

PHS Student Handbook

2021-2022

POCAHONTAS HIGH SCHOOL MISSION STATEMENT

PREPARING TODAY... FOR TOMORROW

To prepare students to accept and succeed in the challenges and opportunities of tomorrow, the Pocahontas Public School District is committed to providing a safe, quality learning environment in which all students master grade level content, perform at their highest academic ability, and develop positive/healthy self-worth and; to distributing resources with fairness and accountability as well as engaging in cooperative relationships with district parents and patrons.

FAMILY AND COMMUNITY ENGAGEMENT

The Pocahontas School District Parent and Family Engagement Plan is a comprehensive plan that will help develop a meaningful partnership that meets the needs of the families, school communities involved and incorporates ideas that benefit the involvement of the parents. The Parent and Family Engagement Plan can be found on our district website under the "Parent" tab.

Home of the
POCAHONTAS REDSKINS

SCHOOL COLORS
Red and White

ALMA MATER

We'll always be loyal and true All through our school days And
when we are through; Pocahontas High
Three Cheers for you
RAH, RAH, RAH!!!
We pledge our hearts, And ourselves to you GO SKINS !!!

MEMBERS OF THE SCHOOL BOARD

Jim Toney - President
Karen Baltz -Vice President
Judy McClain - Secretary
Gary Cole
Mike Davis

SUPERINTENDENT OF SCHOOLS

Lesa Grooms – Superintendent

ADMINISTRATION

Superintendent	Lesa Grooms
Senior High Principal	Craig Green
Senior High Assistant Principal	Anthony Brewington
SPED Coordinator	Courtney Throesch
Psychology Specialist	Lillie Sutton
District Test Coordinator/Counselor	Bridget Phelps
Curriculum Coordinator Instructional Specialist	Rhonda McCallister
ESOL and Migrant Education Program Coordinator	Kathleen Fleming
Child Nutrition Director	Victoria Pratt

HIGH SCHOOL FACULTY & STAFF

AE (Alternative Education)	Kathy Fisk, Melba Henderson
Business Education	Crystal Blalock, Debbie Hall, Chris Lynch
Career Coach	Lindsay Stewart
Counselor	Stephanie Hampton
Custodians	James Dean, Kim Lewis, Shane Pratt
English	Amanda Baltz, Kristi Bass, Madison Casillas, Whitney Crutcher
ESL/ELD Teacher	Tonya Hutsell
Family & Consumer Science	Holly Bradley, Amy Lynch
Fine Arts	Sherril Moffett, Whitney Phillips, Kara Sullinger
Food Technicians	Kathy Crow, Jeanette Swartzlander
Gifted-Talented Coordinator	Michelle Kercheval
Indirect Services Coordinator	Holly Toney
Library Media Specialist	Pat Wren
Math	Melodie Murray, Zachary Steele
Math-Social Studies	Kyla Hudson
Nurse	Tracy Gholson
Paraprofessionals	Katrena Papi, Derek Phelps, Rita Teague
Science	Shannon Baty, Justin Stewart, Autumn Vickrey
Secretaries	Cyndy Busick, Dianna Johnson
Social Studies	Anthony Crismon, Brandon Kazzee, Sam Sloan
Spanish	Melanie Inman, Marlo Wardlow
Special Education	Kim Barber, Jenniet Galvan, Amanda Hackworth
Speech and Drama	Kristi Bass
Technology Support	Terence Haley, Adam Hand, Justin Hand
Vocational Agriculture	Melissa Huffman, Travis James, Joe Washburn

FOREWORD

Pocahontas High School is a community in which all students are citizens. To live together in the school community so that everyone may receive the greatest benefit from his/her school citizenship, it is necessary that each person abide by the regulations set up by the school administration. When a student accepts the privileges of citizenship, the student also accepts the responsibility of abiding by these rules.

One of the primary aims of the school is to train young people in citizenship. Pocahontas High School operates with as few regulations as possible. It is a well-known fact that an attitude of cooperation brings about few restrictions, and that a lack of cooperation creates a need for more regulations. Teamwork is necessary if students are to make the most of their high school days.

This handbook of information has been prepared for students, teachers, and parents in order that all may know the spirit, ideals, and objectives of PHS. It is hoped that this book may be utilized and carefully kept by every student as a source of accurate and ready information. Failure to read and know the contents herein is no excuse for violation of any of the regulations.

It is the policy of Pocahontas School District not to discriminate on the basis of sex, race, color, national origin, creed, age or disability in its educational programs, activities or employment practices as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with equal opportunity laws and regulations may be directed to the Superintendent of Schools at the District Office at Pocahontas.

2021 - 2022 SCHOOL CALENDAR

August 18	First day of school
September 6	Labor Day Holiday (no school)
October 8	Homecoming
October 14	End of 1st nine weeks
October 21	PHS Parent/Teacher Conferences
October 22	Fall Break (no school)
November 22 - 26	Thanksgiving Break (no school)
December 17	End of 2nd nine weeks - End of 1st Semester
December 20 - 31	Christmas Break (no school)
January 17	Martin Luther King day (no school)
February 21	President's Day (no school)
March 11	End of 3rd nine weeks
March 21 - 25	Spring Break (no school)
April 15	Good Friday (no school)
April 19 & 21	SEGP conferences (7-12 grade)
April 23	Prom
May 2 - 13	AP Testing
May 15	Baccalaureate
May 20	Graduation
May 27	Last Day of School (if no weather days used)
May 30	Memorial Day (no school if in session)
May 31 - June 6	Weather days #1-5 (if needed)

CURRICULAR INFORMATION AND YOUR EDUCATIONAL PROGRAM

STUDENT CLASS LOAD

All students must enroll in five (5) or more academic classes or the equivalent each semester.

