

2023-2024



**Viola
Public Schools
Handbook**

Viola Public Schools 4 Day Calendar 2023-24

The superintendent shall present to the personnel policies committee (PPC) a school calendar which the board has adopted as a proposal. The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the board may vote to adopt the calendar. The District shall not establish a school calendar that interferes with any scheduled statewide assessment that might jeopardize or limit the valid assessment and comparison of student learning gains. The Viola School District shall operate by the following calendar:

School will be closed every Monday. By Arkansas law and board approval, teachers' contracts must include: a minimum of six days (36 hours) of professional development, Elementary Open House / Seventh Grade and New Student Orientation, two parent-teacher conferences, and 144 days of student interaction.

June 1-August 9	at least two days (12 hours) of Professional Development (PD) approved by the principal
August 10-15	Staff development & prep time to work in classrooms
August 14	Elementary Open House-6pm / Seventh Grade & New Student Orientation-6:30pm
August 16	First Day of School (Wednesday)
Sept 18 (Monday)	Teacher PD – 9am to noon
	Progress Reports/Parent-Teacher Conferences – noon to 6pm
October 13 (Friday)	1 st Quarter Ends (35 days)
October 20 (Friday)	Report Cards
November 6	Teacher PD
November 10 (Friday)	Progress Reports
November 15	Annual Public Meeting – 6 pm
November 21-24	SCHOOL CLOSED for Thanksgiving Break
December 20	First Semester Tests
December 20	2 nd Quarter Ends (34 days / 69 semester days)
December 21-29	SCHOOL CLOSED for Christmas Break
January 2	Second Semester Begins
January 5 (Friday)	Report Cards
January 8	Teacher PD
February 5 (Monday)	Teacher PD – 9am to noon
	Progress Reports/Parent-Teacher Conferences –noon to 6pm
March 8	3 rd Quarter Ends (40 days)
March 15 (Friday)	Report Cards
March 19-22	SCHOOL CLOSED for Spring Break
March 29	SCHOOL CLOSED for Good Friday (makeup day)
April 19 (Friday)	Progress Reports
May 17	2 nd Semester Tests
May 17	4 th Quarter Ends (35 days / 75 semester days / 144 Total Days)
May 21	Last Day for Teachers / Grades Due
May 24	Alumni Homecoming

Any days canceled for inclement weather will be made up in the order listed below (if available).

- The first day missed in any week will be made up on the following Monday, whether a full or partial day missed.
- Any more days missed after the first day missed in a week will be made up in the following order:
 1. Use ***Alternative Methods of Instruction*** (AMI packets or virtual classes) for a full day missed (The District has enough extra hours of instruction scheduled to use 1 full AMI day.)
 2. Use a Snow day for a partial day missed
 3. Makeup day on Good Friday (March 29)
 4. Makeup days by adding a days to the end of the school year, prior to Memorial Day. (May 21-24 in 2024)
 5. Make up days during Spring Break (March 22nd, 21st, 20th, then 19th)
 6. Make up days after Memorial Day (starting May 28th in 2024)

- If the District is approved for an attendance waiver or additional AMI days from ADE/DESE, the waiver or AMI days will take precedence over #3-6 above.

ATTENTION PARENTS/GUARDIANS/STUDENTS

SIGN AND RETURN THIS PAGE TO VIOLA HIGH SCHOOL

To: All Parents/Guardians/Students
From: John May
Subject: Student Handbook and Discipline Policies
Year: 2023-2024

My signature below certifies that I have received a copy of the Viola Public School Student Handbook, Attendance, and Discipline Policies, and that I am the Parent/Guardian of the following students:

Signature of Parent/Guardian

Date

Signature of Students:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

*Tear this page out and return to school

VIOLA SCHOOL DISTRICT

STUDENT HANDBOOK

AND

DISCIPLINE POLICIES

2023-2024

ALMA MATER

Oh, sing me a song of Viola High
Her glories shed untold.
Her battles fought and victories won
Beneath the Orange and Black.
Some other Alma Mater
May be good and fine.
But for her royal fellowship,
Give me Viola for mine.

SCHOOL COLORS

Orange and Black

SCHOOL EMBLEM

Longhorn



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FORMS SECTION: Optional forms may be filled out and returned to the high school office

VIOLA SCHOOL DISTRICT NO. 15

MEMBERS OF THE BOARD OF EDUCATION

* Approved by the Viola Board of Education

President — Charlie Wray
 Vice President — Dustin Cotter
 Secretary — Fara Rowden
 Ken Cotter
 Darick Brown

ADMINISTRATIVE STAFF

Superintendent - John May
 District Bookkeeper - Charlotte Bridges
 High School Principal - Ryan Walker
 Elementary Principal - Wade Powell
 Assistant Principal - Rick Luna

HIGH SCHOOL FACULTY

Dalena Allen	Mathematics
Sandra Cooper	Science & E.A.S.T.
Cody Divelbiss	Social Studies
Jessica Gardner	Mathematics
Taylor Guffey	English
Sonya Hammond	Special Education
Jason Hughes	Girls Basketball, Driver's Ed
Cody Hutson	Social Studies
Sharmin Jennings	K-12 Art, & Drama
Jamon Lee	Science
Rick Luna	Boys Basketball, Baseball, P.E.
Corby May	Agriculture
Pam May	K-12 Counselor
Karen Meeks	Special Education, Dyslexia Intervention
James Muchmore	K-8 Music, Choir, & Band
Melissa Muchmore	English
Jurlene Richmond	K-12 Librarian
Rachel Stone	Health & GT
Kevin Thrasher	Business Education
Kandie Walker	Family and Consumer Science & Career Orientation

ELEMENTARY FACULTY

Terri Knapp	Kindergarten
Beth Waltrip	Kindergarten
Renea Houghtaling	First Grade
Emily McIntosh	First Grade
Misha Rains	Second Grade
Denise Browning	Second Grade
Julie Goff	Third Grade
Ashley Neal	Third Grade
Tammy Newton	Fourth Grade
Angela Brown	Fourth Grade
Corby James	Fifth Grade
Bridgett McGough	Fifth Grade
Carla Duncan	Sixth Grade
Tina Jollif	Sixth Grade
Sharmin Jennings	K-12 Art
Lisa Shrable	Physical Education
Diane Holt	Special Education
Ashley Cupp	Special Education
Mandy Adams	Reading Specialist
Pam May	K-12 Counselor
Jurlene Richmond	K-12 Librarian
Debbie Kinder	K-12 School Nurse

VIOLA PUBLIC SCHOOL COMPACT

Student Agreement:

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- * Attend school regularly
- * Come to school each day with pencils, pens, paper and other necessary tools for learning
- * Complete and return homework assignments
- * Observe regular study hours
- * Conform to rules of student conduct

Parent/Guardian Agreement:

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- * See that my child is punctual and attends school regularly
- * Read with my child and let my child see me read
- * Insist that all homework assignments are done each night
- * Discuss at a designated time, what my child has learned at school
- * Remind my child of the necessity of discipline in the classroom, especially self-discipline
- * Provide a quiet well-lighted place for study and homework

Teacher Agreement:

It is important that students achieve. Therefore, I will strive to do the following:

- * Provide homework assignments for students
- * Provide necessary assistance to parents so that they can help with the assignments
- * Encourage students and parents by providing information about student progress
- * Use special activities in the classroom to make learning enjoyable

Principal Agreement:

I support this form of parent involvement. Therefore, I will strive to do the following:

- * Provide an environment that allows for positive communication between the teacher, parent and student
- * Encourage teachers to regularly provide homework that will reinforce classroom instruction

INTRODUCTION

FOREWORD

The Viola School District recognizes its obligation to provide a safe, comfortable and well ordered learning environment. These policies are not to be construed as leading to punishment, but to correcting student behavior, attitudes and self-image, and to protect students and staff. The district's purpose is to produce a well-rounded, harmonious individual, and to that end these policies are adopted.

Viola School strives to educate each child to his/her utmost potential regardless of race, creed, color, social, or economic background. It encourages students to develop deeply held values, forming a caring, safe environment with open communication between students, faculty, and administration.

We are committed to preparing students to compete in the twenty-first century. The faculty constantly strives to improve methods of teaching and learning. Various hands on experiences allow students to gain a greater understanding of difficult concepts.

Our school strives to instruct each individual child in a manner that they will be ready to live a full and active life. We will develop the skills needed by vocational and college bound students. Guidelines for the development of student discipline policies shall be established by the State Department of Education. Viola Public School has developed discipline policies consistent with these guidelines. The committee, consisting of students, parents, teachers, administration, and school board members, has established the following policies.

The law requires that a signed statement from each parent, stating that he/she has received a copy of these policies, be on file at the local school. (Signing of this statement does not mean you agree or disagree with these policies but that you have received them.) Parents are encouraged to make suggestions or recommendations, in writing, concerning these policies to the superintendent's office or to the committee.

EDUCATIONAL PHILOSOPHY

The primary aim of the Viola Schools is to instruct each individual child of the community in such a manner that he/she will be equipped to live a full, active and satisfactory life. The school's mission statement is "All students can learn." Since the obtaining of knowledge is the basic aim of all education, the first phase should include training in the fundamental concepts in subject matter and the development of skills and should provide a broad understanding of world conditions.

OBJECTIVES

The objectives of this educational system will be in accordance with the philosophy. The objectives are as follows:

- To provide the highest degree of instruction for all people of the community.
- To prepare those who wish to further their education by providing an adequate foundation.
- To prepare students by providing training and a basic understanding of the knowledge and skills which will be required for satisfactory living in today's world.

ORGANIZATIONAL CHART

1. CITIZENS OF VIOLA SCHOOL DISTRICT #15
2. BOARD OF EDUCATION
3. SUPERINTENDENT OF SCHOOLS
 - TRANSPORTATION SUPERVISOR
 - CAFETERIA SUPERVISOR
 - MAINTENANCE/GROUND SUPERVISOR
 - PRINCIPALS
 - TEACHERS
 - PUPILS

1. The policy-making body of the school is the Viola Board of Education. This body has the legal responsibility of providing educational facilities and an educational program for this legally constituted school district.
2. The Administrative Staff shall be the superintendent and the principal, who will implement and administer the program.
3. During the ordinary course of events, the above lines of authority will be followed.

GRIEVANCE PROCEDURE

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If a student and/or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling, they must follow the prescribed procedure.

- A. State their complaint in writing to the school principal asking that the ruling be changed.
 1. The Principal shall have three school days from receipt of the written notice to render a decision.
 2. The Principal's decision shall be given to the complainant in writing in such time that the complainant should reasonably be expected to receive it not longer than five days after receipt of the complaint by principal.
- B. If dissatisfied with the Principal's decision, the student and/or parent may appeal to the superintendent.
 1. Such appeal shall be delivered to the superintendent before the end of the fifth day following receipt of the Principal's decision.
 2. The appeal should detail the complaint and the Principal's response along with reasons for disagreeing with the Principal.
 3. The Superintendent shall rule on the appeal no later than the end of the third day following receipt of complaint. Such ruling shall be delivered in writing in such time and manner, so as to reasonably expect receipt of said ruling by the complainant not later than the end of the fifth day following receipt of the appeal by the Superintendent.
- C. Appeal to School Board— An aggrieved party may appeal the Superintendent's ruling to the School Board as follows:
 1. Appeal must be submitted in writing to the School Board not later than the end of the fifth day following receipt of the Superintendent's ruling.
 2. The School Board must rule on the appeal and deliver a written ruling to the aggrieved party not later than the end of the fifth day following receipt of the appeal from the aggrieved party unless the School Board or the aggrieved party request a hearing. Such hearing shall be scheduled on a date mutually agreeable and within seven days following such request.

ASBESTOS STATEMENT

There are buildings on campus which contain some asbestos materials. However the district has a management plan to safely control the asbestos. Anyone with questions about the plan should contact the superintendent's office. We are in full compliance with all regulations regarding asbestos on our campus.

STUDENT ADMISSION/REGISTRATION

ENTRANCE REQUIREMENTS/ADMISSION OF STUDENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6-Home Schooling.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education Reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

In accordance with Policy 4.57- IMMUNIZATIONS the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

A pupil may enter from another grade by showing proof of having concluded the previous grade in another school and by showing proof of immunizations. (The School Board reserves the right to require immunizations from other diseases if urgent need arises). A non-resident pupil may enter under the same conditions after making arrangements at the Superintendent's Office.

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five(5) through seventeen(17) years on or before August 1 of that year who resides, as defined by policy (4.1 Residence Requirements), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6 Home Schooling) have been met.
3. The child will not be age six(6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen(16) or seventeen(17) and has met the requirements to enroll in an adult education program as defined by A.C.A. & 6-18-201 (b).
7. Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

(ASBA) 4.5—SCHOOL CHOICE

Standard School Choice

Definition

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring.

