

# Beryl Henry Elementary School

## PARENT-STUDENT HANDBOOK

### 2021-2022



Dr. Roy Turner, Principal

Our goal is to create a safe, secure and supportive learning environment that will develop students into productive citizens who will make positive contributions to our changing society.

**Student Motto**

I want to be somebody  
I can be somebody  
I will be somebody  
Because I am somebody!

**Handbook Committee**

Roy Turner-Principal  
Christi Sullivan-Counselor  
Linda Rowe-Admin. Assistant  
Cathleen Collins-Teacher  
Kristi Robbins-Teacher  
Cleonia Highland-Teacher  
Krishna Frazier Horton-Parent

**BERYL HENRY ELEMENTARY SCHOOL**

**PHILOSOPHY**

**“You can be anything you want to be, but you must first want to be something.”**

**BERYL HENRY ELEMENTARY SCHOOL MISSION STATEMENT**

It is the mission of Beryl Henry Elementary School to provide all students with opportunities for a quality education through collaborative efforts with families and community members.

**STAFF MOTTO**

**“Preparing our students of today for success tomorrow.”**

## BELL SCHEDULE

7:20 AM		Arrival
7:45 AM		Class Bell
8:00 AM		Tardy Bell
3:00 PM		Car Line Bell
3:05 PM		First Bus Bell
3:10 PM		Second Bus Bell
3:15 PM		Last Bus Bell

## SCHOOL UNIFORM DRESS CODE

Dear Parents,

The following is the required dress code at Beryl Henry. Please make sure that your child adheres to the following dress code rule.

1. Slacks/pants, skirts, skorts, shorts, jumpers, and capris. \*2 colors----Navy & Khaki

Uniform pant material is defined as cotton twill and chinos. Shorts and skirts can be no shorter than 2 inches above the knee. No khaki or navy blue jeans, jean-style (no denim), cargo pants, cargo style or overalls. No stretch, sweat or any other pants that do not conform to uniform rules. **NO LEGGINGS or JEGGINGS.**

2. Shirts, sweaters, sweatshirts, and vests.\*3 colors---basic colors: red, navy, and white. optional color---light blue. \*Shirts are either to be oxford, knit polo style, turtleneck or mock turtleneck of uniform colors. \*Collars must be on shirts, under sweatshirts, and sweaters of uniform colors. \* **No pullovers. Jackets must be zip up and button up type jacket.** Shirts must be tucked in and regular belts must be worn. No huge detachable belt buckles.

3. Shoes---For playground safety, no backless shoes (slides), no house shoes, no ballet style shoes, no high heels, snow boots, etc. may be worn. Socks (plain crew socks, no logo) must be worn with all shoes. **No mixed match socks.** Shoes must be tied. Shoe straps must be inserted into the proper place.

4. Students are not allowed to wear jackets, sweaters, sweatshirts or jackets around their waist.

5. NO off colored Hair or patches of colored hair.

6. No artificial nails at any time.

### ***SPECIAL NOTE TO PARENTS: Daily Dress Schedule***

To display more unison in our uniform colors on a daily basis for the academic school year at Beryl Henry, we are asking parents to allow their child to reinforce the dress code by adhering to the daily dress schedule listed below. Although, this daily dress schedule is not mandatory, we do ask if you will support our efforts while we move toward more school cohesiveness, unison, and school pride as students wear their school colors. Your cooperation would be greatly appreciated.

Monday---White Shirt & Khaki Slacks/Pants, skirts, skorts, shorts, jumpers or capris.

Tuesday---Red Shirt & Navy Slacks/Pants, skirts, skorts, shorts, jumpers or capris.

Wednesday---Navy Shirt & Khaki Slacks/Pants, skirts, skorts, shorts, jumpers or capris.

Thursday---White Shirt and/or Light Blue & Navy Slacks/Pants, skirts, skorts, shorts, jumpers or capris.

Friday---Red Shirt & Khaki Slacks/Pants or School Shirt with skirts, skorts, jumpers, or capris.

## Student Dress and Grooming

In addition to the dress and grooming rules, students should abide by the following:

1. A student will not wear or use emblems, insignias, sagging pants, badges, or other symbols which are gang related or which cause substantial disruptions or interference with the operation of the school.
2. All students must remove caps or hats upon entering the building. Exceptions will be made on that day and western day.
3. Students will not wear clothing that exposes underwear, buttocks, or breasts.(Act 835)
4. Shorts must be worn under skirts and dresses.
5. For the safety of your child, students must wear tennis shoes for P.E.