MAKING UP WORK

The student will be responsible for the completion of any work missed during an absence from the class (except for students who are not allowed due to an out of school suspension). The teacher will determine the work to be made up and establish a reasonable time limit for the student to complete the work. Upon returning to school, it is the responsibility of the student to ask each teacher what make-up work must be completed. Students have 5 school days to make up work. If a student misses class for a club or extra-curricular activity, the student should make every effort to consult with each teacher prior to missing class in order to receive make up work or a make up work schedule.

ALTERNATIVE METHODS OF INSTRUCTION PLAN (AMI)

In the event that school should be closed because of inclement weather or extenuating circumstances, PHS students and staff will participate in AMI days. Students and teachers will be required to participate to reduce the loss of academic practice and learning. Staff will be required to participate in order to make up for the loss of that day. Students will receive hard copies of the assignments per each teacher.

COURSE OFFERINGS

A course catalogue listing all courses with descriptions for each course is published and made available online. (or in print form if requested.) Students and parents should study this guide carefully before registration.

COLLEGE/CAREER DAYS

Pocahontas High School Seniors are allowed two (2) college/career days without being counted absent from school provided that they meet the following criteria.

1. Have not exceeded the number of allowable absences (6) as determined by district policy in any academic (credit) class during the current semester.
2. Prior to the visit, the student must counsel with the high school counselor.
3. One of the days must be a college preview day set by the post secondary institution. The other day may be scheduled by the student.
4. Written authorization to attend the post secondary institution must be submitted by a parent/guardian, to a high school administrator, at least one (1) day prior to the student's visit.
5. Upon completion of the visit, the student must provide the high school office with written verification from the post secondary institution as to his/her presence. In the event that a student visits a post secondary institution without fulfilling the requirements as listed, the student will be considered absent under the attendance policy.

Pocahontas High School Juniors are allowed one (1) college/career day (during the second semester) without being counted absent from school provided they meet the following criteria.

1. Have not exceeded the number of allowable absences (6) as determined by district policy in any academic (credit) class during the current semester.
2. Prior to the visit, the student must counsel with the high school counselor.
3. One of the days must be a college preview day set by the post secondary institution. The other day may be scheduled by the student.
4. Written authorization to attend the post secondary institution must be submitted by a parent/guardian, to a high school administrator, at least one (1) day prior to the student's visit.
5. Upon completion of the visit, the student must provide the high school office with written verification from the post secondary institution as to his/her presence. In the event that a student visits a post secondary institution without fulfilling the requirements as listed, the student will be considered absent under the attendance policy.

ADVANCED PLACEMENT COURSE OFFERINGS

Pocahontas High School offers Advanced Placement Courses for the following areas: Advanced Placement English Literature and Composition, Advanced Placement Language and Composition, Advanced Placement Biology, Advanced Placement Chemistry, Advanced Placement World and U.S. History, Advanced Placement Calculus. Advanced Placement course offerings may change due to extenuating circumstances. Students will be advised during the SEGP process as to the criteria for successful completion of these courses. More information about the AP courses, and requirements are available in the Pocahontas High School Course Catalog or can be obtained from the high school counselor.

GIFTED AND TALENTED PROGRAM (SPECTRUM)

The Gifted and Talented Program (SPECTRUM) at PHS has been organized to fulfill requirements of the new education standards (1987) and provide programs to fit the needs of the Gifted and Talented students at PHS. Students are selected by a committee which includes the coordinator of the program, the teacher of G/T, and other school personnel. Parents and teachers nominate students who are then screened by the persons responsible. The program is selective. For more information contact the G/T Coordinator, principal or a counselor for information.

GUIDANCE COUNSELOR

Counselors can provide much needed information regarding educational, social and emotional growth. Counselors will arrange individual interviews for students to discuss their plans and problems in a private and confidential atmosphere. Students may be referred to other student service personnel to assist them with specific questions. Other services available include but are not limited to psychological testing, health services, conflict resolution, drop out prevention and alternative services.

Students may review their cumulative records, test data, and other information pertinent to understanding their strengths and weaknesses for making future plans. Students may also obtain information about various careers, colleges, vocational schools, military services, employment opportunities, on-the-job training, apprenticeships, financial aid programs, educational grants, loans and scholarships. Information is continuously provided through classes and announcements to keep students informed about options for their future.

CAREER COACH

The PHS Career Coach provides outreach to students and parents about post- secondary education as well as information on how to prepare, apply and pay for it. Other services provided by the Career Coach include interest inventories, career information, helping students pursue and obtain industry certifications, college entrance exam information and testing as well as other college and career services.

SUMMER SCHOOL

Pocahontas High School offers a summer school, which consists of 60 hours of classroom study for each semester of credit earned.

****The availability of summer school classes will depend upon student demand and the availability of teachers.**

****The cost and other information will be announced well in advance so students can make plans. For more information about the summer school program please contact the counselors or the high school administration.**

GRADE POINT AVERAGES AND CLASS RANKS

The counselors determine grade point averages at the end of the year. The following scale is used in determining the cumulative average.

A=4 B=3 C=2 D=1 F=0

Class ranks are determined beginning in the 11th grade.

Ranks are listed in descending order, with the student having the highest average being ranked first.

Students enrolled in AP (Advanced Placement) courses and completing the Advanced placement test for the course will be awarded weighted credit based on the following scale:

A = 5 B = 4 C = 3 D = 2 F = 0. Weighted credits will be used in calculating GPA.

REPEATING A CLASS TO IMPROVE GRADES

Any student who makes an unsatisfactory grade in an academic course may retake the course one time to improve their grade under the following stipulations:

1. The enrollment in the class does not exceed Dept. of Education guidelines.
2. The course title or the course content has not changed significantly since the course was taken by the student.
3. The student must retake the course within **one school year** after receiving the unsatisfactory grade.

Students needing a course to meet minimum graduation standards will be allowed to take or retake a course with the approval of the principal. PHS policy is to place on the student transcript the highest semester grade. The following stipulations for retaking a course(s) apply:

1. The enrollment in the class does not exceed Dept. of Education guidelines.
2. The course title or the course content has not changed significantly since the course was taken by the student.
3. The student must retake the course within **one school year** after receiving the unsatisfactory grade.
4. Once enrolled in courses for the school year, students must adhere to Arkansas Dept. of Education guidelines requiring minimum attendance and participation in academic courses.