Application Process

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The student's parent shall submit a school choice application on a form approved by DESE to this District and the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, emailed, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy who chooses to return to his/her resident district, or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227
- Facilities Distress under A.C.A. § 6-21-812; or
- Foster Child School Choice under A.C.A. § 6-18-233

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

Opportunity School Choice Transfers into the District

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For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the

Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress or a district classified as in need of Level 5 Intensive Support. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District’s decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student’s enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student’s right to apply for transfer to a district other than the student’s assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

Transfers out of the District

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Unsafe School Choice Program

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Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

REGISTRATION AND ENROLLMENT

Viola students will be pre-enrolled in the spring prior to summer vacation. Final registration is held on the first day of school.

Class changes must be made during the first two weeks of each semester.

Transfer students may enroll during registration or at any time during the year providing they are in good standing at the sending school.

Exchange students may enroll during registration or at any time during the year with approval and appropriate documentation from licensed exchange organizations. All exchange students will be enrolled as juniors (11th grade) or other underclassmen.

Suspended students from other districts will not be enrolled until the terms of suspension have expired. Consideration for enrollment is on an individual basis.

Expelled students from other districts are not eligible for enrollment.

Appeals of this policy should be directed to the High School Principal's office.

Late enrollment will be considered during the first 10 days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll for credit. All others must wait until the beginning of the following semester, or enroll without receiving credit.

Dropout/Re-entry students who dropout during a semester, are encouraged to return to school. However, they may not be allowed to re-enroll until the next semester if 10 days have elapsed from the drop date. If allowed to re-enroll, the student will not receive credit. They may return at the start of the next semester.

WITHDRAWAL PROCEDURE

Students must return books and pay outstanding charges. An official transcript and withdrawal grades will be forwarded upon request from the new school.

GUIDELINES FOR STUDENT PLACEMENT

Home School Transfers:

Realizing that home schooled students may have been working under varying curriculum requirements that may have enabled them to work at different academic levels than the public school students of their age group, it is necessary for the Viola Schools to adopt procedures for the placement of these students. A student transferring from home school will be placed in accordance with (Policy 4.6-Home Schooling). In accordance with Act 300, 1997, these procedures will include the administration of placement tests to determine the appropriate academic level of each home schooled student. The evaluation tool may be the IOWA or a similar test which meets the needs of the student and district. After the results of the test are known, the school counselor and principal will determine the placement of the student and award credits based on the test results. For home schooled students in grades nine through twelve, achievement test scores will only be used for core academic areas and are not intended to indicate acceptance of credit in physical education, vocational, and business education courses. For the subjects in which credits are allowed, there will be no letter grade recorded, only a unit of credit. Grade point averages and class rank will be computed using only those grades earned in attendance at Viola High School. Students who transfer credits from home-schools will not be eligible to compete for senior scholastic honors including class valedictorian and salutatorian. Appeals for exceptions to this policy may be made to the high school principal.

Transfers from Non-Accredited Schools:

The procedure for students transferring from non-accredited institutions will include the administration of placement tests to determine the appropriate academic level of each home schooled student. The evaluation tool may be the IOWA or a similar test which meets the needs of the student and district. After the results of the test are known, the school counselor and principal will determine the placement of the student and award credits based on the test results. For home schooled students in grades nine through twelve, achievement test scores will only be used for core academic areas and are not intended to indicate acceptance of credit in

physical education, vocational, and business education courses. For the subjects in which credits are allowed, there will be no letter grade recorded, only a unit of credit. Grade point averages and class rank will be computed using only those grades earned in attendance at Viola High School. Students who transfer credits from non-accredited institutions will not be eligible to compete for senior scholastic honors including class valedictorian and salutatorian. Appeals for exceptions to this policy may be made to the high school principal.

Transfers from an Accredited Institution:

K-8 : The student will be placed at the same grade level in which he/she was placed by the sending institution.

9-12 : Successfully completed credits will be accepted from the sending institution.

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

Enrollment after Semester Begins:

K-8 : Students who enroll more than three weeks after a semester begins and have not been attending school regularly somewhere else will be referred to the principal and counselor for testing and placement.

9-12 : Students who enroll more than three weeks after a semester begins and have not been attending school regularly somewhere else will not receive credit for that semester. An appeal may be made to the building principal.

TRANSPORTATION

All students residing in the District are eligible to receive bus transportation. Students shall cooperate in maintaining a safe and comfortable school transportation. A student desiring to ride a bus other than the regularly designated bus must present a written request from the parent to the principal and get a permit to ride the requested bus. Each student shall board and leave the bus only at the student's regular stop unless prior permission is obtained. Students are encouraged not to bring anything onto the bus which might impede the bus driver if more than three guests are to ride the bus. Students must adhere to the following school bus safety rules:

FOLLOW THESE RULES:

1. Students **MUST** obey the driver promptly.
2. Observe same conduct as in the classroom.
3. Be courteous, use no profane language.
4. Keep head, hands, & feet inside the bus.
5. No eating or drinking on the bus.
6. Bus driver is authorized to assign seats.
7. Keep the bus clean.
8. Do not smoke or use tobacco products of any kind.
9. Do not be destructive.
10. Stay in your seat.
11. Cooperate with the driver.
12. "Boomboxes" and other similar devices are not permitted to be turned on.

Any offense committed by a student on a district- owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct will be treated the same as school building misconduct. In addition to the penalties stated elsewhere in this policy, students who fight or engage in any activity on a bus which is a safety hazard will be suspended from the bus for minimum of 30 days. Parents of suspended students are responsible for getting their children to school. Students who violate the bus driver's rules will be disciplined as follows:

- First Offense: Conference with Principal, paddling, and/or up to 5 days detention
- Second Offense: Paddling and/or up to 10 days detention
- Third Offense: 5 days suspension from the bus
- Fourth Offense: 10 day suspension from the bus
- Five or More: Suspension until the end of the semester or up to 45 days.

STUDENT DRIVING AND PARKING

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A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel. 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 their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Students who drive and/or park a vehicle on the Viola School Campus or to school events on which is displayed vulgar, profane, and/or offensive messages, images, magnets, window decals, bumper stickers, etc. will immediately lose their school driving privileges for a minimum of three weeks.

1. Students who drive must file a "*DRIVING PRIVILEGES*" form with the principal showing the license number of any vehicle (s). Students must also provide a copy of their driver's license and proof of insurance. The form *MUST* be signed by the student's parent or guardian.
2. Students who drive must go directly to the student parking lot, exit the vehicle and walk immediately to the school buildings and grounds. Loitering in or around automobiles is not permitted at any time.
3. The parking lot is off limits at break or during the noon hour unless the student has a shortened schedule, or has properly checked out and is leaving school or has permission from the principal's office.
4. Aimless driving (cruising) on campus or on adjacent streets is prohibited.
5. Vehicles leaving the student parking lot immediately after school *MUST* turn away from campus, towards Highway 62-412, as to not interfere with departing buses. Students who "cut in" to the line of departing buses will be subject to disciplinary measures and could lose driving privileges.
6. Students must park in an orderly manner as described in the driving privileges form.
7. Careless or reckless operation of a vehicle is prohibited. Students must not "Squeal tires" when turning out of the parking lot or when pulling out onto highway 62. The speed limit anywhere on campus is 5 mph. The speed limit on Longhorn Drive is 10 mph during school hours or during school activities.
8. Students must observe the parking procedure as outlined in the driver's privileges form.
9. When exiting the parking lot at the end of the school day students will yield the right of way to school buses. If a bus is leaving the campus, students will not pull out in front of the bus.
10. Any student that chooses to park a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.
11. Any student driver who accumulates excessive *arrival* tardies without proper documentation may lose driving privileges.

Violations of any part of this policy will result in:

- First Offense: loss of driving privileges for up to 3 weeks
- Second Offense: loss of driving privileges for up to 3 months
- Three Or More Offenses: Loss of driving privileges for the school year or one calendar year.

GRADUATION REQUIREMENTS BEGINNING WITH THE CLASS OF 2010

Changes in Arkansas State Law require all parents of the beginning class of 2010, to choose which curriculum their student is to pursue. They must choose between the “*Smart Core Curriculum*” or the “*Core Curriculum*”. The Smart Core Curriculum is a college prep track. According to the law, parents must make a choice as to which curriculum their student is to follow and sign a form informing the school of their choice. Either a meeting of all 7th grade parents or a registration prior to the first day of classes will be set for this purpose. If parents cannot attend that meeting, they must come by individually for a conference. See Forms section: (Smart Core Consent or Smart Core Waiver form)

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent record.¹ This policy is to be included in student handbooks for grades six (6) through – twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph. To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of **24 units**. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Civics Test

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

CPR Requirement

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

Digital Learning Courses

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

Personal and Family Finance

Beginning with students in the graduating **Class of 2021**, all students shall receive credit in a course covering the Personal and Family Finance Standards.

Computer Science

Beginning with the Class of 2026, all students shall earn one (1) unit of credit in a computer science course in order to graduate.

A. SMART CORE: Sixteen (16) units

English: four (4) full years (this may be more than 4 units) – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) full years (this may be more than 4 units)(all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1. Algebra I *

2. Geometry *

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

3. Algebra II ; and

4. The fourth unit may be either:

5. A math unit approved by DESE beyond Algebra II; or

- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units:

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) full years (this may be more than 3 units) including:

- Civics - one-half (1/2) unit
- World History - one (1) unit
- American History - one (1) unit
- Other social studies – one-half (1/2) Unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

Survey of Business: one (1) unit – through the Class of 2025

ADE-Approved Computer Science Course: one (1) unit – beginning with the Class of 2026 (This credit will meet the Digital Learning Course requirement.)

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

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

B. CORE: Sixteen (16) units

English: four (4) full years (this may be more than 4 units) – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) full years (this may be more than 4 units)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Social Studies: three (3) full years (this may be more than 3 units)

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

Survey of Business: one (1) unit – through the Class of 2025

ADE-Approved Computer Science Course: one (1) unit – beginning with the Class of 2026 (This credit will meet the Digital Learning Course requirement.)

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

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

**** Viola Schools require 8 units of electives and 24 total units for graduation.**

REQUIREMENTS FOR THE ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP

Starting with the class of 2016, the only requirement is a 19 on the ACT, or an equivalent score on any other acceptable college placement exam. Students must also have completed the Free Application Federal Student Aid (FAFSA).

HONOR GRADUATES (Part of board policy 5.17)

To qualify as an honor graduate at Viola High School, graduates must attain a cumulative GPA of 3.0 on a 4.0 scale satisfactorily completed the minimum core of courses required to meet the requirements for the Arkansas Academic Challenge Scholarship. Students who meet both of these requirements will wear a Gold Cord at Graduation. Students who only meet the GPA requirement will wear a Silver Cord at Graduation.

VOCATIONAL COMPLETERS

To be a Completer in a Vocational area (Family & Consumer Science, Animal Science, Ag Mechanics, and Office Administration) a student must complete the base year course in that particular vocational strand and complete two additional years of courses approved for that particular vocational strand. E.A.S.T. may not be used to fulfill completer requirements for other programs of study.

JUNIOR AND SENIOR CLASSIFICATION

To be classified as a junior, you must have acquired a minimum of 8 credits. To be classified as a senior, you must have acquired a minimum of 16 credits.

CLASS RANK (Part of board policy 5.17. Subject to change via board discretion)

The eSchool computer software will generate a class rank based on 100%. The computer will average all of the grades which have been entered into the system by student's teachers. A student's class rank will be based on this average.

- AP classes receive weighted credit (an additional 10%) on the 100% scale for class rank if the student completes the yearlong AP Course and takes the applicable AP test.
- Concurrent credit college classes must receive board approval to receive weighted credit on the 100% scale. By Board approval, concurrent credit classes offered through Ozarka College, (Composition I, General Biology & Lab, College Algebra, and American History I), will receive an additional 10% on the 100% scale for class rank. This means concurrent credit courses will only count as a 1 semester class when calculating class rank.

VALDICTORIAN & SALUTATORIAN (Part of board policy 5.17)

The valedictorian is defined to be the student who has the highest numerical class rank. The salutatorian is defined to be the student with the 2nd highest numerical class rank. To be eligible for the valedictorian or salutatorian honors, students must have attended Viola School during at least one semester of their junior year and both semesters of their senior year. In addition, to be eligible for the valedictorian or salutatorian honors, a student must qualify as an honor student and also enroll in and complete two of the following three courses:

- Chemistry, Physics, and/ or AP Science.

GRADUATION SPEAKERS (Part of board policy 4.63)

In addition to the valedictorian and salutatorian selection process in Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony as part of the reading of the Class History:

- The highest numerically ranked student available after the valedictorian and salutatorian have been chosen
- A class officer chosen from the graduating class's president, vice-president, secretary, and historian (in that order)

COURSE OF STUDY

The construction of the course of study is the duty of the superintendent of schools and his administrative staff. The course of study should meet the recommendations of State Board of Education. The curriculum is as follows:

ENGLISH:

Because the student must be able to communicate through written and spoken words, it is the responsibility of every teacher to insist on good reading habits, correct spelling, neat composition and use of correct grammar by Pupil's in all classes. Along with these aims, the English teacher shall supplement the course of studies with literature, speech, and journalism.