## AGENDA BOOK

Students' daily behavior and assignments will be communicated to parents by using agenda books. It is the student's responsibility to record daily assignments. Parents/guardians will verify that students have completed the assigned work by signing in the proper place each day. Each teacher's agenda book rules will be included in classroom rules at the beginning of each year. Agenda books are required for each child. If a student loses an agenda book, he/she will be required to purchase another agenda book. Students are not allowed to erase teacher comments to parents/guardians or to tear out pages from the agenda book.

## ARRIVAL and DISMISSAL

Car riders should be dropped off in the car line no earlier than 7:20 a.m. No duty personnel are present before that time. \* Parents must sign students in if coming to school after 8:00 am. If a student is constantly tardy, these tardies will be reported to proper authorities.

No bus changes or checkouts will be made after 2:30 pm. The office or teacher must be notified by calling or note to the school. **Please update phone numbers and home information as soon as it changes.**

## **Boys to Men & Girls with Goals Program**

The purpose of the Boys to Men and Girls with Goals Programs are to promote good citizenship, character, academic success, respect, integrity, honesty, responsibility and respectfulness. The ultimate outcome is for Beryl Henry staff members, students, parents and community members to help develop students into productive citizens who would make positive contributions to our changing society.

### **Criteria:**

1. Students shall display good citizenship with no more than one discipline referral per semester (if a student receives one discipline referral, they will be put on probation).
2. Two discipline referrals per semester will result in a dismissal from the program.
3. Students can automatically be dismissed from the program if they continue to display inappropriate behavior that is detrimental to the school setting.
4. Students must maintain a grade point average of a 2.5 or higher (If students drop below 2.5, they will have 4 ½ weeks to bring up their grades or be dismissed from the program). **\*Exceptions can be made by the building administrators on the GPA.**
5. Students can be nominated by themselves or any school staff member at Beryl Henry Elementary.

6. In order for a student to re-enter the program, he/she shall meet with the principal, teachers, sponsors and write a one page narrative on why he/she should be accepted back into the program. The decision will be made by the building administrators, teachers and sponsors.

### LEADERSHIP COUNCIL

Leadership council is a sixth grade organization dedicated to building leadership. Students will be recommended by classroom teachers based on leadership and scholarship. The students must make and maintain no lower than a "C" in core subjects. The students must maintain no lower than a "B" in conduct. Members of the Leadership Council MUST set good examples for the student body. Excessive disciplinary action may disallow participation. Excessive is determined by the principals. An example would be continuous office referrals. This is a WORKING organization, not a social club. All members are expected to contribute and help maintain the dignity and integrity of the organization.

### BICYCLES

Students are permitted to ride bicycles to school. One unsupervised bicycle rack is provided on the west side of the building. Students should use a car line drive way to and from school. They will leave on the third bell at 3:15. Students should bring their own lock for the security of their bicycle. The school cannot assume any liability for loss.

### PARTIES AND REFRESHMENTS

Two scheduled parties will be held for grades 5<sup>th</sup> and 6<sup>th</sup> (Valentines and Christmas). No birthday parties will be CELEBRATED at school. Purchased food items may be provided by parents for parties. NO HOME BAKED FOOD ITEMS MAY BE PROVIDED. (HEALTH REGULATION)

### AUDIO EQUIPMENT & Page or Electronic Communication Devices

Students are not allowed to bring working or non working paging devices, communication paging devices, Smart Watches, or cell phones. A student shall not possess I-pods, mp3 players, cd players, handheld devices or any other type of electronic equipment on the school campus. If these items are confiscated, parents must pick them up in the principal's office. Ark. Code 6-18-502--Students using cell phones to video or take pictures of activities which break school rules such as fighting will be assigned to the Intervention Crisis Classroom

### CAFETERIA RULES

If food is brought to lunch by a student or parent, it is not to be shared with other students.