Withdrawal from individual courses will be governed by the following policy:

1. Students must complete a withdrawal request in writing through the principal's office.
2. Students who withdraw from a course for "No-Credit" receiving a "NC" grade will be allowed to retake the course based on the outlined rules stated above.
3. Students who withdraw from a course will have a "NC" no-credit designation placed on his or her transcript if the withdrawal from the course is completed by the end of Week 10 of semester 1 or semester 2. Students who withdraw from a course after week 10 of either semester will have a grade of "F" placed on his or her transcript.
4. Administrative approval to withdraw from a course for "no-credit", and decisions will be based on compliance with the Department of Education's Guidelines regarding Standards of Accreditation for Schools which require a minimum enrollment participation by all students. Students who do not meet minimum requirements will not be allowed to withdraw from a course.

GENERAL INFORMATION, RULES AND REGULATIONS

ATTENDANCE... PLEASE REVIEW THE DISTRICT POLICIES REGARDING ATTENDANCE.

- All students must adhere to the attendance policy outlined in the District Pupils Policy Handbook.
- Any student who is absent for one or more classes for any reason other than attendance at an approved school function must present documentation for the absence upon returning to school. The documentation must be submitted to the principal's office within 5 days upon their return.
- Should a student be detained after class, the detaining teacher should send a note with the student for documentation. It is the discretion of the receiving teacher to accept the documentation or require the student to take it to the principal's office.

ARRIVING & LEAVING THE SCHOOL PREMISES (CHECKING IN-CHECKING OUT)

- All students must remain on the school grounds once they arrive on school property.
- Students leaving campus to attend college classes at BRTC should sign out in the office prior to leaving. Students arriving on campus from college classes at BRTC should sign in through the office.
- Any student seeking to leave the PHS campus must check out through the principal's office. No one is permitted to leave until this is done. Students must come to the office and sign out before leaving.
- Permission to leave campus will be granted only upon direct contact with the parent or guardian. The parent or guardian should give the reason for the student's leaving, and the probable time of return.
- Students who are late coming to school, or come later in the day, should first report to the office. This is very important in keeping absentee records. The student will be given an admittance note to class.
- Teachers cannot give permission for students to leave campus. They may request it, if necessary, in emergency situations, but only the office gives permission to leave campus, even for a few minutes.
- Students who are enrolled in BRTC online classes cannot leave the PHS campus for the online course. Students will be in the PHS study hall during the online course time that is on the student's schedule. Students may only leave if checked out by a parent or guardian.

In order for a student to receive permission from the office to check out, the student must:

1. Have a parent/guardian call the high school office to request that student be released or have the office call the parent/guardian and request permission be granted to release the student.
2. PHS has a closed campus during lunch. In order to check out during the lunch period (11:30-12:30, the student's parent/guardian must come to the high school office to check the student out of school.
3. All students who check out of the office will be required to obtain an admittance slip from the office before being allowed back in the class or classes missed. This admit slip is necessary to re-enter class, regardless of the amount of class time missed.

TARDINESS

Students who are late to school should report to the office to sign in. Teachers should indicate student tardiness between class periods and put in attendance. Discipline assignments will be given when a student has accumulated the following number of tardies for a semester:

3 tardies = 1 day of ISS

5 tardies = 2 days of ISS

7 tardies = 1 day of out of school suspension and parent conference

9 tardies = 2 days of out of school suspension

(A FINS petition may be filed in the juvenile court system after a student receives 9 tardies)

EARLY DISMISSAL FROM CLASS

Any student who leaves early and/or misses over half the class period will be considered absent for that period.

EARLY CHECK-OUT AT END OF SCHOOL DAY

Students are asked not to check out prior to the end of the school day without good reason. Early check-outs will be asked to provide documentation for the early departure time. Excused early check-outs will be defined in the same manner as excused absences (see policy regarding attendance in the District Pupils Policy book). After 3 unexcused early check-outs, students will be assigned discipline.

3 unexcused early check-outs= 1 day After School Detention

5 unexcused early check-outs= 1 day Saturday School

7 unexcused early check-outs= 1 day ISS

More than 7= 1 day of suspension and parent Conference

AUTOMOBILE AND PARKING REGULATIONS

All students driving motor vehicles to school must register them with the principal's office during the first week of school. Students who begin driving to school during the school year should register the vehicle the first day they drive it to campus. The regulations for student parking, and use of vehicles are as follows:

1. Students must register and obtain a parking permit for all motor vehicles. Only students with a valid driver's license are eligible to apply. Parking permits are to be placed on the rear view mirror so that the permit number is clearly visible from the exterior of the vehicle.

2. As a condition for obtaining a permit to park a vehicle on the school grounds, a student and the student's parents, if they are the owners of the vehicle, must agree, in writing, to allow school officials to search his/her vehicle if a school official has reasonable cause to believe that the student has a prohibited substance, a weapon, or any other dangerous or illegal items in his/her vehicle. School officials may request assistance from law enforcement personnel in performing a search. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.
3. All motor vehicles parked on school grounds shall have a valid registration as required by the State of Arkansas.
4. Student motor vehicles are to be parked in the appropriate parking area immediately upon entering the school campus and are not to be moved or otherwise used during the school day without permission from the office.
5. Students parking their vehicles on school grounds shall park in designated parking areas only. Parking spaces marked by a "T" are reserved for Pocahontas High School Faculty members and spaces marked by a "V" are reserved for visitors. To facilitate identification, vehicles are to be parked front end first. Vehicles are not to be backed into spaces. Students must not pull through the parking spaces to park.
6. Students should not sit in nor congregate around motor vehicles during the school day. Students shall not visit their vehicle during the school day without prior permission from the office. Students must sign out in the office in order to go to their vehicles during the school day. Students must check back in through the office upon returning from their vehicle.
Students not following this procedure will receive:
1st offense = Tuesday or Thursday detention
2nd offense = 3 days of out of school suspension
7. Student vehicles are subject to a 10-MPH campus speed limit before, during, and after school hours.
8. The regulations for student parking and use of vehicles on school campus are strictly enforced. Violations of these regulations may result in, but not be limited to, the following disciplinary actions: detention, suspension of driving privileges, towing of vehicles, and/or suspension from school.
9. Cell phone use is restricted in school zones during school hours.
10. Additional regulations for the control of the use of motor vehicles by students may be made by the principal, or his/her designee, as deemed necessary to maintain proper control.
11. Students applying for and receiving parking permits fully understand that the Pocahontas Public School District is in no way responsible for his/her vehicle or its contents and that it is the student's responsibility to follow all regulations pertaining to student parking and the use of vehicles on campus.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in vehicles.