MATHEMATICS:

Mathematics should contribute to the purpose of education in general while seeking to develop specifically the ability to understand quantity, to analyze and solve problems, and to attain a high degree of accuracy. Algebra I may be offered to 8th graders who are ready for it for credit toward graduation. Trigonometry is a pre- or co-requisite for Physics enrollment.

SCIENCE:

The science program should make users of science more informed and appreciative of the methods of science, the wonders of the natural world, and the products of modern science, while selecting through proper guidance those interested in and capable of advance studies in science.

SOCIAL STUDIES:

The social studies curriculum is organized to prepare the high school students to understand the problems facing them as today's citizens. Social studies courses shall be correlated with each other and all with actual life and conditions.

BUSINESS EDUCATION:

Recognizing the need to provide our students with adequate preparation for living as well as for earning a living, the business education curriculum shall have as its aim to help students prepare for competency, including skill training and development of occupational understanding.

PHYSICAL EDUCATION:

In keeping with the national trend for improvement in the physical education program, the aims of this field are to assist the pupils in acquiring a wide variety of physical skills and to provide an opportunity for the development of leadership, fellowship, sportsmanship, and group cooperation. Soft-soled gym shoes and gym clothing will be specified by the P. E. Instructor.

HEALTH:

Lesson plans will be made covering CPR, bleeding control, and health hazards such as alcohol, tobacco, drug abuse, and sexually transmitted diseases. Good nutrition habits will be stressed.

AGRICULTURE:

Instruction in agriculture emphasizes the development of specific knowledge and skills necessary for successful participation in an agriculture occupation. A desirable balance is maintained between instructional activities of the classroom and farm-mechanic shop and the practical experiences provided on the farm and in non-farming agriculture activities of the community.

FAMILY AND CONSUMER SCIENCE:

Improving the quality of home and family living should be the major goal of the homemaking education program. The home economics program should contribute to the school's counseling program, and to various other projects connected with the growth and development of youth and adults. Economic education shall be included where possible. Career education is also taught in the home economics department at the junior high level.

FOREIGN LANGUAGE:

Its purpose is to develop a practical control of the four fundamental language skills, listening comprehension, speaking, reading, and writing and to liberate some unicultural limitations by gradually expanding and dispensing knowledge of foreign culture and civilization. Spanish I may be offered to 8th graders for credit toward graduation.

MUSIC:

Music is significant in the curriculum because it is part of everybody's world. Music education includes activities and learning which develop the social aspects of life. There is evidence that music at home or work relieves tension and increases productivity. Thus, music, in general, seems to improve health in a unique way that justifies its position in the curriculum.

ART:

Art offers something unique to every individual. It offers more opportunity for developing creativeness and the powers of perception than most other subjects.

COMPUTER EDUCATION:

Instruction in computer literacy and more advanced classes including computer applications are taught. Computer Education begins early in elementary, and opportunities for increased knowledge continue throughout high school.

DRIVERS EDUCATION:

Drivers Education is offered to teach proper and safe operation of a motor vehicle. It is not offered for credit but as a service to our students. Taking the course will help reduce insurance rates in addition to teaching correct driving skills.

EXTRACURRICULAR ACTIVITIES:

An extracurricular program shall be included in the program of instruction. The school recognizes this as a vital part of a well-balanced program. Only those activities that provide educational value will be permitted. The extracurricular program shall be reviewed periodically by the superintendent and reports and recommendations made to the board.

SPECIAL PROGRAMS:

Title I is operated in kindergarten through high school as a supplement to the regular classroom reading, language arts, and math program. The purpose is to give the needed help to students who may demonstrate a weakness in one or more areas.

Special Education is provided for students who are in some way handicapped which makes it difficult to cope in a regular classroom environment.

Enrichment is a program to challenge students. These students are eligible to participate in programs which will enhance their special area of interest.

COURSES OFFERED 7TH-12TH

7 TH GRADE	8 TH GRADE	9 TH GRADE	10 TH GRADE	11 TH GRADE	12 TH GRADE
Eng 7 Math 7 Sci 7 Geog 7 (sem) Ark Hist 7 (sem) Career Orient. (sem) Health 7 (sem) PE 7 Jr. Girls BB Jr. Boys BB Band 7 Music 7 (sem) Art 7 (sem)	Eng 8 Math 8 PreAP Alg I Sci 8 Hist 8 World Ag 8 (sem) Keycode 8 (sem) FCSI PE 8 Jr. Girls BB Jr. Boys BB Sr. Band 8-12 Music 8 (sem) Art 8 (sem)	Eng 9 2nd Part Alg One PreAP Alg I Alg II Geometry Phys.Sci Integrated 9 World History Pre AP World Hist CBA 9 PE 9-12 Jr. Girls BB Jr. Boys BB Health 9-12 (sem) Sr. Band 8-12 Choir Art I Ceramics Speech (Oral Com) FACS Leadership and Service Learning Span I (VA) EAST Ag Sci 9 Economics (sem) Civics (sem) Computer Science Concurrent Credit	Eng 10 Alg II Geometry 10 Pre AP Biology Integrated 10 Biology Integrated 10 World History Civics (sem) Economics (sem) Health 9-12 (sem) Sr. Girls BB Sr. Boys BB PE 7-12 Sr. Band 8-12 Choir Art 1 Adv.Art / Art II 10-12 Ceramics Speech (Oral Com) Computer Science EAST Ag Mechanics Ag Sci Animal Sciences Ag Structures Dynamics of Human Relations Personal Finance (sem) Life Span Development FACS Leadership and Service Learning Virtual AR Concurrent Credit	Eng 11 Algebra II PreCal 11-12 AP Biology Integrated 11-12 (VA) Physics 11-12 Chemistry Integrated 11-12 Anatomy 11-12 Astronomy 11-12 AP US Hist 11 US Hist 11 Civics (sem) Economics (sem) Government (sem) Geography (sem) Sr. Girls BB Sr. Boys BB PE 8-12 Health 9-12 (sem) Sr. Band 7-12 Choir Art I Adv.Art/Art II 10-12 Ceramics Speech (Oral Com) Spanish I (VA) Spanish II (VA) Business Procedures 10-12 Accounting 10-12 Business Procedures Computer Science EAST Ag Mechanics Ag Structures Animal Sciences. Dynamics of Human Relations Personal Finance (sem) Life Span Development FACS Leadership and Service Learning Drivers Ed 11-12 (sem) College English Environmental Sci. 11-12 Algebra III 11-12 Virtual AR Concurrent Credit	Transitional Literacy 12 Eng 12 AP Calculus 12 Col. Alg / Col. Trig 12 PreCal Algebra III 11-12 Transitional Math Technical Math Biology Integrated AP Biology Integrated 11-12 (VA) Physics 12 Chemistry Integrated 11-12 Anatomy 11-12 Astronomy 11-12 Civics (sem) Economics (sem) Government (sem) Geography (sem) Sr. Girls BB Sr. Boys BB PE 7-12 Health 9-12 (sem) Sr. Band 7-12 Choir Art 1 Adv.Art/Art II 10-12 Ceramics Speech (Oral Com) Spanish I (VA) Accounting 10-12 Business Procedures Computer Science EAST Ag Mechanics Animal Sciences Ag Structures Dynamics of Human Relations Personal Finance (sem) Life Span Development FACS Leadership and Service Learning Drivers Ed 11-12 (sem) Virtual AR Concurrent Credit

ADVANCED PLACEMENT, CONCURRENT CREDIT, TELECOURSES, AND CORRESPONDENCE COURSES

In compliance with Act 57 of 1983, Viola School District will offer any student the opportunity to attend AP classes in which the teacher has had advanced placement training and provided he/she has met the following qualifications:

1. The student is a fully accredited junior or senior and has taken and successfully completed the approved Pre-AP course.
2. The student has been recommended by a majority vote of the review committee for the program. The committee consists of the superintendent, principal, and two current teachers.
3. The student has successfully completed all previous high school level courses in the subject area including the Pre-AP course in that area of study. As mandated by Act 2152 of 2005, AP Classes shall receive weighted credit. Viola School District awards weighted credit on the four point GPA scale, equivalent to adding one letter grade to a passing student's grade, and toward the 100% scale which determines class rank. It is also the policy of the Viola School District to recognize credit earned by telecourses and correspondence courses if the student is unable to obtain a desired class due to scheduling problems.
4. A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective. Ninth (9th) grade will be allowed to take one (1) concurrent credit course per semester, tenth (10th) grade will be limited to two (2) concurrent credit courses per semester, and eleventh (11th) grade will be allowed three (3) courses.

As permitted by the DESE Rules Governing Concurrent College and High School Credit Grading and Course Credit, a student who takes a three (3) -semester hour remedial/developmental education course receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student
- The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution of higher education the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities, graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Juniors and seniors who are eligible to enroll in concurrent credit courses from Ozarka College can take up to three (3) concurrent credit courses each semester and have them paid for by the school district. The cost of the required texts are the responsibility of the student/guardian. The courses the district pays for must be placed in the student's schedule and taken during the school day. Students wanting to withdraw from a concurrent credit course must transfer to a high school class and the withdrawing grade will transfer to the new class. Any student who withdraws from a concurrent credit course more than two weeks after the start of the semester or if a student receives a failing grade in a concurrent credit course, that student will forfeit their privilege of having the district cover the cost of future concurrent courses. The high school principal can waive the loss of this privilege in exceptional circumstances.

GUIDELINES FOR CHANGING CLASS SCHEDULES

All students in grades nine through twelve will be pre-registered for classes for the coming year. Circumstances such as a schedule change, subjects offered, demand for a class, and other unforeseen events make it impossible to be entirely accurate in pre-registration. However, the student is expected to pre-register for classes.

Changes in class schedules must be made during the first two weeks of each semester.

GRADING

Basis for marking and grading are outgrowths of the graded school and felt needed for information concerning status and progress of pupils. Grading gives information for pupil guidance and counseling, shows achievement of pupils in relation to others, assists in grouping, retention, transfer, and grade placement and informs parents of the progress of their children. It also helps administrators evaluate the effectiveness of the school program. A, B, C, D, F, I (Incomplete), and NC (No Credit) marking system will be employed. Marks of S (Satisfactory) and N (Needs Improvement) will also be utilized in the elementary. The grading policy will be based only upon academic objectives.

The grading scale for **regular academic** classes is based on the **4.0 GPA** system as follows:

A = 90-100 (4.0) B = 80-89 (3.0) C = 70-79 (2.0) D = 60-69 (1.0) F = Below 60

Weighted Credit will be awarded for **AP, IB, and ADE Honors classes**. Grading scale for these classes is based on the 5.0 GPA system as follows:

A = 90-100 (5.0) B = 80-89 (4.0) C = 70-79 (3.0) D = 60-69 (2.0) F = Below 60

“Weighted Credit” or “Quality Points” for AP, IB, and ADE Honors courses will be awarded **only** if the student completes the required testing.

Promotion of pupils will be by the teachers and principal when they feel the pupil is able to do the advanced work. This would generally mean that a student who is regular in attendance for the year and makes passing grades will be promoted. Promotion policies will take into consideration the individual’s abilities (results of I.Q. & Achievement Tests), the school’s objectives & the curriculum & social conditions of the next grade. All final grades shall be arrived at mathematically & shall be defensible. Academic grades shall not be lowered because of unsatisfactory conduct.

*Grades are based on academic objectives only. Each teacher will base a percent (not to exceed 10 percent) of the student’s grade on effort and participation in class.

Final Exams: Final exams will be given by all teachers. All students must take the final exam unless exempt. The final exam will count no more than 20% of the final grade.

SCHOOL ORGANIZATIONS

*Students have the right to join an existing club and shall not be restricted for membership on the bases of race, sex, national origin, or other arbitrary criteria, except as stated below.

*Students may be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment or other applicable exemption.

*School fraternities, sororities, and secret societies are banned in Arkansas Public Schools. Act 171, 1929.

*Students who are convicted of participation in hazing or the failure to report hazing shall be expelled. Act 1264 of 2015

* All class and club officers or representatives must have a minimum GPA of 3.0

Student Council: (7-12) The Student Council at Viola High School is an organization to promote leadership, honor, and responsibility in the school and to represent the students. The Student Council is a tie between the faculty, community, and student body. The aims of the Student Council are to establish higher and better ideals of conduct to train students to acquire experience and efficiency in the practice of democracy, to encourage students to participate in all activities, and to create and foster a spirit of cooperation between students and faculty. In order to be eligible for membership in the Student Council or to be a Class Officer, a student should possess leadership ability, good conduct, willingness to cooperate with all concerned, and have a minimum GPA of 3.0. The members of the Student Council shall be elected in the following manner:

1. There may be one boy and one girl elected to the Student Council from each class. One student will be elected to represent each organization or club that is recognized as such by Viola High School. The president of each class and club will automatically be a Student Council representative.

2. Any student with a minimum GPA of 3.0 will be eligible to run for an office. The president of the Student Council must have served as a representative on the Student Council at least one year before being eligible for the presidency. It is not necessary for other officers to have served on the Student Council before election.