### TEXTBOOKS

Textbooks are assigned each year to Beryl Henry students. Textbooks are provided free through the taxpayers of Arkansas; therefore, students are solely responsible for their textbooks. Fines are assessed for unnecessary markings, cover and binding damages, torn or loose pages, decals, water damage, unnecessary abuse, or neglect. Books that are lost or damaged will have to be paid for before another book is issued.

## FIRE AND EVACUATION PLAN

During a fire or fire drill, 3 short bells will sound throughout the building.

Teachers in classrooms will take students out of the building in an orderly manner through the outside door on each of their halls. Students should be taken a safe distance from the building.

If teachers are on their conference period, P.E. Aides will be responsible for taking the students out of the building. Teachers should find their classes and remain with them until the building is safe or they have been instructed to return to the building. Teachers should always take their roll book with them and check roll.

If children are in the cafeteria, teachers and aides on duty will dismiss the students out of each exit of the building. Teachers should immediately find their class and remain with them.

When the building is safe for re-entry or drill is complete, a short bell will sound to let everyone come into the building. A fire evacuation diagram will be posted in each room of the school to show evacuation plans for that room.

## SEVERE WEATHER PROCEDURES

### I. CODE GREEN—WEATHER ALERT

A. The words “Code Green” will be announced over the intercom when weather is severe and/or tornado is possible.

1. All students and teachers are to return to their classrooms immediately. P.E. aides will stay with their class even after the teacher returns.
2. Be prepared to take cover when the alarm sounds.

### I. TORNADO WARNING

A. Alarm—One long bell

1. All students will **move to the school's safe room** and take cover when an alarm sounds.
2. Students will assume the correct position and follow all safety rules.

### I. TEACHER RESPONSIBILITIES

A. Code Green

1. Check roll and keep a record of the students who have been checked out by parents (grade book).
- B. All students must be checked out through the front office before leaving. You will get a call from the office or the parent will have a note from the office.
- C. Review the tornado drill procedures with your students and prepare them for the possibility of severe weather.
- D. Prepare your students for the possibility of no electricity. You may want to keep a flashlight in your room.

### II. Tornado Warning—Code Green

- A. Make sure your students have **moved to the school's safe room**, taken cover and are protected.
- B. Stay with your class.
- C. Keep your grade book with you for attendance.
- D. Take cover.

## BOMB EVACUATION PLAN

Office personnel will be responsible for verbal communication to each hallway and portable building. Teachers will be notified to clear buildings. Teachers should line students up, get roll books, paper and pencil, and take their students outside to the east/west fence and proceed north to the open field of Oaks Apartments.

1. If teachers are on their conference period, P.E. aides will be responsible for taking the students to the fence. Teachers should find their class and remain with them until the building is cleared and they have been instructed to bring the students in.
2. Students are never to be left unattended. They should remain as a class with their teacher or the adult in charge of them at all times.
3. Students are not to be released to anyone until teachers are instructed by the principal or the vice-principal. Once teachers have been told, then parents are to sign paper or roll book in back for documentation.
4. After classes have been dismissed, it is the responsibility of the administration to make sure the building is clear.
5. In case of long term evacuation, all students will be bused to the high school stadium or gym. If high school is involved in the threat, students will be bused to a designated site. Students will be dismissed at end of regular school day unless otherwise announced by local radio stations----KXAR 1490 AM or KHPA 104.9 FM

## ACTIVE/SHOOTER LOCKDOWN

- \*Notify the principal/designee of any suspicious behavior, dress, threats or weapons. Call 911. \*Instruct students/staff to lie on the ground/floor and cover head until they can move to a more secure place.
- \*When it is safe to move, students and staff should go directly to the nearest room and lock the door.
- \*Check roll and indicate any discrepancies.
- \*All witnesses should be taken to the designated location so authorities can question them.
- \*A staff member should record the names of witnesses and names of injured as well as to which hospital they were taken to.
- \*Counseling teams will be available at a location away from the shooting.
- \*Notify the superintendent, who will notify the media if needed. Faculty are not to release any information to the press.

## INTERVENTION CRISIS CLASSROOM: GRADES 5-6

The Intervention Crisis Classroom is a special classroom provided for students who have behavior problems and would otherwise be subject to suspension or expulsion.