CHANGE OF ADDRESS

Students are to inform the office if they have a change of either address or phone number to help in addressing mailings and in case of emergency.

FEES

Fees are not required for high school courses. Students who opt to receive concurrent credit, may have to pay fees to the institution of higher education. Students do pay a \$3.00 maintenance-and-use fee for a locker. Students are not required to use lockers, but sharing of lockers is prohibited. Students driving and parking on school grounds are also required to pay \$3.00 for a parking permit. Parking permits are required for identification of vehicles and safety purposes.

CHROMEBOOKS, TEXTBOOKS, CLASSROOM MATERIALS

- Textbooks may be issued to students Textbooks issued to students are the property of the Pocahontas Public School district. Students are responsible for lost or damaged textbooks. Teachers may issue textbooks to the students. It is the duty and responsibility of each student to take textbooks, paper, pencils and other materials to class daily, as required by the teacher.
- If chromebooks, textbooks, or library books are lost or damaged, the student is responsible for the replacement cost.
- Pocahontas High School may enlist the assistance of local law enforcement officials to inspect chromebooks, halls, classrooms, and automobiles on campus at any time with a drug detection dog. This policy will enhance the safety of our school environment.

FIRE DRILLS / TORNADO DRILLS

Public schools of Arkansas are required to have fire drills at least once a month. Each teacher will post the plan for the fire drill exit. Students are to behave in an orderly fashion during a fire drill. Please stay close to the person in front of you as you march out. Help keep order in every way that you can. Tornado drills will be announced over the intercom system. Students are to proceed to their assigned areas as indicated by the teacher. The all clear will be announced over the intercom.

HALL PASSES

Personal school business should be taken care of before school, between classes, at lunch, or after school. Requests for permits to leave class during the day should be made only if absolutely necessary. If a student is on campus and not where his or her daily schedule indicates they should be, the student must have a valid pass in their possession and should present it to any teacher or administrator who requests it.

LIBRARY SERVICES

Books may be checked out for a two week period and renewed for an extra week. Book fines will be assessed at 10 cents a day for overdue books.

LOST AND FOUND

Articles found should be brought to the office. Inquiries about lost articles should be made to the office secretaries. Valuables should be kept in the student's possession while at school. Only enough money to cover costs for the day should be brought to school. At no time should excess cash be carried.

LUNCHROOM

The lunchroom is a non-profit school-operated service that serves well-balanced meals at a low cost. All students who desire may eat in the lunchroom. Each student will be assigned a 4 digit PIN number by the food services personnel. Students may pay in advance for meals in the cafeteria. School meals can also be paid online through the EZSchool Pay online service.

No visitors will be allowed at lunch unless the visitor is conducting official school business, has approval from the administration, and must have a PHS Visitor badge. All school approved visitors who eat in the cafeteria must pay the adult price.

NO OUTSIDE FOOD delivered by off campus services (i.e. parents, guardians, friends, delivery services, etc). Lunch should be brought by the student upon arrival for the school day.

SCHOOL DANCES

All PHS students must be identified by a teacher/administrator/staff member before being admitted to a dance. Leaving and then returning to the dance will not be permitted. Any non-student who wishes to attend a dance must be accompanied by a PHS student and must be registered PHS students will be held responsible for their guests' behavior.

MAKE UP WORK FROM SUSPENSION FROM SCHOOL

Students suspended from school for disciplinary reasons may be allowed to make up school work at a time and place designated by the principal. Failure to do so at the specified time will result in loss of credit for the work. Students suspended more than

once during the year will be allowed to make up work. Students will be allowed to make up work for an out-of-school suspension if the student is suspended because of his/her refusal to accept the original punishment. (Example; refusal of in -school suspension or Saturday school)

TELEPHONES

Students are not to receive calls through the office except in extreme emergencies. Students should ask permission and inform office personnel of the reason for calling before using the telephone.

Any student needing to make a call (or send a text) from their **personal cell phone** should report to the office, and receive permission before making any calls.

POCAHONTAS SECONDARY SCHOOLS - STANDARDS OF CONDUCT

The Pocahontas Public Schools' District Pupil Policies is the board approved policy governing policies for student conduct and educational information. This handbook is a supplementary resource that outlines possible disciplinary actions addressing discipline issues. See Pocahontas Schools District Handbook for additional information.

We believe that the school is a community in which all students are citizens. Students are expected to conduct themselves in a manner that will contribute to the best interest of the community and not infringe on the rights of others. When students accept the privileges of public education, they also accept the responsibility of conforming to customary and reasonable standards of behavior. School personnel have the authority and responsibility to correct improper behavior and to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable corrective alternatives in the exercise of lawful authority to maintain order. To create a positive atmosphere for learning, cooperative behavior results in fewer restrictions, while poor cooperation creates a need for more regulations. By being well informed about their rights and responsibilities as well as expected standards of behavior, students can avoid the problems of a disciplinary nature. However, for the information of all students, infractions and possible consequences are presented below.