BETA Club: BETA Club is a service organization which recognizes student's academic achievements. Students must have a cumulative GPA of 3.5 to join BETA Club. They must keep a 3.25 GPA to remain a member.

Annual Staff: The annual is prepared by the Annual Staff class. Under the supervision of the Annual Staff teacher the group will create "The Corral".

Membership: The Annual Staff will consist of students enrolled in the Annual Staff class and the editor must have a "B" average.

FBLA: Future Business Leaders of America provides an opportunity to actually participate as individuals in group projects conducted under the guidance of representatives of education, business, and the honorably with their colleagues on the local, state, and national levels, and how to act in individual and group business affairs. FBLA is especially designed for those students who are looking forward to careers in the business world.

FFA: The primary aim of the Future Farmers of America, a national organization, is the development of agricultural leadership, cooperation, and citizenship. Any student who takes agriculture may become a member.

FCCLA: The Family, Career and Community Leaders of America is the national organization for students currently enrolled in homemaking classes of those who have completed at least one semester of home economics classes. The overall objective of the organization shall be to help individuals improve personal, family, and community life.

Fire Marshalls: The primary job of a fire marshal is to see that all the exit doors are open and hallways are clear. When the alarm sounds, the fire marshal is to make sure the windows are closed and the furnace is turned off. He/she is to keep the student body moving toward the nearest exit quickly and quietly.

Basketball: The primary sport in Viola High School is basketball. There are four teams which participate on an interscholastic basis: Senior Boys, Senior Girls, Junior Boys, and Junior Girls. Practice begins soon after school opens in the fall and ends with the State Tournament held in March.

Baseball and Softball: Baseball and softball season begins soon after basketball season ends. The schedule consists of about fifteen games each spring and ends with the State Tournament held in May.

Shooting Sports Team (AYSSP): The Arkansas Youth Shooting Sports Program has two divisions. Viola Junior division is for grade 8 and the Senior division is for grades 9-12. Trap shooting is the sanctioned sport of AYSSP. The season begins February 1 and ends July 31.

Golf: Students may compete in District, State, and Regional Tournaments.

Tennis: Tennis is a fall sport. Grades nine through twelve may participate if eligible.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Extracurricular activities supplement the regular instructional program and afford opportunities for social interaction, enrichment or individual personal resources and wholesome competition. In this school district, extracurricular activities are defined as those school sanctioned activities which:

1. Are not directly associated with a specific unit of the instructional program which requires that periodic evaluation of student performance be permanently documented and reported to parents/guardians.
2. Are not directly associated with one or more of the educational goals adopted by the district's governing board.

Absence from Instruction:

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district. Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when scheduling of that activity has been approved by the school administrator and advance provisions have been made for the make-up of class work missed during the approved absence. Absences from instruction because of extracurricular activities will be kept to a minimum.

Scheduling of Activities:

- Activity events involving two or more schools shall be scheduled on weekends or holidays or after 3:30 pm on school days.
- No student shall be penalized for nonparticipation in any extracurricular activity scheduled on a holiday or during a holiday period if he/she is instead participating in a preplanned family activity.

- Any interscholastic event scheduled shall require AAA sanction and written approval from either the school principal or superintendent of our district.
- Whenever possible, extracurricular activities shall not be scheduled on days or evenings during final evaluations at the close of each grading period nor shall they be scheduled on days or evenings prior to or during periods of standardized or state competency testing.

Academic Requirements:

In this school district, student participation in extracurricular activities is subject to the following requirements:

1. Students in grades K-6 shall have maintained during the previous semester a passing grade in at least four full credit courses as specified in the Arkansas Department of Education Standards for Accreditation or be making satisfactory progress on his/her IEP.
2. Students in grades 7 and the first semester of grade 8: Students promoted from sixth grade to the seventh grade automatically meet scholarship requirements. A student promoted from the seventh grade to the eighth grade automatically meets the scholarship requirements for the first semester. The second semester eighth grade and first semester ninth grade student must successfully pass four academic courses the previous semester, three of which must be in the core curriculum areas as specified by the ADE Standards for Accreditation of Arkansas Public Schools.
3. Ninth Grade students must meet the requirements of the senior high scholarship rule as set forth in part four by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth grade year.
4. Senior High Eligibility Requirements: In order to remain eligible for competitive interscholastic activity, a student must have passed four academic courses the previous semester and meet *one* of the conditions below:
 - A. Have a minimum grade point average of 2.0 from all academic courses the previous semester.
 - B. If a student has passed four academic courses the previous semester but does not meet the above conditions they must be enrolled and attending a supplemental instruction program of at least 100 minutes duration each week outside the regular school day in the subject areas where inadequate performance has occurred and have no unexcused absences for the current semester and have no school disciplinary action for the current semester.
 - C. To maintain eligibility under the Supplemental Instructional Program, the student must show improvement of at least one tenth of one point in their GPA after the first semester of participation in the supplemental program. To continue to participate following the second semester in the SIP the student must have reached the 2.0 GPA. (2005-06 AAA Handbook)
5. *Students with disabilities under idea* must pass at least four courses required by the student's Individual Education Program.

Attendance Requirements:

1. All students are expected to be in attendance for a minimum of 5 class periods on the day of an extracurricular activity in order to participate.
2. Exceptions to this policy are sickness in the immediate family and death in the immediate family.
3. Doctor appointments (family, eye, dental, etc...) and other reasons will be considered on an individual basis.
4. Students who miss more than seven unexcused days in a semester in any core class are not eligible to participate in extracurricular activities. The principal will make the final decision in this matter.

Transportation Requirements:

1. All students are required to use school transportation to and from activities.
2. Exceptions to this rule will include only a parent's request for their child to ride with them or a written request from the parent for the student to ride with another adult, which may or may not be granted. An administrator or coach will make the decision.

Dress Requirements:

Students will be encouraged to dress neatly and appropriately for their particular activity and conform to all school rules.

Conduct:

Viola High School is a member of the Arkansas Activities Association. Each student, faculty member, parent, and fan is responsible for abiding by AAA rules and regulations. Sportsmanship is the key objective of the AAA and is the real measure of true participants and fans.

Hazing: Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with any student organization, extracurricular activity, or sport program.

ATTENDANCE

(ASBA) 4.7—ABSENCES

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

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

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

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or

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

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

Unexcused Absences

Absences that are not defined above, do not have an accompanying note from the parent or legal guardian, presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students departing early and returning during the same day without appropriate documentation of a doctor's appointment or other excused absence will be credited with unexcused absences for classes which they miss any portion thereof. Students with **8** unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **4** unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds **10** unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

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

Students who receive a grade of "NC" in any class may submit an appeal. An appeal *must be* submitted within one week after the semester ends in order that the reasons for the absenteeism may be considered. *Students are encouraged to appeal. Failure to appeal will be construed as acceptance of the "NC" grade and loss of credit.* The appeal form shall be returned to the principal's office and shall provide information regarding the reasons for the excessive absenteeism, including doctor's notes or other verification of absences. The administration may accept or reject the appeal, request additional information, or require a conference with the parent and student. Acceptance of an appeal will be granted only if it is determined that the excessive absenteeism was due to unavoidable extenuating circumstances, all days of absence were valid reasons, and make-up work was completed. Questions regarding the appeals procedure should be directed to the principal.

ATTENDANCE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES (Excluding Seniors)

1. All students are expected to be in attendance for a minimum of 5 class periods on the day of an extracurricular activity in order to participate.
2. Exceptions to this policy are sickness in the immediate family and death in the immediate family.
3. Doctor appointments, eye appointments, dental appointments and other reasons will be considered on an individual basis.
4. Students who miss more than seven unexcused days in a semester in any core class are not eligible to participate in extracurricular activities. The principal will make the final decision in this matter.

Seniors are allowed two college days and one job shadowing day where they are excused from school to visit a college, technical training school, or job. Students must schedule these days in advance with the counselor and must present proof that they visited the school/job. Juniors are not eligible to use a college day or a job shadowing day.

School Activities: School sponsored activities (field trips, interscholastic competition, athletic events, etc..) are exempt and shall not count toward the total number of absences. *Students* who will be absent from class *are expected* to check with the teacher in advance to arrange for make-up work.

OFF-CAMPUS LEAVES

Viola Public School has a closed campus. Only those students will be permitted to leave during the day whose parents have made written request for the student to come home or whose parent has made written request for the student to make a necessary trip to town for them. The trip is to be made only during break or lunch hour. See Attendance Policy.....Procedure For Leaving School Grounds "Checking Out".

CLOSED CAMPUS

By school board action, Viola Schools has a closed campus. Students are not permitted to leave school after arrival without permission from the office. The office cannot grant permission without a note or phone call from the parents. Students must sign out in the office upon their departure. When visiting school, parents and visitors are to check in at the office and not go directly to the classroom. Visitors must meet with students in the office. Non-student visitors will not be allowed to attend classes unless there is an educational purpose for doing so.

SUSPENSION

A student who is suspended (out-of-school) for a disciplinary problem for any number of days will have that number of days charged against the 8 permitted in the policy. If, however, the student is suspended for any number of days which causes him/her to exceed 8 days, he/she may request an approval for an extension from the principal. *The student's past attendance record will be considered* before a request is granted. Disciplinary suspension days are considered unexcused absences. Make-up of tests is not permitted for unexcused absences.

TRUANCY

Truancy is when a student: (A) leaves the campus without permission from the office; (B) comes to school but does not attend any or all classes; (C) is somewhere other than at school when the parents think the student is at school; (D) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; or (E) brings a parent-signed note that is forged or sets forth an invalid reason for the absence. Students who are truant will not be allowed to make up work missed, and disciplinary action will be taken. ***Truancy is considered an unexcused absence. Make-up of tests is not permitted for unexcused absences.***

TAKING STUDENTS OUT OF CLASS

Teacher Requests:

Teachers should not cause a student to be absent from another teacher's class unless ***ABSOLUTELY NECESSARY***. Prior approval must be obtained from the teacher whose class will be missed. A note from the requesting teacher must be brought by the student to the teachers involved.

Parental Requests:

Parents may sign their students out at any time. However, students must attend at least 25 minutes of the present class in order to not be counted absent. Students departing early and returning during the same day without

appropriate documentation of a doctor's appointment or other excused absence will be credited with unexcused absences for classes which they miss any portion thereof.

LATE ARRIVALS/TARDIES

Students who arrive at school anytime after the start of first period must report to the Principal's office, sign in properly, and pick up an admission slip to class. Students who fail to do so will be considered truant.

Tardiness:

Tardiness is defined as an unexcused appearance of a student beyond the scheduled time that a class begins. Three incidents of unexcused tardies to a class will be considered to be equal to one absence. Tardies of 20 minutes or more will be considered an absence. Teachers will notify the student when such incidents occur. Four or more tardies per semester to a particular class will result in disciplinary action by the principal.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. Parent/Guardian must call the office or write an excuse giving the *date/s and reason* for absence.
2. If the school has contacted your parent's, it is not necessary to bring a written excuse. However, *all students must obtain an admission slip* in the principal's office immediately upon their return to school.
3. Forgery of an excuse or parents signature will result in disciplinary action.
4. Doctor's notes, dentist's notes, and notes from other health-care professionals, will not be accepted after the 2nd day a student returns to school.
5. Student reward days must be preapproved or used by the 2nd day a student returns to school. No student reward days may be used within the last 5 days of a semester unless this use is approved by all of the student's classroom teachers and the building principal or assistant principal.
6. Only 3 parent notes or phone calls per semester will be considered as excused absences. All other absences must be appointments which cannot be arranged outside of school hours, such as appearances in court, taking the driver's test and other extenuating circumstances.

MAKE-UP WORK

Students are responsible for initiating and completing all class work to be made up when they are absent. The deadline for make-up work shall be equal to and not exceeding the time missed. Tests, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school. Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy (4.7-ABSENCES), and/or as required/permitted by the student's Individual Education Program or 504 Plan. Out-of-school suspensions are unexcused absences. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In Lieu of the above, Assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57-IMMUNIZATIONS. Cross References: 4.7-ABSENCES, 4. 57-IMMUNIZATIONS

PROCEDURE FOR LEAVING SCHOOL GROUNDS—CHECKING OUT

By school board action, Viola School has a closed campus. Students are not permitted to leave the school grounds while school is in session without obtaining permission from the principal, assistant principal, or the superintendent. Permission will not be granted unless the request is accompanied by a by a telephone call and/or a written request from the parent or guardian. Students should not ask to be excused during the day except in cases of extreme need or emergency. Students will not be permitted to leave school for "errands", doctors, dentists, haircuts, beauticians, etc., without a confirming phone call or written note from a parent or guardian. Due to safety concerns, students are not allowed to check out and walk from campus. Students will sign out when leaving the campus and sign back in immediately upon their return to campus. Students who leave campus without properly signing out will be considered truant.