Assignment to the Intervention Crisis Classroom is to give students time to consider their behavior while keeping them involved in study. Isolation from the student's classmates and normal school routines is an important part of the process. The general operational procedures are as follows:

- A. Only the principals may assign or remove students from the Intervention Crisis Classroom.
- B. Assignment to the Intervention Crisis Classroom will be for a minimum of one (1) day. One day is



defined as a period from 7:45 a.m. to 3:05 p.m.

- C. Students will not be permitted to enter the regular classroom during their assignment to the Intervention Crisis Classroom unless authorized by the school principal.
- D. The Intervention Crisis Classroom teacher may recommend additional time to be spent in the Intervention Crisis Classroom if the student's behavior warrants.
- E. Students may be suspended for misbehavior while assigned to Intervention Crisis Classroom.

### BHE PARENTAL INVOLVEMENT

Beryl Henry Elementary School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Beryl Henry Elementary intends to include parents in all aspects of the district's programs.

The goal is a school – home partnership that will help students in the district succeed.

Beryl Henry Elementary will:

1. Convene regular meetings, at a convenient time, to which all parents are invited and encouraged to attend, to inform parents of the school's programs and policies and their right to be involved. We will also have feature programs throughout the school year.
2. Provide parents with school performance profiles and their child's individual student assessment results, including an interpretation of such results.
3. Provide a description and explanations used to measure student progress and proficiency levels that students are expected to meet.
4. Offer timely responses to suggestions made by parents.
5. Maintain a parent resource center to provide educational materials to help parents work with their children to improve achievement.
6. Provide opportunities for parents to hear child development and child rearing issues that are designed to help parents become full partners in the education of their children.

### Promotion and Retention

Before any child is retained, teachers, a school counselor, parents/guardians, an administrator or other stakeholders (Social Worker/Mental Health Advocate) will meet to review a student's academic performance and develop a support plan. In order to make the best informed decision regarding retaining a student, the following steps will be considered.

- Annual progress in Literacy and Mathematics
- Special Services (EL, Special Education, 504, Dyslexia)
- Success of RTI Interventions
- Parent Notification and Documentation
- Attendance
- Age and Maturity
- Previous Retentions
- Academic Success (report card)

- Recommendations of Core Subject area Teachers, Special Services, Guidance Counselor, and Administration

Identified students with disabilities will be promoted or retained as determined by the IEP Committee. Students in the Limited English Proficiency program will be promoted or retained as determined by the Language Proficiency Assessment Committee.

**The final decision will be made by the Principal.**

## Standards of Conduct

All students are expected to respect the rights of others and conduct themselves in a manner that will contribute to the best interests of the school. School staff have the authority and the responsibility to take reasonable measures to maintain discipline among the students under their care and supervision.

Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and to maintain order. Students and parents need to be well-informed concerning rights, responsibilities and expected standards of behavior. School rules are in effect on the school grounds, off the school grounds at school-sponsored activities and on school transportation to and from school or a school-sponsored activity. Repeat offenses of any school rule will be punished with increased severity.

Each violation of a school rule will be treated on an individual basis and the administration may use an alternative form of discipline in the case of extenuating or mitigating circumstances. The administration may also exercise more extreme action in severe situations or in a situation in which a student has been involved in other rule infractions.

The Hope School District reserves the right to pursue discipline or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specifically covered in the following rules and consequences.

### **BERYL HENRY RULES ARE DIVIDED INTO SIX (6) GROUPS:**

**These groups are ranked according to the severity of the offense with discipline consequences which range from a verbal warning to an expulsion.**

**Note: ISS refers to In-School Suspension.**

**GROUP A – RULES 1-13**

**GROUP B – RULES 14-20**

**GROUP C – RULES 21-27**

**GROUP D – RULES 28-34**

**GROUP E – RULE 35**

**GROUP F – RULE 36**

Consequences can be found at the end of each group. These apply to all offenses in that group. Offenses within each group of rules will be cumulative.

Disciplinary notices grouped according to severity. Disciplinary notices within each group of rules will be cumulative. The following rules also apply to all school related activities.