Students who violate the rules and regulations may be assigned a minimum but up to a maximum punishment. The punishment will be decided by the principal or his/her assistant in charge. The minimum penalty for any misbehavior is counseling. Other disciplines may include but not limited to are in-school suspension, detention, retaining after school hours, Saturday school, suspension, and expulsion.

RULE 1: INSUBORDINATION

Disobedience toward a school official or disregard for directions or command.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension from class
- E. Suspension

RULE 2: TRUANCY

A student shall not be absent from school without parent's and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered truant.

Disciplinary action:

- A. Saturday school

RULE 3: LEAVING WITHOUT PERMISSION

After arrival on the school campus a student shall not leave a designated area without written permission from school authorities (hall passes). Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension from class

RULE 4: PROFANITY - VERBAL ABUSE - OBSCENE GESTURES

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. 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 overt and immediate disruption of the educational process.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension

RULE 5: HARASSMENT/ BULLYING

A student shall not physically or verbally harass another student, employee, or campus visitor. Harassment is the communication of negative actions, words or demeaning behavior toward students, employees, or campus visitors. 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 administration nor Board of Education. Bullying means the intentional

harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic or physical act that may address an attribute (personal characteristic, quality, origin, status, disability, gender, health condition, physical appearance, or sexual orientation) and that causes or creates actual or reasonably foreseeable physical harm, damage, substantial interference with the educational process, a hostile educational environment, or substantial disruption of the orderly operation of the school or educational environment.

Disciplinary action:

- A. Saturday school
- B. In school suspension
- C. Suspension (Sexual or racial harassment will result in a suspension on the first offense.)

RULE 6: INDECENT EXPOSURE AND SEXUAL ADVANCES

A student shall not deliberately commit indecent exposure in school; nor shall a student make improper sexual advances toward another person.

Disciplinary action:

- A. Suspension
- B. Recommendation for expulsion from school for the remainder of the school year with loss of credit

RULE 7: HAZING

A student shall not attack, intimidate, play abusive tricks, or commit other acts of hazing as defined by state law toward students or employees. Hazing as defined by state law on or off the property of any school is a Class B misdemeanor.

Disciplinary action:

- A. Recommendation for expulsion from school for the remainder of the school year with loss of credit.

RULE 8: DISTURBING THE PEACE

A student shall not in any manner intentionally cause the disruption of the school or school activities. A student shall not use violent, abusive, obscene, or profane language in regard to a teacher, principal, superintendent, student or other employee of the school system.

Disciplinary action:

- A. Saturday school
- B. In school suspension
- C. Suspension
- D. Recommendation for expulsion for school for the remainder of the school year with loss of credit.

RULE 9: DAMAGE, DESTRUCTION, OR 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 of any other person or of the school district. The Pocahontas School District will attempt to recover damages from any student destroying school property. Parents of any minor student (under the age 18) are liable for damages caused by said minor. No student shall obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

Disciplinary action:

- A. Suspension
- B. Recommendation for expulsion from school for one year with loss of credit.
- C. Referral to local authorities with recommendation of community service and/or restitution

RULE 10: POSSESSION OF FIREARMS

No person, student or adult shall possess a firearm upon the developed property of the public or private schools or in or upon any school bus or at a designated bus stop as identified on the route list published by the school district each year.

Disciplinary action:

- A. Recommendation for expulsion from school for one year with loss of credit

RULE 11: DANGEROUS INSTRUMENTS, CONTRABAND, AND NUISANCE ITEMS

A student shall not possess, handle or transmit a knife, razor, chain, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials, such as radios, games, cameras, electronic devices, shockers, etc.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension
- E. Recommendation for expulsion

RULE 12: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON SCHOOL EMPLOYEE

A student who commits assault and/or battery upon a member of the faculty or staff of the Pocahontas School District.

Disciplinary action:

- A. Recommendation for expulsion

RULE 13: TERRORISTIC THREATS

A student shall not threaten the health and safety of another student or employee in a manner which causes fear and or anxiety; such threats include verbal and or written threats.

Disciplinary action:

- A. Suspension
- B. Recommendation for expulsion

RULE 14: BOMB THREATS

A student shall not endanger the health and safety of students or employees by the threat of a bomb.

Disciplinary action:

A. Recommendation for expulsion.

RULE 15: FIGHTING

Fighting on school property during school hours or during extra-curricular activities is prohibited. Any student who fights or commits any other act of violence will be reported to local authorities and may be charged with disturbing the peace, disorderly conduct, and/or assault and battery.

Disciplinary action:

A. 3 day suspension

B. Longer suspension or recommendation for expulsion

RULE 16: CONTROLLED SUBSTANCES

Students in possession of or under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, material expressly prohibited by federal, state, or local laws, or any non-prescribed substance which alters behaviors on school property, at school functions, at the visited school, and/or during extra-curricular activities.

Arkansas law prohibits the sale, or attempted sale or distribution, of any substance which the person selling, or attempting to sell or distribute, claims to be a controlled substance whether the claim is valid or not. (fake drugs, designer drugs, look -alike drugs, or any controlled substances)

Please refer to the District Pupil Policies for more information regarding Drug and Alcohol Policies.

Disciplinary action:

A. Suspension

B. Recommendation for expulsion from school for the remainder of the semester with loss of credit.

RULE 17: SALE OF ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES

A student shall not be involved in the sale of alcoholic beverages, controlled substances (illegal drugs), or marijuana, designer drugs, look-alike drugs or any controlled substance, or other materials expressly prohibited by federal, state, or local laws on school property, at school functions, or at any extracurricular events, either home or away.

Disciplinary action:

A. Suspension

- B. Recommendation for expulsion from school for the remainder of the semester with loss of credit
- C. Referral for prosecution

RULE 18: LACK OF CLEANLINESS

A student shall not exhibit habitual uncleanliness that presents health and safety hazards or causes disruption of the educational process.

