u>5</u>
May 21-25	<u>Learning Days</u>	<u>5</u>
Fourth Quarter Ends May 25		Total Days = 48