ELEMENTARY PARENT VISITS, TARDIES, AND EARLY CHECK-OUT

When visiting school, parents are to check in at the office and not go directly to the classroom. All students must be signed out in the office before leaving during the school day. Students picked up before 9:30 will be counted

absent a full day. Students leaving before 2:30 will be counted absent a half day. Students leaving *after* 2:30 will be credited with a tardy. We encourage parents to get their child/children to school on time. We ask that you not pick them up before the end of the day unless it is very important.

DISCIPLINE

** All disciplinary actions stated here are examples and recommendations but are subject to administrative discretion on a case by case basis. The prior disciplinary record of each student will always be a consideration in deciding just punishment. Punishment for violations will range from a minimum of a verbal warning to a maximum of recommendation for expulsion.*

STUDENTS RIGHTS AND RESPONSIBILITIES

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights. Students do not shed those rights by walking through the school door. Any right or privilege has a companion duty of responsibility. While an individual does have a right to pursue his/her own self-fulfillment, those rights terminate at the point where they infringe on the rights of others.

1. A. Students have the right to pursue, through student and self application, a quality education at public expense, and to attain personal goals through participation in the entire school program.
B. Students have the responsibility to attend classes daily, be on time to all classes, and obey school rules.
2. A. Students have the right to participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
B. Students have the responsibility to foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff and to respect the dignity and worth of other individuals.
3. A. Students have the right to practice freedom of speech, freedom of expression of ideas, and freedom of the press.
B. Students have the responsibility to refrain from libel slanderous remarks and obscenity in verbal and written expression.
4. A. Students have the right to express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
B. Students have the responsibility to develop tolerance of the viewpoint and opinions of others, recognize the rights of other individuals to form different points of view and to dissent in an orderly manner.
5. A. Students have the right to participate in patriotic exercises or refrain from participating.
B. Students have the responsibility to respect the rights of classmates and others who do or do not wish to participate.
6. A. Students have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures and have privacy in regard to their personal possessions unless there is reasonable suspicion that the student is concealing materials prohibited by law.
B. Students have the responsibility to respect the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and accept the consequences for articles stored in their lockers.
7. A. Students have the right to determine their own dress except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.
B. Students have the responsibility to observe basic standards of cleanliness, modesty, good grooming and wear clothing which contributes to their own health and safety as well as that of others.

PROHIBITED CONDUCT/STUDENT BEHAVIOR

4.18—PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violations may result in disciplinary action up to and including suspension.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Disciplinary Record: A student and/or the student's parents may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make such other necessary investigations. If the record is found to be inaccurate, it will be corrected: if it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding. If the student and/or the student's parents are not satisfied with the principal's decision, they may appeal through the grievance procedure as provided elsewhere in this policy. Disciplinary actions will not be entered on the student's permanent record except for expulsion. Individual records shall be treated as confidential and disclosed only under proper authorization.

STUDENT DRESS CODE

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All students are expected to come to school clean and neat in appearance. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored event. The Principal will make the final decision if questions arise. The following list of clothing which is not allowed is to be used as a guide for all Viola students. However, it is not intended to be a complete list.

Not Allowed

1. Halter tops or similar items.
2. Very sheer blouses or “see through” tops.
3. Spandex type pants, skirts, shorts, or dresses as primary apparel or showing below other clothing.
4. Clothing advertising any product or activity that is considered damaging to a persons health or morals including things thought to be sexually or racially oriented that would be considered demeaning to either sex or any race (example: tobacco, alcohol, drugs, profanity, etc.).
5. All High School students (boys or girls) must remove their hat upon entering any classroom. All Elementary students (boys or girls) must remove their hat when entering any school building.
6. Sleeveless shirts must not have thin or “spaghetti” straps, and any sleeveless shirt must have sewn straps and not have oversized arm or neck openings.
7. Any clothes with holes considered inappropriate and any clothing which has been intentionally altered, torn, or cut. Pants, jeans, or shorts with an un-patched hole above the knee will not be permitted.
8. Gang related paraphernalia or clothing.
9. Extremely low or sagging pants. Pants must fit at waist or belt must be worn to keep clothing at waist.
10. Chains hanging from pockets or belt loops.
11. Any visible body piercing that causes disruption to the educational process will not be allowed and must be removed when asked by staff, and not be worn back.
12. Shorts, skirts, running shorts, biker shorts, or similar garments must be no shorter than the length of a dollar bill above the knee.
13. Dog collars or similar items are not to be worn as articles of jewelry.
14. Any clothing, jewelry, or tatoos considered inappropriate, revealing, or disruptive to the educational process.

Students representing Viola Schools during extracurricular events on or off campus will dress appropriately. Appropriate clothing generally means that the same standards apply both on and off campus.

Violation of the Dress Code:

- First Offense: Student will be detained in the office until he/she can obtain suitable clothing, and or paddling, or detention.
- Second Offense: Up to 5 days detention, or paddling.
- Three Or More Offenses: Paddling, and/or up to 10 days detention, or 1-5 days suspension, Principal’s discretion.

STUDENT CONDUCT CODE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses which, if committed by a student, may result in the imposition of a specific penalty. The administration has discretion on a case by case basis. The previous discipline record of each student will always be a consideration.

Students will be bound by the Conduct Code whenever they are on any School District property, or engaged in any school function, regardless of the time or reason(s) for their presence. Any direct or personal act or behavior which is prohibited under the Conduct Code is also prohibited when performed by use of computers, the Internet, cell phones, telephones or other communications media when the communication originates or ends on District property or at any school function or may in the judgment of district officials disrupt or interfere with the educational process; or pose a threat to the safety of any person lawfully on district property or at a school function.

The circumstances surrounding an incident and the student’s previous disciplinary record will be taken into account in determining appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action

than the guidelines might call for because of repeated misconduct or other circumstances. Teachers will formulate their own classroom management system which will take care of minor, day to day violations of their rules. Unless otherwise stated below, the violations named below will be tabulated on a yearly basis for the purpose of determining how many violations have occurred.

Violations Against Persons

A. Assault: Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical danger.

B. Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

C. Hazing: Initiations, intentional intimidation, harassment, teasing, frightening, tormenting, coercion, humiliation, sexual harassment, etc. of any student or groups of students by other students.

- First Offense: Paddling and/or up to 5 days detention
- Second Offense: Paddling and/or up to 10 days detention
- Third Offense: up to 10 day suspension, possible expulsion

D. Instigating A Fight: Students shall not instigate fights by actively encouraging other to fight, carrying messages which result in fights, nor take part in any other activity which encourages violent behavior. All students who are observed gathered to watch a fight will be held accountable under this rule.

- First Offense: Paddling and/or detention
- Second Offense: Paddling and/or detention
- Third Offense: up to 5 days suspension

E. Weapons: Students are forbidden to bring onto school grounds or property any item ordinarily considered to be a weapon. Examples include knives, firearms, chains, metal knuckles, handcuffs, explosives, or any other instrument or substance capable of causing bodily harm. *Any student who brings firearms or other weapons onto school grounds may be expelled. Circumstances and intent may be investigated and suspension rather than expulsion may be elected by administration after parent conference and notification to law enforcement agency.*

- First Offense: Suspension pending investigation or Expulsion
- Exception: Pocket knives (if not deemed to be intended for threatening use.)
- First Offense: Detention, and or paddling.

F. Fireworks: Students are forbidden to bring fireworks onto school or property.

- First Offense: Paddling, detention, or up to 5 days suspension
- Second Offense: up to 10 day suspension

G. Verbal Abuse To Staff: Disrespectful language to a staff member.

- First Offense: Paddling and/or up to 10 day detention
- Second Offense: Up to 10 days detention or suspension
- Third Offense: Up to 10 day suspension
- Fourth Offense: Expulsion

H. Verbal Abuse To Staff Of A Threatening Nature: Disrespectful language to a staff member that is threatening in nature. *ACT 1189 of 1993 states that a student commits terroristic threatening in the first degree if with the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. Terroristic threatening in the first degree is a Class D Felony.*

- First Offense: Paddling and/or up to 10 day suspension, refer to law enforcement agency
- Second Offense: 10 day suspension and parent conference, refer to law enforcement agency
- Third Offense: Expulsion

I. Threats Of Violence: If a student threatens another individual at school or a school event, including threats of firearms, bombs, any weapons, or death threats will not be tolerated.

- *Students making such threats may be suspended, recommended for expulsion, and/or turned over to the local sheriff, juvenile officials, and parents.*

Violations Against Public Health And Safety

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Viola Public School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity, is in or on any property owned by or leased by Viola Public School District including school buses.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. (4.24 Drugs and Alcohol)

A. Possession and/or Use: of alcohol or other drugs, paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises, property owned or leased by the district, including school buses, or at a school-related function is prohibited.

- First Offense: Up to 10 days detention or suspension and notification of local law enforcement authorities. Chemical Dependency Evaluation at an approved facility may be recommended.
- Second Offense: 10 days suspension, possible expulsion unless student obtains a Chemical Dependency Evaluation at an approved facility. Notification of local law enforcement personnel.
- Third Offense: Expulsion

B. Sale Or Distribution: of alcohol or other drugs and paraphernalia, or substance represented to be such including legal and illegal drugs and paraphernalia, while on school premises or at school-related function is prohibited.

- First Offense: Suspension pending investigation of circumstances and possible expulsion and notification of law enforcement.
- Second Offense: Expulsion and notification of law enforcement.

C. Tobacco Use: The possession and/or use of any tobacco product on school premises, in or on any property owned or leased by Viola Public School District, or at school-related activities is prohibited. Tobacco and/or nicotine products and delivery systems including e-cigarettes will be confiscated and destroyed. It is against the law in the State of Arkansas for minors to buy or use tobacco products. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product, including any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or any other name or descriptor. First Offense: Paddling or up to 5 days detention and referral to law enforcement.

- Second Offense: Paddling and up to 10 days detention
- Third Offense: Up to 5 days suspension
- Fourth Offense: Up to 10 days suspension
- Fifth Offense: Expulsion

D. Controlled substances for which the student has a current prescription are to be brought to the school nurse who will administer the drug. The substance must be in the original container provided by the pharmacy.

Violations Against Property

A. Extortion: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

- First Offense: Paddling and up to 5 day detention
- Second Offense: Up to 10 days detention or suspension
- Third Offense: Expulsion

B. False Alarm: Making any false alarms, such as bomb threats or fire alarms

- First Offense: Suspension pending investigation and possible expulsion and notification of law enforcement.

C. Theft: Stealing or attempting to steal private or school property.

- First Offense: Restitution, up to 10 days detention, and notification to law enforcement
- Second Offense: Restitution, up to 10 days suspension, and referral to law enforcement

- Third Offense: Suspension pending expulsion and referral to law enforcement
- D. Willful damage to school staff or student property:**
- First Offense: Restitution and up to 10 days detention and notification to law enforcement
 - Second Offense: Restitution and up to 10 days suspension and notification to law enforcement

Violations Against School Attendance Policy

A. Truancy: See page 11 for definition. Truancy will be tabulated on an annual basis.

- First Offense: Paddling and/or up to 5 days detention
- Second Offense: Paddling and/or up to 10 days detention
- Third Offense: Up to 10 day suspension
- Fourth Offense: Expulsion and referral to juvenile authorities

B. Tardiness: This is defined as an unexcused appearance of a student beyond the scheduled time that a class begins. Tardies will be tabulated on a semester basis.

- Fourth tardy: Paddling or up to 3 days of detention
- 5-7 Tardies: Paddling or up to 5 days of detention
- Additional Tardies: Up to 10 days suspension pending parent conference

C. Elementary school campus: High school students are not to go to the Elementary campus or buildings during the school day without a written pass from the principal's office.

- Penalty: See Truancy

Violation Against Public Decency And Good Order

A. Use of Obscene Language: The use of obscene language is prohibited.

- First Offense: Paddling and/or up to 5 days detention, and notification of parent
- Second Offense: Paddling and/or up to 10 days detention, and notification of parent
- Third Offense: Up to 5 days suspension

B. Use of Language That Is Demeaning or Threatening: Words which are spoken solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion, or ethnic origin.

- First Offense: Paddling and/or up to 5 days detention
- Second Offense: Paddling and/or up to 10 days detention
- Third Offense: Up to 5 days suspension, and parent conference before readmission
- Fourth Offense: Up to 10 days suspension or expulsion

C. Use of Disruptive Speech or Conduct: Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions, such as talking in class when told not to do so, insubordination, refusal to work, cheating, or plagiarism.

- First Offense: Conference with Principal, paddling and/or up to 3 days detention
- Second Offense: Paddling and up to 5 days detention
- Third Offense: Paddling and/or 10 days detention
- Fourth Offense: Up to 5 days suspension
- Five or More Offenses: Suspension or Expulsion

D. Bus Misconduct: (see Transported Students)

E. Public Display of Affection: (No physical contact allowed.) Public display of affection, when taken to excess, is not appropriate behavior at school or any school activity. Failure to comply with the reasonable expectations of the school staff will result in disciplinary action.