Disciplinary action:

- A. Counseling
- B. Suspension

RULE 19: INFECTIOUS DISEASE

A student shall not fail to comply with the recommendations of any school health official toward the control of infectious disease.

Disciplinary action:

- A. Suspension

RULE 20: SCHOOL DRESS CODE (HB 1936)

The Pocahontas Public School Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or could be offensive to common standards of decency.

The school administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any articles of clothing or accessories which may result in the disruption of the school environment. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents using the following guidelines:

1. Students are not to wear hats, caps, sock hats, sweatbands (head), pajamas, house shoes, hoods of hoodies, blankets, bandanas and/or sunglasses in the buildings. Exceptions must be approved by the principal.
2. Tops, shirts, blouses (boys and girls) must cover the front, back, and sides of the upper body. Clothing deemed distracting, revealing, vulgar, obscene, or otherwise disruptive is not

permitted. This includes: exposed midribs, halter/tank tops, spaghetti straps, and see-through shirts, tops or blouses even with a camisole worn underneath. Sleeveless top straps must be at least 2 inches in width (short side of a credit card).

3. Shorts, skirts and dresses must be of sufficient length. Sufficient length is defined as six inches above the knee (length of a dollar bill) or at a length in which the longest finger does not touch skin while the arms rest naturally at one's side.

4. Form fitting pants/shorts (i.e. Spandex, leggings, yoga pants, etc.) may be worn under, or as clothing, as long as the top/shirt is no shorter than the acceptable length for shorts, skirts, or dresses.

5. In clothing with rips, holes, or tears, the rips, holes and tears should be at a level equal to or below the level for skirts, dresses, and/or shorts. See above for the required length.

6. Pants are to be worn at the waistline, "sagging" is not allowed.

7. Clothing, accessories (book bags, jewelry, hats, etc.), or body art that displays vulgar, obscene or otherwise inappropriate symbols, language, double-meaning, or makes reference to alcohol, tobacco, or other illegal substances are not permitted.

8. During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc. must conform to all other regulations of the dress code.

Disciplinary action:

- A. Warning
- B. After school detention
- C. Saturday school
- D. In school suspension
- E. Suspension

RULE 21: GAMBLING

A student shall not engage in any game of chance on school premises at any time.

Disciplinary action:

- A. Saturday school
- B. In school Suspension
- C. Suspension

RULE 22: VIOLATION OF PARKING AND DRIVING REGULATIONS

A student using any type of vehicle (bicycle, motorcycle, automobile, or truck), as a means of transportation to and from school shall not violate the regulations set forth by the school principal. Students in grade 10-12 may drive cars, trucks, and motorcycles to campus. All vehicles must be parked in assigned areas, be registered with the school, and display a current parking hang tag. All drivers

must possess a current Arkansas driver's license. Failure to comply with registration regulations and other rules may result in loss or suspension of the privilege to drive on campus or in other disciplinary action.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspended driving privilege
- E. Loss of driving privileges

RULE 23: OVERT AFFECTION

A student shall not use physical contact such as hugging, kissing, and petting with another student that conveys a connotation that can be judged as sexually explicit during the regular school day, at school functions (home or away), and during extra-curricular activities.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension

RULE 24: SMOKING AND / OR POSSESSION OF TOBACCO

A student shall not smoke, use tobacco, use e-cigarettes (or similar products), or vaporizers/vapes in any school area or property at any time. All students are prohibited by Arkansas Law (Act 728 of 1977) from smoking on a school bus. A student shall not have tobacco products, including lighters, in his/her possession in any school area or property at any time.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension
- D. Suspension

RULE 24 A: VAPING

A student shall not use or possess vaporizers/vapes or cartridges in any school area/property or during any school event.

Disciplinary action:

- | | |
|---------------------------|---------------|
| A. Citation Issued | D. ISS |
| B. After School Detention | E. Suspension |
| C. Saturday School | |

RULE 25: FORGERY 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, notes from home, improper hall or campus passes.

Disciplinary action:

- A. Saturday school
- B. In school suspension
- C. Suspension

RULE 26: LOITERING BY SUSPENDED STUDENTS

A student who has been provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be present on any school grounds.

Disciplinary action:

- A. Warning (required to leave campus)
- B. Additional suspension
- C. Discretion of the principal

RULE 27: CAFETERIA REGULATIONS

A student shall enter the cafeteria before the bell rings when accompanied by, or sent by a teacher. Students should enter and line up in an orderly fashion without breaking in front of others. Students are not to leave the cafeteria prior to the 11:55 bell.

Students should behave in a polite and courteous manner to other students, faculty, and cafeteria workers. Once you have finished eating, please remove all trays and paper to the appropriate place or container.

Disciplinary action:

- A. Warning (required to clean up the mess or assigned seating)
- B. Assigned seat in the cafeteria
- C. After school detention
- D. In school suspension
- E. Suspension

RULE 28: CHEATING ON TESTS AND OTHER ACADEMIC WORK

A student shall not cheat on tests nor shall a student aid other students in cheating on tests or academic work.

Disciplinary action:

- A. Discretion of the teacher and principal (including but not limited to zero on the assignment or in-school suspension).

RULE 29: NEGLECT OF TEXTBOOKS/CHROMEBOOKS/SCHOOL ISSUED TECHNOLOGY

Textbooks are provided for the use of students for successive years. Students ARE NOT to leave their textbooks and supplies in the halls, floors, gym bleachers, cafeteria tables, or student center or any other place outside where they can be damaged.

Disciplinary action:

- A. Pay for the damage of materials.

RULE 30: PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure their cooperation is subject to further consequences. Efforts toward behavioral modification will be made prior to recommendation for expulsion, except in cases of an extremely severe nature.

Disciplinary action:

- A. Suspension
- B. Recommendation for Expulsion

RULE 31: OBSCENE MATERIAL/LITERATURE

A student shall not possess, display, buy or sell obscene material/literature on school property, at a school function, or on/at an extracurricular activity.