## **RULES**

The following disciplinary actions will be adhered to for a violation of a rule. Some violations may require immediate, severe disciplinary actions at the administrator's discretion. **In cases of severe disruptive and or persistent disregard for school rules students may be assigned to an alternative learning environment at another site.**

### **GROUP A**

#### **RULE 1 STUDENT DRESS AND GROOMING**

A student shall not practice any form of dress or grooming that substantially disrupts the learning process for the individual student, other students, or the learning climate of the school. Student dress shall not present a health or safety hazard. Student dress, grooming and appearance will be the responsibility of the individual student and his/her parents under the following guidelines:

- a. Dress and grooming should be clean and in keeping with health and sanitary practices.
- b. Students may not wear clothing or hairstyles that can be distracting to them in their educational activities. No unnatural/off colored hair color of any kind (orange, purple, pink, blue, green, yellow, red, white, etc...)
- c. Dress and grooming should not substantially disrupt the educational process.
- d. Shirts must be tucked in and **belts worn** with slacks/pants, shorts, skorts, skirts or capris.
- e. Shorts and skirts can be no shorter than 2 inches above the knee.
- f. Socks must be worn with **all** shoes. No leggings or jeggings.
- g. Shoes are required to be worn on campus at all times (no ballet style shoes, high heels, snow boots, cowboy boots, uggs, house shoes or **backless shoes**). Safety hazard
- h. Caps or hats will not be allowed unless school specifies special activity/privilege
- i. Students are not permitted to wear short or tight clothing, halters, midriffs, bicycle pants, tube tops, mesh shirts, muscle shirts, tattered jeans, frayed jeans (cut off), mini skirts, sleeveless shirts, cut off T-shirts, or similar dress. **No leggings or jeggings.**
- j. Clothing or items such as buttons displaying symbols, slogans, or pictures of an obscene nature, or depicting alcoholic beverages, cigarettes, or illegal drugs will not be worn.
- k. Students are not permitted to "sag" pants or shorts. No "gang" style at all.
- l. A student will not wear or display emblems, insignias, badges, bandannas, or other gang-related symbols. Wearing one pant leg up and the other down, cutting of pants and/or any other outward sign of gang clothing is prohibited.
- m. Students are not allowed to have visible tattoos.
- n. Students will not be allowed to wear make-up and **artificial fingernails** to school. Nail glue is not allowed on the school campus (health and safety hazard to students).
- o. Students are not permitted to wear **loose dangling necklaces or objects (key chains, medallions, etc.) No oversized dangling earrings.** Safety hazard.
- p. Students are not permitted to wear nose/lip rings.

#### **SCHOOL UNIFORMS/DRESS CODE:**

- Slacks/pants, skirts, skorts, shorts, jumpers and capris \*2 colors – **navy, khaki**
- Uniform pant material is defined as cotton twill, chinos.
- Shorts and skirts can be no shorter than 2 inches above the knee.
- No khaki or navy blue jeans, jean-style (no denim), cargo pants, cargo style, overalls **No stretch, sweat or any other pants that do not conform to uniform rules. No leggings or jeggings.**
- Shirts, sweaters, and vests \*3 colors – basic colors: **red, navy, white** and 1 optional color: **light blue**  
\*Shirts are either to be oxford, knit polo style, turtleneck or mock turtleneck of uniform colors. (**No hoodies or pullovers**) Collars must be on shirts, under sweatshirts, and sweaters of uniform colors.
- Shirts must be tucked in and regular **belts** must be worn. No huge detachable belt buckle.

- Shoes – For playground safety, **no backless shoes** (slides), no house shoes, no snow boots, cowboy boots, uggs, no high heels, no ballet style shoes, etc. may be worn. Socks (plain crew socks, no logo) must be worn with all shoes. Shoes must be tied. Shoe straps must be inserted into the proper place.
- No half sweaters, jackets/coats (clothing that comes well above the waist).
- Students are not allowed to wear jackets, sweaters, sweatshirts, or coats around their waist.

## **Rule 2. Violation of Classroom Rules**

The classroom teachers will establish individual class rules and consequences. If repeated misbehavior occurs, refer to Group A consequences.

## **Rule 3. Cheating on School Work.**

A student may not cheat or help other students cheat on class work, homework, tests or other school work. The student will receive a zero on their paper if caught cheating, and may be sent to the office.

## **Rule 4. Repeated Failure to do Homework or Class Work**

The student will receive a zero on each assignment he or she fails to turn in to the teacher in a timely manner.