- First Offense: Warning or detention, paddling
- Second Offense: Up to 5 days detention or paddling
- Three or More: Up to 10 days detention or paddling

F. Hall Passes: Any student out of regularly scheduled class during a scheduled class period, is **REQUIRED** to have in their possession a hall pass which has been authorized by the assigned teacher. Failure to meet this requirement will **AUTOMATICALLY** be considered Truancy.

G. Soliciting: Soliciting and/or selling of advertising by high students will be limited to the Annual Staff, athletic programs, or band organizations. Adult supervision is **MANDATORY** if students leave the campus to sell advertising.

- Penalty: Referral to Principal

H. Dress Code Violations: (see Student Dress Code)

I. Failure to Comply with a Reasonable Command from a Staff Member: Students are expected to comply with any request from a teacher or staff member which does not put the student in danger or is personally demeaning.

- First Offense: Up to 5 days detention and/or paddling

- Second Offense: Up to 10 days detention and/or paddling
- Three or More: Up to 10 days detention or suspension

J. Food and Drink in the Classroom: Students will not be allowed to bring food and drink into the classroom. Teachers may obtain permission for special events from the Principal. (No open containers are to be brought on campus.)

- First Offense: Warning and/or up to 3 days detention
- Second Offense: Up to 5 days detention and/or paddling
- Third Offense: Paddling and up to 10 days detention
- Fourth Offense: Up to 10 days detention or suspension

K. Gambling: A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

- First Offense: Conference with Principal and/or up to 3 days detention or paddling
- Second Offense: Paddling and/or up to 10 days detention or suspension

Parents of minor students under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.

L. POSSESSION AND USE OF CELL PHONES, AND OTHER ELECTRONIC DEVICES

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

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

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

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Using the device to take videos unless specifically permitted by the classroom instructor. Recording of unauthorized videos **will** result in student's loss of privilege to possess electronic device/s on the school campus, property owned or leased by the district including school busses, or at a school function for a period up to 178 school days.
6. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

Before and after normal school hours, possession electronic devices, is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. A parent shall obtain approval from the student's building principal before operating a student tracking safety device at school or at a school-sponsored event if the device has recording or listen-in-capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—Search, Seizure, and Interrogations.

Students possessing cell phones and other electronic devices must have them properly and securely stored out of sight on their person, in their personal effects, or in a locker or vehicle during the school day. Students improperly using or possessing cell phones or other electronic devices shall have them confiscated.

Phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians. The severity of the penalty will increase for repeat offenders. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated. Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/Computer Use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

Misuse of Technology: Misuse of Computer/electronic communication, including any unauthorized use of telephones, two way radios, cell phones, computers, peer-to-peer networks, software, or Internet/Internet account; accessing inappropriate websites (which includes, but is not limited to pornographic sites, violent or hate sites, sites encouraging the making of bombs, incendiary devices or devices to counteract locks or security systems, sites used for cheating/plagiarism, "gaming" and gambling sites, or other sites not reasonably and directly related to the educational function of the district); "cyber bullying: (using computers, websites, chat rooms, etc., as a method of harassment or threat to others); attempts to "hack" or compromise any computer system; downloading music, videos or other copyrighted material for personal use without license, authorization or legal privilege; or any other violation of federal or State law, or of the district's contract for computer use and computer policy and regulations.

- First Offense: Paddling and/or up to 10 days detention
- Second Offense: Up to 5 days suspension, and parent conference before readmission
- Third Offense: Up to 10 days suspension or expulsion

M. Beeper, Pagers, Cellular Phones: The use of beepers, pagers, or cellular phones by all Viola students is prohibited during school hours.. Such use is considered a disruption of the educational environment. Students who are required to possess such a device for health or other compelling reasons may obtain a waiver from the Principal:

- First Offense: Conference with principal and/or up to 3 days detention and/or paddling (Confiscated 1 day and student may pick up at end of day)
- Second Offense: Up to 5 days detention and/or paddling (Confiscated 3 to 5 days and parent must pick up)
- Third Offense: Up to 10 days detention and/or paddling (Confiscated 1 to 3 weeks and parent must pick up)
- Fourth Offense: Parent conference (Confiscated up to 3 months)

N. Handheld Laser Pointers: In accordance with Act 1408 of 1999, students are prohibited from possessing or using hand-held laser pointers. The devices will be confiscated by a teacher or staff person.. The device will be turned over to the local law enforcement agency as contraband.

- Students violating this policy will be assigned detention or result in paddling, detention, or suspension.

O. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession

P. Behavior Not Cover Above: The school district reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

*All disciplinary action is stated as a guide or an example but may be modified by administration due to circumstances of investigation. The prior disciplinary record of the students involved will be considered to arrive at just punishment.

DISCIPLINE FOR HANDICAPPED

1. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The Individualized Education Plan (IEP) team for a handicapped student shall consider whether particular discipline procedures should be adopted for that student and included in the IEP.

3. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case shall a handicapped student be excluded for more than ten days in a school year.
4. After an emergency suspension (within 3 days) is imposed on a handicapped student, an immediate meeting of the student's IEP team shall be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.

CORPORAL PUNISHMENT

The Viola Public School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

***Any parent/guardian that does not wish their child to receive corporal punishment must fill out the Corporal Punishment Opt Out form in the forms section of the handbook, and return it to the high school office each year.**

SUSPENSION AND EXPULSION

Suspension Procedure:

- A. A teacher may temporarily dismiss for disciplinary reasons any student from class.
- B. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the Principal a written statement about the student's dismissal from class.
- C. The Principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
- D. The Principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
- E. Prior to such suspension, the Principal or designee, shall inform the student either orally or in writing about the infraction.
- F. If the student denies the charges, the Principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
- G. When the Principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-Principal conference within 24 hours if possible.
- H. Additionally, the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be re-admitted to school and the procedure for review of the suspension.
- I. The Principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- J. When a student has been notified that he/she is suspended from school premises until the Principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent/guardian for a student-parent-Principal conference.
- K. If, in the conference, no decision is reached by the Principal for reinstatement of the student, or if any suspended student or his/her parent or guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
- L. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his/her actions within five days of receipt of the principal's report.
- M. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his/her parent so request, a hearing shall be scheduled before the school

board within five days after the superintendent has notified the parent or student of his/her action. Any student suspended from school is entitled to a hearing before the Viola School Board.

- N. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
- O. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.
- P. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely with notice, hearing, and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

Expulsion Procedure:

- A. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- B. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
- C. The school board may expel a student for the remainder of the school year, or permanently, for conduct it deems to be of such seriousness as to make a suspension inappropriate, where it finds the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
- D. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
- E. The superintendent or designee shall give written notice, mailed within ten calendar days from alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent, the student, and the student's parent may agree in writing to a date not conforming to this limitation.
- F. The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.
- G. In every case of a hearing held by a school board regarding the expulsion of a student, the board president or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- H. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- I. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- J. Normally, formal cross-examination will not be permitted.
- K. During the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue.
- L. Cross-examination should ordinarily be limited to the question(s) on which the credibility of the witness has become an issue.
- M. The student may observe all evidence offered against him/her.
- N. Members of the board may question any witness.
- O. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See Ark. Stat. Ann. 80-1516)

Due process afforded to students in disciplinary cases of some magnitude such as:

- A. Suspension
- B. Expulsion
- C. Statements removed from students' records
- D. Clearing one's reputation

The U.S. Supreme Court ruled in 1975, that for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process of the Fourteenth Amendment of the Constitution of the United States. The due process right of students and parents are as follows:

- A. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation.
- B. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
- C. Written notice of suspension and the reason (s) for the suspension shall be given to the parent (s) of the pupil.
- D. Any parent (s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

As part of the Improving America's Schools Act of 1994 Viola School District is required to implement a compact between students, parents, staff and administrators. The purpose is to outline our combined responsibilities in the effort to educate our children so that they can achieve their educational goals. Through careful consideration, the following has been developed by both parents and school personnel. Please review and discuss this compact with your child so that he/she may understand our combined commitment to his/her education.

POLICIES

ACSIP (Arkansas Comprehensive School Improvement Plans)

Arkansas Comprehensive School Improvement Plans (A.C.S.I.P.) for the district, the high school, and the elementary school are available on the district website. To view the plans, go to <http://violaschool.k12.ar.us> and click on the "State Required Information" tab. On this page in the left hand column, a list of state required information is displayed. At the top of the list is "ACSIP Plan.". Click on this "ACSIP Plan" link. A list of the last three years of ADE approved ACSIP plans for the district, the high school, and the elementary will display on the page. Select the plan that you wish to view. Contact the district superintendent or appropriate building principal if you need assistance locating or have any questions regarding the plans.

(ASBA) 4.43—BULLYING

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").
13. Cyberbullying which means any form of communication by electronic act that is sent with the purpose to:
 - Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated;
 - or
 - Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if

allowed to continue would constitute bullying, to the principal or designee. The principal, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

NON-DISCRIMINATION POLICY

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

BREAK PROCEDURES, (MORNING, BREAK, AND LUNCH)

1. Before school, elementary students will report to the cafeteria until 7:45 am, at which time they will go to their classroom. High School students who have studying to do may go in and quietly sit in a classroom where a teacher is present. Teachers will be in their rooms by 7:45 am.
2. Students are not to crowd into bathrooms to visit. We need the cooperation of everyone to help keep bathrooms clean.
3. If you bring your lunch to school, take it to the lunchroom to eat.
4. Pairing off of couples is not encouraged. Evidence of physical contact or actions unbecoming in public will result in disciplinary action... *See "Student Conduct Code."*
5. During morning break and lunch hour the students will be required to remain in the lunchroom, outside (in the area between the main high school building, the wall, the agri building, and the cafeteria), or if there is inclement weather, in the gym bleachers.
6. Elementary students will go outside for recess when weather permits unless they have a note from parents stating they should stay inside.

INTERNET SAFETY AND ELECTRONIC DEVICES

Students may have the opportunity to use a variety of electronic devices at school, including computers and the Internet. Students are to use electronic devices as directed by the staff in conformity with the school curriculum. Students who use any electronic device in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of right to use the electronic device (which may involve loss of credit if the electronic device use was course work). Students who violate electronic device use agreements are also subject to the penalties outlined in the agreement.

Students who use electronic devices to violate other policies will be subject to discipline for misuse of electronic devices as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be in violation of misusing an electronic device as well as threatening another student.

DISTRIBUTION OF LITERATURE

- A. Students shall have the right to distribute and possess literature including, but not limited to newspapers, leaflets, pamphlets, and magazines, except that the district may prohibit a specific issue of a specific publication if there is substantial factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities.
- B. Literature to be distributed must be reviewed by the administration before distribution. If there is no exception as provided for by Section A above, the literature may be distributed following these guide lines:
 1. Literature may be passed out only during the times when classes are not in session, (recess, lunch, before school, after school, etc.).
 2. At no time shall the distribution of literature be allowed to interfere with school activities.

3. Literature may be passed out only on the campus near the outside entrance to classroom or activity buildings.
 4. The distribution of literature shall not be allowed to interfere with or inhibit a person's right to accept or reject any literature.
 5. The person or persons distributing literature shall be responsible for the proper disposal of said literature to prevent litter, clutter, or otherwise creating an undesirable appearance.
- C. All petitions shall be free of obscenities, libelous statements, and personal attacks and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration. No person's right to accept or reject the petition shall be inhibited. Distribution of petitions shall follow the same rules as distribution of other literature as addressed in Section B above.
- D. Students are allowed to establish and maintain a school newspaper to report school news. Students are allowed the right to editorialize but must refrain from printing anything which might contain obscene language or libelous materials.

FREEDOM OF EXPRESSION AND ASSEMBLY

Students shall have the right to express themselves by speaking, writing, wearing, or displaying symbols of ethnic, cultural or political values (such as buttons, badges, emblems, and arm bands), through mode of dress or grooming style or through any other medium or form of expression. Any article of clothing in reference to this section must be in compliance with the student dress code. The principal may regulate expression provided there is a factual basis for believing a specific form of expression by a specific student will cause, or is causing, substantial disruption of refrain from expressing themselves. The freedom of students to assemble in a non-disruptive time, place, and manner shall be preserved.

(4.34) COMMUNICABLE DISEASES AND PARASITES (HEAD LICE)

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, and airborne pathogens exposures.

Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions, and excretions (except sweat).

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student

may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

HOMESTUDY BY GRADE LEVEL RECOMMENDATIONS

<u>Level</u>	<u>Minutes Per Day</u>	<u>Days Per Week</u>	<u>Study Skills</u>
K	Minimal Use	Minimal Use	Recite names of letters and numbers, draw pictures, discuss new words.
1-2	15-20	2-3	Read to parents, practice writing, arithmetic skills, vocabulary words, spelling, and drawing
3-4	20-30	4	Drill and practice on basic skills in reading, language & arithmetic. Work with <u>little parental assistance</u> .
5-6	40-60	4	Maintain basic skills in reading language, & mathematics. Read independently to <u>acquire new concepts and facts</u> .
7-8	60-90	4	Reinforce basic skills. Reads independently for concepts & facts. Can identify main ideas & outline them in written form. <u>Can express self creatively in writing</u> .
9-12	90-110	4	Ability to apply, analyze, synthesize, evaluate facts & concepts. Can gain comprehension of complex subject matter independently. Sustains acceptable academic performance.