Disciplinary action:

- A. Saturday school
- B. In school suspension
- C. Suspension

RULE 32: CHEWING GUM

Chewing gum in a class will be left up to the discretion of the teacher. This privilege may be revoked at any time individually or for groups. It is the responsibility of the student to be familiar with each teacher's guidelines on this policy.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension

RULE 33: DISORDERLY CONDUCT

A student shall not behave in a disruptive manner in the classroom, halls, cafeteria, student center, or school grounds. Disruptive behavior would include being excessively loud, scuffling, running, etc.

Disciplinary action:

- A. After school detention
- B. Saturday school
- C. In school suspension

RULE 34: POSSESSION OF CELL PHONES

The use of cell phones or similar electronic communication devices on the school campus is not allowed from the time of the first bell until after the last bell unless specifically exempted by the administration. Staff members may allow students to use electronic devices for school purposes. See policy as outlined in the District Pupil's Policy Handbook for more information regarding the educational use of cell phones and electronic devices.

- Any cell phone found to be turned on, from the time of the first bell until after the last bell, is considered to be in use. From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication device. Such devices may be stored in the student's locker or vehicle so long as they are in an "off" mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. Students using or possessing, other than those devices properly stored in a locker or a vehicle, cell phones after the first bell and before the last bell shall have them confiscated. Students have no right to privacy as to the content contained on any cell phones or other electronic communication devices that have been confiscated.

- Apple watches, or their equivalent, are allowed as long as they are being utilized as a watch only. If they are used for internet, messaging, texting, calling, recording, etc. then the device will fall under cell phone policy.

Disciplinary action:

- A. Saturday School
- B. In-School suspension
- C. Suspension

A parent/guardian will be required to pick up a cell phone if the student is disciplined for this infraction. Phones will be returned to the parent at the end of the school day.

RULE 35: BEHAVIOR NOT COVERED ABOVE

Pocahontas 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 regulations.

CONSEQUENCES TO INFRACTIONS

The preceding lists of rules are considered major infractions to avoid. Disregard for any of these rules will result in disciplinary action(s) as listed below. Violations could occur on the school grounds at any time, off the school grounds at any school-supervised activity, function, or event, or en route to or from school or an event. Violations will be dealt with by school personnel on an individual basis and will include but are not limited to the list of punishments found below. The school official may use discretion in assignment of the appropriate punishment.

1. **After school detention** - After school detention is a form of discipline that does not require students to miss class time. After school detention will be held every Tuesday/Thursday from 3:30 - 5:30 p.m. Students will be required to do written work or a classroom assignment during the detention.
2. **Saturday school** - Saturday school will be held from 8 a.m. until 11:45 a.m. (See PPS District Handbook for rules concerning Saturday school.)
3. **In school suspension** - Students will be assigned in school suspension for major discipline infractions. In school suspension will be held from 8:00 a.m. until 3:20 p.m. in room 318 at the Pocahontas Junior High School. While serving In-School suspension, students will be treated as if they were at school regarding classroom work and assignments; however, since ISS functions as an alternative to Out of School suspension, students will not be allowed to attend any school sponsored activities during the imposed suspension nor shall the student participate in any school sponsored activities. (Note: Students with early dismissal times will be required to stay until 3:20 if assigned to in school suspension.)
4. **Out of School Suspension** - The length of an out of school suspension may range from one (1) to ten (10) days as determined by the principal or his/her designee. Parent notification will take place on all out of school suspensions.
5. **Suspension from Class** - Students may be suspended from a particular class for continued classroom misconduct. Suspension from a class will result in loss of any credit for any work missed during the suspension time.
6. **Recommendation for Expulsion** - The principal or the assistant in charge, may recommend that any student may be expelled, for good cause, from the school and shall make said recommendation to the superintendent to include a written schedule for a hearing before the school board within ten (10) school days after receiving the recommendation of the principal in charge. Further details on the expulsion process are explained in the district student policy handbook.

Students refusing a punishment (example: refusal of Saturday School or In School Suspension) will receive out of school suspension and will not be allowed to make up assignments on the first offense. A second refusal may result in a FINS petition being filed with the Randolph County Court system.

STUDENT ORGANIZATIONS AND OTHER

EXTRACURRICULAR ACTIVITIES

REQUIREMENTS FOR STUDENT COUNCIL OR CLASS OFFICER POSITIONS

1. Any student wishing to run for an elected Class or Student Council officer position must secure a petition from the Student Council Sponsor(s). Student Council/Class officers must have a 2.00 GPA for the previous semester and good school citizenship grades, and satisfactory attendance.
2. Students assigned discipline more serious than Saturday School Detention for reasons of inappropriate conduct or attendance problems may not be allowed to run for a Class Officer or Student Council Officer positions.
3. Students holding Class Officer and/or Student Council Officer positions who fail to maintain good conduct and satisfactory attendance will result in being placed on probation for nine weeks. If problems persist during the probationary period, the student will be removed from office. If any student is convicted of a felony, they will be removed from all activities and offices for the remainder of the school year.

SCHOOL ORGANIZATIONAL FINANCES

- The sponsor, through the principal's office, must schedule all class and organizational activities. Both the superintendent and the principal must approve all class and organizational fund-raising activities, and all funds are to be deposited in the principal's office. These funds undergo an annual audit.
- Purchases to be paid from the school activity funds must be purchased on a purchase order form signed by the principal. Any teacher or school employee who purchases an item without a purchase order is responsible for payment of the bill. Bills turned in for reimbursement must be accompanied with proper receipts.

ART CLUB

The primary purpose of the club is to provide an opportunity for art students to engage in art related activities such as sketching trips, making posters for school events and attending ASU High School Art Day. Membership is limited to students who are taking or have taken art on the high school level.

ASSEMBLIES

Assemblies will be held from time to time for educational or entertainment purposes. Students are required to go to assemblies in an orderly manner and to remain quiet during the program. Whistling, booing, or undue noise of any kind is strictly forbidden. All assemblies must be cleared well in advance through the principal.