## **Rule 5. Agenda Book Rules-Documentation**

Each teacher's agenda book rules will be included in their classroom rules at the beginning of each year. Agenda books are to be used for daily assignments and communication with parents/guardians, students, and teachers. Agenda books are required for each student. If a student loses his/her agenda book, then they will be required to purchase another book. Students are not allowed to erase teacher comments to parents/guardians or tear out pages from their agenda book. Parents/guardians must sign the agenda book each day. Failure to use agenda books as intended will result in loss of privileges.

## **Rule 6. Minor Harassment**

Minor harassment is the repeated worrying or annoying of another person.

**Rule 7. Minor Property Damage** If a student causes minor damage to school or private property, the student will receive a warning and be required to pay replacement cost. (Examples: writing or drawing on desk and books; another student's property)

## **Rule 8. Solicitation**

Buying or selling of any items or services is prohibited unless authorized by principal/administrator.

## **Rule 9. Cafeteria Behavior**

1. Walk at all times.
2. Keep hands, feet and objects (example: food, silverware) to self.
3. Properly dispose of trash.
4. Quiet talking is permitted.
5. Follow directions of lunchroom duty supervisors.

Routine violations will be handled by individual classroom teachers, P.E. aides, and other school personnel

## **Rule 10. Hall Behavior/Bathroom Behavior**

1. Follow directions.
2. Walk at all times.
3. Walk on the right side of the hall.
4. Keep hands, feet and all objects to self.
5. No running, jumping or tripping.
6. No inappropriate playing (horseplay) in bathrooms.

Routine violations will be handled by individual classroom teachers, P.E. aides, and other school

### **Rule 11. Audio Equipment & Page or Electronic Communication Devices**

Students are not allowed to bring working or non working paging devices, communication paging devices, Smart Watches, or **cell phones**. A student shall not possess I-pods, mp3 players, cd players, handheld devices or any other type of electronic equipment on the school campus. If these items are confiscated, parents must pick them up in the principal's office. Ark. Code 6-18-502--Students using **cell phones** to video or take pictures of activities which break school rules such as fighting will be assigned to the Intervention Crisis Classroom.

### **Rule 12. Laser Pointing Device**

A student shall not possess a hand-held laser pointer (Act 1408 of 1999).

### **GROUP A - DISCIPLINARY ACTION**

**1st referral** – Parent conference required / one (1) day ISS

**2nd referral** – Parent conference required and/ three (3) days ISS.

**3rd referral** – Parent conference required, five (5) days ISS and referral to school counselor.

**4th referral** – Parent conference required, refer to school social worker, counselor, and/or Mental health and 5 days ISS.

**5th referral** – Parent conference required and suspended 1 day .

**6th referral** – Parent conference required and suspended 3 days.

### **GROUP B**

### **Rule 13. Playground Behavior**

Students will be expected to observe the following guidelines:

1. Follow directions of all personnel.
2. Play in assigned areas.
3. Use play equipment properly.
4. The use of hands, feet and harmful objects (examples: sticks, rocks, gravel, pine cones, rubber bands) to harm another is prohibited. Touch football, soccer, and other approved sports must have prior permission and supervision.
5. Line up quietly at designated spots when the bell rings or when the whistle is blown.
6. Tackle football, karate and wrestling are prohibited.
7. Baseballs/softballs and bats are not allowed.

Duty supervisors will handle routine misbehavior by:

1. Removing student from play for the remainder of recess or play period and/or
2. Denying playground privilege and/or
3. Requesting parent conference and/or consequences

### **Rule 14. Lack of Cooperation with School Personnel**

A student will comply with directions from teachers, substitute teachers, teacher aides, principals, administrative personnel, or any other authorized personnel.

### **Rule 15. Rude/Disrespectful**

- mumbling
- talking back
- arguing
- raising voice/yelling

**Rule 16. Use of Profanity/Verbal Abuse**

A student will not use abusive or irreverent language at school and/or school functions at any time. This includes verbal, written on clothing or signals of any kind. All types of obscene drawings/pictures are prohibited. (magazines, hand drawings, etc.).

**Rule 17. Stealing**

A student will not at any time take things that do not belong to him/her. Replacement cost/item will be required.

**Rule 18. Leaving campus or designated area without permission after arriving on the school campus or Truancy (skipping school or class)**

A student will not leave the campus or designated area without permission from school authorities. Truancy (skipping school or class) – a student will not be absent from school or class without permission from parent or a school official.