HOMEWORK/RAPID WRITING/INDEPENDENT STUDY SKILLS GUIDELINES

The Viola School District recognizes that homework is a beneficial addition to the in-school instructional program. It is a flexible and individual responsibility of the classroom teacher. For most students, additional study directly related to academic class work can make the difference between mastery and non-mastery, between satisfactory and exemplary achievement. Homework tells students that learning is more than just a classroom activity, that expectations go beyond minimum effort and well-formulated homework system, students will acquire academic content while also developing self-discipline, responsibility, and good study/work habits. Students who possess these characteristics will be prepared for both academic and/or vocational careers. Therefore, the Viola School District encourages the assigning of relevant homework to its students. The following guidelines are suggested.

- Each year students and parents will be informed concerning the homework procedure to be followed.
- Homework assignments should not be based on the assumption that parental or adult help will be available.
- The district recognizes that students work at different rates due to varying abilities. When daily homework is assigned, the following guidelines are suggested for the average student. Please understand time required depends on a student's work habits.

HOMELESS STUDENTS

The Viola Public School District will afford the same services and educational opportunities to homeless children as are Afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a Homeless child. (For the purposes of this policy “school of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child’s parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian’s right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District’s local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child’s school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- A. Are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
- B. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- D. are migratory children who are living in circumstances described in clauses (a) through (c).

MEDICATION POLICY

Viola Schools policy does not allow school officials to give over the counter medications without written permission from the student’s doctor as well as their parent. However, Tylenol may be given with parent’s permission. The policy regarding prescription medications is as follows:

1. Medications must be in the original container with the student’s name on the prescription.
2. Medications which are given three (3) times daily or less will not be given at school. This does not include medications for hyperactivity and/or seizures.
3. A medication consent form must be signed before any medications will be given at school. Handwritten notes are not acceptable.
4. Permission for long-term medications must be renewed at the beginning of each school year.
5. Medications that come by bus must be given to driver and nurse must be alerted ahead of time.

In grades 7-12, any prescription or non-prescription medication, along with written permission from the student’s parent, must be turned in to the high school office or the school nurse before the student may take the medication. All medications brought to school will be given to the school nurse for dispensing. Students are not to take any medication without permission from the office or school nurse.

It is understood that it is the student's responsibility for coming into the office or nurse's station and taking his/her medication. Students are responsible for taking the medications home at the end of the day. Inhalers, for whatever ailment, are medications and are required to be treated according to the above policy. Even if a child uses the inhaler on an as needed basis, supervision is desirable, especially in the elementary school.

(ASBA) 4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse). For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine
2. Perform his/her own blood glucose checks
3. Administer insulin through the insulin delivery system the student uses
4. Treat the student's own hypoglycemia and hyperglycemia; or
 - a. Possess on his or her person:
 - b. A rescue inhaler or auto-injectable epinephrine
 - c. or the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school
- At an on-site school sponsored activity
- While traveling to or from school
- At an off-site school sponsored activity

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a certified instructor may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a certified instructor may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

MEDICAL EMERGENCY RESPONSE PLAN

In the event that a medical emergency occurs, the following procedures are to be followed: The school nurse is to be notified immediately. If the nurse is unavailable, contact Lena Zimmer or call the first responders through the local sheriff's office at 870-895-2601. If it is deemed necessary, an ambulance may be requested by calling 870-895-2600, or activate the emergency response system by calling 911.

NUT ALLERGEN PLAN

Students that have an allergy to nuts and their byproducts to the extent that they can react to the mere contact with that food through touching, as well as ingesting the nut product, Viola school does:

- not offer nut products through our Cafeteria food service or our Family & Consumer Science kitchen.
- allow students to bring nut based products in their individual lunch from home but not for snacks or parties.
- provide a separate dining table for those students that do choose to bring nut products in their personal lunch.
- educate students who choose to bring nut products to clean their hands with proper materials such as anti-bacterial wipes before touching an exit door to leave the dining area.
- provide disposable gloves by the exit doors for the students with severe allergies to utilize and protect them from risk of contact (optional use).
- allow students with the severe nut allergies to elect to eat in the cafeteria or, with their parents permission, choose to eat in a different location provided by the school, possibly accompanied by a few friends.
- educate students not to share nor accept food from a home packed lunch due to fear of causing a possible allergic reaction in another student.

6.11—PARENT AND FAMILY ENGAGEMENT

The Viola Public School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves.

Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to

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

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

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

PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

PRIVACY, SEARCH , AND SEIZURE

Attending Viola Schools is both a right and a privilege. Viola Schools will try to provide each student as much privacy as possible. However, when there is a reason to believe that violations of school policy or criminal law are occurring, a search of a student's person or property (including vehicles, book bags, lockers, etc.) may be

authorized by the Principal or his/her designee. The established guidelines below are intended to protect the rights of students:

Confiscated Items: When suspected contraband is found, the items are confiscated, and a written receipt detailing the items taken is given to the student involved. A report is filed with the appropriate school and law enforcement authorities.

Law Enforcement Officials: Law enforcement officials wishing to contact students at Viola Schools for any reason should be directed to the building principal's office. When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search.

Personal Search: An adult witness shall be present when a personal search is conducted. A pat-down search of a student's person shall be done by a school official of the same sex.

RECORDS POLICY

1. This school district abides by the Family Education Rights and Privacy Act of 1974, (Public Law 93-380) which provides in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials."
2. This school and the act also provides that schools must provide parents of students the opportunity to inspect These records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.
3. Before the school will release personally identifiable data from a student's record, written permission (consent) from the parent/guardian of the student must be obtained.
4. Only in two specific instances is written permission not required:
 - A. Other school officials within the same school may request and receive a student's record.
 - B. Officials of other school or school systems in which the student has enrolled may request and receive a student's record.
5. When any student has reached the age of 18, or is attending an institution of post-secondary education, the law States that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."
6. The School district School Board will adopt a policy regarding access to student Records in compliance with the Family Education Rights and Privacy Act. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Directory information will be identified by board policy (name, date of birth, place of birth, etc.).
 - A. The school district may release directory information without the prior consent of the student or student's Parent/guardian if the following steps are taken:
 - Notice of intention to release information that states the type of information to be released must be given.
 - The student, parent/guardian know they have the right to refuse to permit release.
8. Educational records may be corrected following the procedure provided for correcting disciplinary records.
9. Except when a court order regarding a student has been presented to the district to the contrary. Students' education records are available for inspection and copying by the parents of student who is under the age of eighteen(18), or a non-parent such as a person acting in loco parentis or a foster parent. Unless a court order restricting such access has been presented to the District to the contrary, the person acting in loco parentis, or an agent of the Department of Human Services.

REPORT ON STUDENT PERFORMANCE

Conferences: Parents are invited to visit the school to confer with teachers and the principal relative to the instruction of their children. Except for emergencies, parents will be expected to arrange such conference by appointment in advance.

Report Card Conferences: Parents are requested to pick up their children's report cards at the end of the first and third nine weeks periods. At this time, the parent meets each teacher and discusses their child's progress. Documentation of a parent's participation is noted and filed in the principal's office.

Below Grade Level Conferences: Parents who have children who are not performing at the level expected for their grade will be contacted on a more frequent basis. This may be a parent-teacher conference, a telephone conference, or a home visit.

Progress Reports: Teachers send progress reports to parents during the fourth or fifth week of each nine weeks to all students. Students whose average is below 70 % will be required to get their parent's signature on the report card and return it to school within three school days. Failure to bring back the required signature or forgery of a parent/guardian's signature will result in disciplinary action.

RETENTION CRITERIA (Subject to change due to LEARNS Act)

A. Below National Norms: (K-8) A student who is one year below national norms for grade level in reading as measured by accepted achievement tests and teacher evaluation will not be promoted.

A student who is one year below national norms for grade level in two or more subject fields (excluding art, music, and P.E.) as measured by accepted achievement tests and teacher evaluation will not be promoted. (9-12) Students must complete 24 credits for graduation.

B. Below Accepted Social and Mental Maturity: A student who is judged below accepted social and mental maturity by a promotion committee may not be promoted.

C. Below Proficient on State Mandated Assessment: (3-8) A student identified as not proficient (basic or below basic) on a benchmark assessment and who fails to participate in the subsequent academic improvement plan *shall be retained* and shall not be promoted to the next appropriate grade until the student is deemed to have participated in an academic improvement plan or the student passes the benchmark assessment for the current grade level". (ACT 2243 of 2005)

D. Below Proficient on State Mandated Assessment: (8-12) A student identified as not proficient (basic or below basic) on an end-of-course test and who fails to participate in the subsequent academic improvement plan *shall not receive* credit on his or her transcript for the course related to the end-of-course assessment.

E. Grades 9-12: Students must complete 24 credits for graduation. Students with less than 16 credits can not be promoted to the 12th grade unless a plan for graduation has been approved by the administration. Likewise, students with less than 8 credits can not be promoted to the 11th grade.

F. Exceptions: No student will be retained more than two years in his first eight years of school. Except in the rarest of cases, a student will not be retained more than one year in the same grade level.

SEMESTER TEST EXEMPTION POLICY

The following incentives will be offered to high school students each semester as a reward good attendance: Perfect attendance and a passing grade in any class will result in that student being exempt from the semester test review and semester test for that class.

2. One semester absence and a "C" or better in any class will result in that student being exempt from the semester test review and semester test for that class.

3. Two semester absences and a "B" or better in any class will result in that student being exempt from the semester test review and semester test for that class.

4. Three semester absences and an "A" or better in any class will result in that student being exempt from the semester test review and semester test for that class.

SEXUAL HARASSMENT AND INTIMIDATION POLICY

The Viola School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The district believes the best policy to create an educational environment free from sexual harassment is prevention, therefore the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct that is:

1. Of a sexual nature, including, but not limited to:
 - a. Sexual advances
 - b. Requests for sexual favors
 - c. Sexual violence or
 - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature
2. Unwelcome; and
3. Denies or limits a student’s ability to participate in or benefit from any of the District’s educational programs or activities through any or all of the following methods
 - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education
 - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and /or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature that has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

Within the educational environment, sexual harassment is prohibited between any of the following: students: employees and students: and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities
- Unwelcome touching
- Writing graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Performing sexual gestures or touching oneself sexually in front of others
- Telling sexual or crude jokes
- Spreading rumors related to a person’s alleged sexual activities
- Discussions of sexual experiences
- Rating other students as to sexual activity or performance
- Circulating or showing e-mails or web sites of a sexual nature
- Intimidation by words, actions, insults, or name calling, and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance, on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District’s investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making

such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.³

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

SMART CORE CURRICULUM POLICY

The Viola School District will inform parents of the required Smart Core Curriculum, as well as the optional Core Curriculum, at the beginning of the 7th grade or upon enrollment to high school. All students will follow the Smart Core Curriculum unless the parent/guardian chooses, in writing, the optional Core Curriculum.

SOLICITING AND FUND RAISING

1. No soliciting of funds, circulation of petitions, or drives may be conducted without the approval of the superintendent or principal. (This includes visits of salesmen.)
2. Materials submitted by outside agencies are not to be distributed to the pupils or sent to the home unless authorization for such distribution has come from the superintendent or principal.
3. Grades 11-12 shall be restricted to one night time fund-raising activity per year in addition to the class play and matinee.
4. Clubs shall be restricted to one fund-raising activity per semester.
5. Collection of class dues shall not be considered a fund-raising project.
6. Any club or classes planning to have an activity must get permission from the principal at least two weeks before the requested activity. The principal will either approve or deny the request. This request must be made by the sponsor of the organization. (Exceptions will be pre-scheduled basketball games and tournaments.)
7. No activities shall be scheduled during semester test week or the last week of a semester.

All clubs and classes are to deposit their money in the office with the school bookkeeper. Sponsors of classes and clubs will be responsible for seeing that all checks (for dues, etc.) are deposited monthly. Checks will be written and signed by the superintendent upon request from the class or club sponsor. Students cannot order any item and charge it to the school without the proper authorization form being signed by the sponsor giving their approval.

TEACHER QUALIFICATIONS

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Parents may request the following information regarding the professional qualifications of a student's teacher(s):

1. Whether the teacher has met the Arkansas Department of Education requirements for certification for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Arkansas qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Viola School is very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. The staff of your child's school is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure all of our teachers and paraprofessionals are highly skilled. If you wish to request information concerning your child's teacher's qualification, please contact one of the following:

High School Principal 870-458-2213

Elementary Principal 870-458-2511

District Superintendent 870-458-2323

TEXTBOOKS

1. The selection of textbooks for the local district shall follow the directions described in the school laws of the state.
2. The State of Arkansas shall provide basic textbooks for pupils attending the public schools of the state, without cost to the pupils, in grades k-12 inclusive.
3. Textbooks are the property of the state of Arkansas and are for the use of students only. Textbooks are not to be sold.