ATHLETICS

Pocahontas High School has an outstanding athletic program consisting of baseball, basketball, cross country, football, golf, softball, swimming, tennis, track, and volleyball. Participation is

encouraged for all interested students. An athlete must be present for all classes the day of any athletic event in order to participate. Extenuating circumstances such as an emergency or routine doctor or dentist appointment may be cause for the athletic director to grant an exception to this policy. In no case will a student who misses a class on the day of an event due to an illness be permitted to participate. Coaches of individual sports are responsible to the athletic director for enforcement of this rule. All participants are given an Athletic Policy Handbook and are expected to adhere to stated policies.

BAND

Band is a popular and active organization in Pocahontas High School. Fall activities for the band include parades, half-time performances, pep rallies, and football games. During the remainder of the year the band presents concerts and represents the school at clinics and festivals. The Senior High Band is composed of students from the ninth through twelfth grades. The band performs many beneficial services to both the school and community throughout the year.

CHEERLEADERS

Students try out for cheerleader every year. They are chosen by selected judges. These students must be in the 10th, 11th and 12th grades for the year in which they serve. Their duties include preparing pep assemblies and creating school spirit, and cheering at boys and girls athletic events. Each student chosen is required to meet AAA eligibility requirements and abide by the code of ethics set out for cheerleaders. A minimum GPA of 2.0 is required.

CHIEFTAIN

The annual is published by the journalism staff. Pre-selling of yearbooks begins in the fall and is continued until February. The yearbook will be distributed in May. Every student is urged to buy a copy of this publication. Ordering will be based on the number of pre-sold yearbooks.

DRAMA CLUB

PHS Drama Club is reserved for students who take interest in fine arts. Students are required to attend regularly scheduled meetings and participate in activities; including improvisation, storytelling, and school/community productions. Participation points can be accumulated to assure inclusion on a spring field trip.

FBLA - FUTURE BUSINESS LEADERS OF AMERICA

FBLA is the nationwide organization for high school students participating in business and office programs. FBLA membership is open to all high school students (grades 9-12) who have completed or is currently enrolled in at least one business course.

FCCLA - FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

FCCLA is a vocational education student organization that functions as an integral part of the home economics education curriculum and operates within the school system. The mission of FCCLA is to

help youth assume active roles in society through home economics education in areas of personal growth, family life, vocational preparation, and community involvement. Each pupil who is currently enrolled in a home economics class or has previously been enrolled is eligible for membership.

FIRE MARSHALS

The Fire Marshals work to keep the school safe from fire. They are selected each year and consist of three marshals from each grade. Those selected inspect the school and try to eliminate fire hazards. Once a month a fire drill is conducted by the fire marshals to teach the students to evacuate the building quickly and safely in case of fire.

FUTURE FARMERS OF AMERICA

The FFA is composed of students studying vocational agriculture. A student is initiated into the school's chapter as a "green hand", but the student may rise to American Farmer if he/she takes advantage of the training available. FFA activities provide experience in leadership, cooperation, community service, and recreation that builds a well rounded farm citizen. Classroom training includes practical scientific methods of agriculture. Each student who takes agriculture is expected to join FFA. State and national dues are collected each year.

INTERACT CLUB

This club is a service organization sponsored by the Pocahontas Rotary Club. Service projects are numerous and include activities like school blood drives, collecting food and clothing for disaster victims, and other projects to serve humanity both on the local level and beyond. Membership is open to any student in grades 10 - 12.

KEY CLUB

This club is composed of high school students who show an interest in school and community service. Annual projects in cooperation with the Pocahontas Kiwanis Club such as Christmas Fruit Sale, Annual Pancake Breakfast and assisting with Special Olympics. Applications for membership are open to students in grades 10-12.

LINK

LINK is a school club that advocates community service, role-modeling, and a drug-free lifestyle. To be a member, students must practice our core beliefs and sign -ups are held one week during the first few weeks of school. Community service projects include: The Great Arkansas Penny Hunt to fund the Arkansas Rice Depot's Feed the Hungry Kids, Tulip Sales, and Red Ribbon Week Activities.

NATIONAL HONOR SOCIETY

The National Honor Society of PHS is composed of 10-12th grade students. The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship. Membership requires a 3.75 minimum overall GPA to join. Once a member of the National Honor Society, one must maintain a 3.5 minimum overall GPA to remain in the organization. The NHS requires members to perform one individual community service and one NHS group community service project each year.

P.A.L.S.S. (Peer Assisted Learning of Social Skills)

This is a school inclusion program for students with disabilities and special needs who integrate during lunch with trained general education students to establish an understanding and acceptance of differences and promote social interactions.

SPANISH CLUB

The Spanish Club is open to students who have taken or who are currently taking a Spanish class. The club celebrates Hispanic cultures and promotes interest in the study of Spanish through cultural experiences. Holiday fiestas and a Spanish language concert top the agenda each year as well as Homecoming festivities and community service projects. Officers are elected annually, and those students decide additional activities for the membership.

STUDENT COUNCIL

The Student Council is set up to provide, through student government, a maximum opportunity for student participation in student affairs. The PHS Student Council is affiliated with the Arkansas Association of Student Councils and the Southern Association of Student Councils.

The organization offers to any individual student or group of students a channel through which to make suggestions to the faculty and administration. Any carefully thought out suggestions that have merit and which are properly presented will be most carefully considered and acted upon. If the request or suggestions must be refused, reasons for refusal will be given. To be a member of the Student Council a student must be elected by his or her class or club and must maintain at least a "C" average.

STUDENT AMBASSADOR

This program sponsored by the Randolph County Chamber of Commerce seeks to reach out to youth who are the next generation of leaders in our community. Being a Student Ambassador prepares for constructive and responsible participation in community affairs and is designed to motivate students to think seriously about the role they would play and the difference they can make in their community.

The availability of clubs may change due to student interest, availability of personnel and/or financial constraints.