**Rule 19. Chemical Irritants**

A student shall not possess mace, pepper spray, or other chemical irritants. Group D consequences will apply if a student releases any of the irritants on an individual or the public in general.

**GROUP B - DISCIPLINARY ACTION**

**1st referral** – Parent conference required and suspended 1 day

**2<sup>nd</sup> referral** – Parent conference required, suspended 3 days & refer to school counselor

**3<sup>rd</sup> referral** – Parent conference required, suspended 1 day, and refer to school social worker, counselor, and/or mental health.

**4<sup>th</sup> referral** –Parent conference required and suspended 3 days.

**5<sup>th</sup> referral** – Parent conference required and suspended 5 days

**6<sup>th</sup> referral** – Parent conference required, suspended from school for 10 days and assigned to ISS for reasonable time as determined by the principal or his/her designee (no more than 10 days)

**GROUP C.**

**Rule 20. Inappropriate Physical Behavior/Fighting by a student to another student.**

Students will not commit physical abuse to another. This includes hitting, wrestling, kicking, biting, spitting, shoving, tripping, scratching, hair pulling, provoking/instigating, ect. This is unacceptable behavior.

**Rule 21. Fireworks**

Students should not possess fireworks on school grounds. Igniting fireworks will lead to suspension.

**Rule 22. Verbal Abuse by a Student to a School Employee**

A student will not commit verbal abuse to any school employee. (Ark. Law 6-17-106)

**Rule 23. Requirement to Identify Self**

Upon request all students must identify themselves to any school teacher, principal or other school employee, in any school building, on the school grounds or at school sponsored events.

**Rule 24. Possession or use of Tobacco Products**

Possession, smoking, or use of tobacco products (including lighters, papers, matches, etc.) is prohibited.

**Rule 25. Gang Drawings/Activity**

Gang drawings or drawings depicting violent items/scenes are prohibited. Participation in gang activities in school buildings, on school property or at school sponsored events or activities are prohibited. Example:

1. "Sagging" of pants or shorts
2. Verbal, written or signed gang communication and visible gang related tattoos or brands.
3. A student will not wear or display emblems, insignias, badges, bandannas, or other gang-related symbols. Wearing one pant leg up and the other down, cutting of pants legs, and/or any other outward sign of gang clothing.

#### **Rule 26. Bullying**

A student will not inflict any written or verbal expression or physical act or gesture, or pattern thereof, that is intended to cause distress or fear upon a student. (Act 115)

#### **GROUP C - DISCIPLINARY ACTION**

**1<sup>st</sup> referral** – Parent conference required, suspended 1 day

**2<sup>nd</sup> referral** – Parent conference required, suspended 3 days & refer to school counselor.

**3<sup>rd</sup> referral** – Parent conference required, suspended 5 days & refer to school Counselor, social worker and/or mental health.

**4<sup>th</sup> referral** – Parent conference required, suspended from school for 10 days and assigned to ISS for reasonable time as determined by the principal or his/her designee (no more than 10 days).

An **Act 1520** will be filed on all fights with the School Resource Officer. Copies of the report will be forwarded to the Superintendent, Assistant Superintendents, and the District Social Worker.

#### **GROUP D**

##### **Rule 27. Physical Abuse or Assault by a Student on Another Student**

A student or group of students who assaults or threatens to assault any student, may be recommended for suspension or expulsion to the Superintendent of Schools. (Ark. Law 6-18-502)

##### **Rule 28. Physical Abuse or Assault by Student on a School Employee**

A student who assaults or threatens to assault or abuse any teacher, principal, superintendent or other employee of the school system may be recommended for expulsion to the Superintendent of Schools. (Ark Law 6-18-502)

##### **Rule 29. Criminal Acts**

Participation in criminal acts in school buildings, on school property or at school sponsored events or activities is prohibited. Disciplinary actions may be taken by the principal against students involved in criminal acts regardless of whether criminal charges result. The following are examples of criminal acts which will be grounds for disciplinary action to suspend a student or recommend expulsion of a student to the Superintendent of Schools.