Textbooks must be returned in good condition or appropriate fines paid before academic credit will be awarded for course work. Each Student will be held strictly accountable for textbooks used. Payment will be required for damaged and/or lost books. Textbooks must be in the student's possession or his/her locker

WELLNESS POLICY

The Wellness Policy can be viewed at the following website:

<https://sites.google.com/a/viola.ncsc.k12.ar.us/district-info/Home/wellness>

DEFINITIONS

Certified employer: An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education.

Dismiss: Removal of a student from a specific classroom by a certified employee for that class period only.

Expulsion: Prohibition of a student from entering school or school grounds (except for a pre-arranged conference with an administrator) either until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit. Expulsion must be by action of the School Board only.

Parent: The term "parent" shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in schools of this district.

Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.

Suspension: Prohibition of a student from entering the school or school grounds (except for a pre-arranged conference with an administrator) for a period of time set by the principal or superintendent. Suspension normally will not be longer than ten school days, including the day on which the suspension was ordered, unless it is deemed a long term suspension which must be determined by the School Board. Suspension does not carry with it loss of academic credit for the semester, however, make-up work may or may not be allowed.

In School Suspension: Prohibition of a student from participating in the regular school program but participating in an alternate program schedule as ordered by the principal or superintendent.

Detention: This is the loss of free time during the break and noon hour. Detention is for a specified length of time which will be determined by a school official.

Corporal Punishment: The paddle will be of reasonable size and will be used on the seat of the pants only with reasonable severity. The paddle will be administered according to the age, size, and sex of the student. It will be used with a certified staff member present, and will not be used before other students.

Shortened Schedule: This means leaving school after the fifth period and applies to seniors only.

Tardiness: This is defined as and unexcused appearance of a student beyond the scheduled time that a class begins.

MISCELLANEOUS

Accident Insurance for Students: School accident insurance is available on a voluntary basis the coverage's and insurance company were selected by a committee.

Activity Funds: All activity funds shall be received and disbursed through a central agent. All expenditures from the activity fund shall be checks. A financial statement shall be furnished for any activity (such as a club, class, etc.) upon request of its treasurer and sponsor.

Cafeteria Rules:

1. Talking is allowed in normal tones, but no yelling or excessively loud talking is permitted.
2. Leave the table clean.
3. High school students who charge lunch or breakfast must see the high school secretary by the end of morning break the next school day and pay the charge or make arrangements to pay it. Students who violate policy may be disciplined.

The following rules are for K-6:

- No running, pushing, or playing allowed in the cafeteria.
- Only those who do not drink milk need to go to the drinking fountain.
- Stay in your seat except for putting up you tray and when the supervisor tells you it is time to line up and leave.

Cancellation of School: Whenever possible, school cancellations will be broadcast on the following radio or TV stations: KYTV channel 3 in Springfield, KAIT channel 8 in Jonesboro, KSAR 92.3 in Salem, KKDY 102.5 in West Plains, and KPFM 105.5 in Mountain Home.

Class Sponsors: Beginning in grade seven, two or three class sponsors are selected for each class. These sponsors will serve with the same class until the twelfth grade year.

Elementary Parties: There will be a maximum of four parties allowed during the school year. They will be Halloween, Christmas, Valentines, and Easter. Other activities within the classroom will be cleared with the principal.

Entertainment Devices: Personal entertainment devices including but not limited to boom boxes, tape player, radios, electronic devices, etc. are not permitted on campus between 7:45 a.m. and 3:15 p.m. unless approved by principal. With sponsor's permission, they may be used on extracurricular bus trips.

Final Exams: Final exams will be given by all teachers. All students must take the final exam unless exempt. The final exam will count no more than 20% of the final grade.

Fire Drills: In accordance with state regulations, a fire drill will be conducted each month. The plans for leaving the building are posted in each room of the building, and the students have been instructed on the plans.

Honor Roll: Those students accumulating grades of no less than a "B" will be on the honor roll at the end of each nine week period.

Library: The library shall be organized as a resource center of instructional materials for the entire education program. The number of library and reference books, periodicals, newspapers, pamphlets, information files, audiovisual materials, and other teaching and learning aids shall be adequate for the number of pupils and the needs of instruction in all courses.

Lockers (7-12): Lockers will be assigned to students with priority of assignment given from twelfth grade downward. If doubling assignments for lockers is necessary, other than voluntary request for joint use, doubling will be at the seventh grade upward. Students will not be allowed to share lockers without special permission from the principal. Periodic noncompliance will result in disciplinary action.

Lost and Found: Articles found on or near the school ground should be turned in immediately to the principal's office. A lost article may be claimed upon proper identification. Be sure your property is marked with your name, keep it in the proper place, and do not bring unnecessary articles to school. Elementary students are discouraged from bringing toys to school.

Lunch Program: School lunch will be free to all students for the 2021-2022 school year.

Phone policy: Telephones in the offices are for official school business only. Telephones may be used by students with permission of a staff member. *We have a school cell phone that students may use in the high school office with permission of a staff member. Students will not be allowed to leave class or study hall to make phone calls.* Phones must be used only before school, break, noon, after school, or with permission from a staff member to go to the office to use the telephone.

Re-sealable Beverage Containers: Students are not permitted to bring any re-sealable container onto the school campus until after the regular school day is over (3 p.m.). Beverages such as sodas may be brought onto campus only if they are in cans. No breakable containers may be used.

Smoking and Chewing Tobacco: Smoking, chewing, or possessing tobacco is not allowed by students at school or school activities. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Students are not allowed to wear clothing displaying alcohol, tobacco, or drugs.

School Store: (Elementary) School supplies are available during the afternoon recess. Students may also purchase school supplies in the office before school each day. An excessive amount of paper being thrown down on the school ground will result in the closing of the store.

Tornado Drills: Tornado drills are held periodically and our students attend meetings to keep posted on the latest information pertaining to safety in case of a tornado. Students will be instructed as to what measures to take in case of an approaching tornado. These instructions will be posted on the bulletin board.

Forms

The following forms are *optional*.

**ARKANSAS MINIMUM GRADUATION REQUIREMENTS
SMART CORE WAIVER FORM**

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: _____

Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one credit of the 4-credit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one credit of the 4-credit requirement*)

(All math credits must build on the base of algebra and geometry knowledge and skills.)

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex_– 1 credit

Social Studies – 3 credits

- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* – ½ credit

Oral Communications – ½ credit

Physical Education – ½ credit

Health and Safety – ½ credit

Economics and Personal Finance – ½ credit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ credit

Career Focus – 6 credits

Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

***Category course options as listed under each applicable subject area in the ADE Course Code Management System**

****Computer Science**

Beginning with the entering ninth grade class of 2022-2023, a public high school student shall be required to earn one (1) unit of credit in an ADE-approved high school computer science course before the student graduates (A.C.A. § 6-16-152). A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian/Adult Student Signature

Date

School Official Signature

Date

Arkansas Department of Education— February 23, 2022

CORPORAL PUNISHMENT OPT OUT FORM
(PADDLING)

PARENTS/GUARDIANS MUST SIGN AND RETURN THIS FORM TO VIOLA HIGH
SCHOOL

Corporal Punishment may be administered by the principal, his/her designee, or a teacher and must be done in the presence of another certified employee as it is defined and described in the Viola Public Schools Handbook.

Student's Name: _____

Please choose one of the following options:

- ☐ Corporal punishment may be administered to my child.
- ☐ Contact me before administering corporal punishment to my child.
- ☐ DO NOT administer corporal punishment to my child.

Parent/Guardian Signature: _____

Date: _____

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

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

Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;
 - t. introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or school district without proper authorization;
 - w. providing access to the District's Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or
 - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

5.17F—HONOR ROLL AND GRADUATE OPT OUT FORM

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to having the student named below publicly identified as an honor roll or honor graduate student.

Name of student (printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Viola Public School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

☐ Deny disclosure to military recruiters

☐ Deny disclosure to Institutions of postsecondary education

☐ Deny disclosure to Potential employers

☐ Deny disclosure to all public and school sources

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

☐ Deny disclosure to all public sources

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Viola Public School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Viola Public School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

School Web Address: <https://www.violalonghorns.org>

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from licensed a health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific mediations prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

4.35F3—GLUCAGON and/or INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation.

Glucagon_____

Insulin_____

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature _____

Date _____

4.35F6—STRESS AND EMERGENCY DOSE MEDICATION ADMINISTRATION
CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from adrenal insufficiency. The IHP authorizes the school nurse to administer a stress or emergency dose medication to my child in an emergency situation.

Date of physician's order _____

Circumstances under which the stress or emergency dose medication may be administered

Other instructions _____

In the absence of the nurse, trained volunteer district personnel may administer a stress dose or emergency dose medication to my child in an emergency situation.

I hereby authorize the school nurse to administer a stress or emergency dose medication to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the stress or emergency dose medication to my child in an emergency situation. I will supply the stress or emergency dose medication to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of the stress or emergency dose medication in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

Date Adopted:

Last Revised:

4.35F7—STRESS DOSE MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer a stress dose medication. Eligibility is **only** valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he/she has prescribed the stress dose medication for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing adrenal insufficiency of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student:
 - Possesses the skill and responsibility necessary to use and administer the stress dose medication; and
 - Has been instructed on the details of his or her medical condition and the events that may lead to an adrenal crisis.

If the school nurse is available, the student shall demonstrate his/her skill level in administering the stress dose medication to the nurse.

Stress dose medication for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry stress dose medication shall also provide the school nurse with a dose of the stress dose medication to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication included on this form while on school grounds and at school sponsored events but that distribution of the medication included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

____ Vision test

____ Hearing test

____ Scoliosis test

____ Other, please specify _____

Name of student (printed)

Signature of parent (or student, if 18 or older)

Date form was filed (to be filled in by office personnel)

OBJECTION TO REPORTING OF BODY MASS INDEX (BMI)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to reporting the BMI of the student named below.

I choose not to have my student's BMI measured and reported as would otherwise be required of a public school by law.

Name of student (printed)

Signature of parent (or student, if 18 or older)

Date form was filed (to be filled in by office personnel)

5.6F—REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS

Name: _____

Date submitted: level one _____ level two _____ level three _____

Instructional material being contested:

Reasons for contesting the material (be specific):

What is your proposed resolution? _____

Signature of receiving principal _____

Signature of curriculum coordinator _____

Signature of Superintendent _____

Signature of Superintendent (if appealed) _____

Viola School District Title I Parent Survey

Your input is valued at Viola Public Schools. Please take a few minutes to let us know your opinion. This information will be used to help us plan parent involvement activities for our schools.

- ☐ Viola Elementary School
- ☐ Viola High School

1 - Strongly Agree / 2 - Agree / 3 - Disagree / 4 - Strongly Disagree	1	2	3	
		4		
1. I feel welcome when I enter the school.				
2. The school schedules parent/teacher conferences in a flexible way so that I can attend.				
3. I know what the School-Parent Compact is.				
4. The School-Parent Compact provides a meaningful way to communicate with my child's teacher.				
5. Teachers regularly communicate with me.				
6. My calls, emails, or notes to school staff are answered promptly.				
7. I have access to and regularly use email.				
8. I prefer teacher communication to be:				
a. Phone Calls				
b. Emails				
c. Weekly classroom letters				
d. Take home folders				
e. Assignment notebooks				
f. Other - Please specify				
9. I feel knowledgeable about the school's expectations for my child.				
10. I feel knowledgeable about what is going on at the school.				
11. I know how to help my child with his/her homework.				
12. My child receives additional academic help when needed.				
13. My child has been identified as gifted and receives additional enrichment activities.				
14. The school provides our family with workshops or informational events.				
15. The school provides our family with parenting resources.				
16. The school asks our input on family workshops and events.				
17. The school asks for my input about my child and how he/she learns best.				
18. I have been encouraged to volunteer at school.				
19. I feel that parents are involved in decision-making at our school.				
20. I have been invited to participate in school planning such as the school improvement plan, the Title I plan, parent involvement policy, etc.				
21. I feel knowledgeable about the Title I program.				
22. I feel knowledgeable about our school's status as a Title I Schoolwide school.				
23. I feel that my child has made adequate progress over the course of this school year.				

2022-2023 BELL SCHEDULE

1st7:45-8:40
2nd8:43-9:43
Break	
3rd9:48-10:48
4th10:51-11:46
5th11:49-12:44
Lunch	
6th1:14-2:09
7th2:12-3:07
8th3:10-4:05

CONTACT INFORMATION

Viola High School Main Directory: 870-458-2323

High School Office: 870-458-2213 (ph)
870-458-4049 (fax)

Elementary Office: 870-458-2511 (ph)
870-458-2214 (fax)

Viola School Website: <https://www.violalonghorns.org>

(4.11)--EQUAL EDUCATION OPPORTUNITY

No student in the Viola Public School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.