1. Arson – the intentional setting of fire.
2. Burglary and Larceny – the stealing or taking of school or personal property.
3. Bomb Threats – threats by writing, telephoning or placing of explosive devices on school property.
4. Harassment-the constant annoying or worrying of another person after a request has been made to stop.
5. Intentionally damaging, destroying, or stealing of school property by students.
6. Destruction of private property.
7. Physical injury to others.

### **Rule 30. Bomb Threats**

A student who threatens by writing or calling in a bomb threat, or the placing of explosive devices on school property and/or any other threat to the health and safety of students and authorities will be referred to the legal authorities and the threat assessment team.

Any student who has knowledge of bomb threats or is present when a bomb threat is made and does not report the bomb threat immediately to the principal with any additional information will be recommended to the Superintendent of Schools for expulsion. The principal is legally required to inform authorities.

### **Rule 31 Weapons**

A student on campus or attending school sponsored functions shall not possess, handle, or transmit any type of firearm (pistol, rifle, and shotgun). Students violating this rule shall be recommended for expulsion to the superintendent for not less than one (1) year.

### **Rule 31A. Dangerous Instruments and Contraband**

A student on campus or attending school sponsored functions shall not possess, handle or transmit a pellet gun, knife, razor, ice pick, contraband materials, or any object that might reasonably be considered a weapon or dangerous instrument (club). Students violating this rule may be assigned to the Intervention Crisis Classroom for ten days or recommended for expulsion to the superintendent. Ark. Code Ann. 6-18-502

### **Rule 32. Indecent Exposure and Inappropriate Physical Advance or Sexual Harassment**

A student may not deliberately expose himself/herself or make inappropriate physical advances towards another person. Sexual Harassment is defined as deliberate and/or repeated sexual or sex-based behavior that is not welcome and not asked for.

### **Rule 33. Gang Activity**

Participation in gang activities in school buildings, on school property or at school sponsored events or activities are prohibited. The following are defined as gang activities and will be grounds for disciplinary action, suspension or expulsion.

1. Gang recruiting
2. Gang initiations

### **GROUP D - DISCIPLINARY ACTION**

**1st referral** - Parent conference required and suspension by principal. Possible recommendation to an alternative environment setting or recommend expulsion to Superintendent. **Contact Hope Police Department**

### **GROUP E**

#### **Rule 34. Drugs and Alcohol**

The possession, use offering for sale, or selling beer, alcoholic beverages, or other illicit drugs by students on school property are prohibited at all times.

### **GROUP E - DISCIPLINARY ACTION**

Parent conference required and suspension of ten (10) days and referred to legal authorities. Possible recommendation to alternative environment setting or recommended expulsion to Superintendent. Contact Hope Police Department.

### **GROUP F Rule 35. Deadly Threat**

A student will not make a deadly threat to another student or to a faculty or staff member. Each time a student makes a deadly threat they will be subject to the following procedures and disciplinary actions:

1. The counselor or social worker should conduct an interview with the student as soon as possible.
2. The teacher must complete the Teacher Risk Assessment Worksheet as quickly as possible.



3. Witnesses should be interviewed as soon as possible.
4. The Threat Assessment Team must meet and complete the Threat Assessment Worksheet and determine the level of the threat (high, medium, or low).
5. The principal will suspend the student until a parent conference is held to inform the parents of the student's consequences. At the conference, the following disciplinary actions will be taken based on the assessment made by the Threat Assessment Team.

#### **1<sup>st</sup> Offense**

- Lower Level One (1) days suspension, three (3) days ISS, parent conference and referral to school counselor and school social worker.
- Middle Level Three (3) days suspension and referred to mental health for psychological evaluation and three counseling sessions.
- High Level Five (5) days suspension/FINS petition filed. Referred to the Juvenile Intake Officer.

#### **2<sup>nd</sup> Offense**

- Lower Level Five (5) days suspension/mental evaluation
- Middle Level Five (5) days suspension/mental evaluation
- High Level Ten (10) days suspension/referred to the Juvenile Intake Officer

#### **3<sup>rd</sup> Offense**

- **ALL Levels Recommend expulsion to the Superintendent. If the parent refuses to take the student for a psychological evaluation in any of the above offenses, the school will refer the student to the Hempstead County Juvenile Intake Officer.**

#### **Act 1520**

A report of the criminal act will be filed with the School Resource Officer. Copies of the report will be forwarded to the Superintendent, Assistant Superintendents, and the District Social Worker.