Arkadelphia High School

Student Handbook

2018-2019 School Year

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Handbook Committee

The 2019 Handbook committee was comprised of the following persons:

David Maxwell	Principal
Cheryl Merk	Assistant Principal
Caroline Bennington	Sophomore Class President
Caroline Derby	Student Council President
Mohammad Faiq	Freshman Class Vice-President
Ashley Wesley	Instructor
Betsy Smith	Instructor
Darrell Middleton	Parent
Trent Smith	Assistant Principal
Michael Evans	Senior Class President
Yebo Moyo	Junior Class President

A special thank you for their time spent in reviewing these policies and procedures for the upcoming school year.

David R. Maxwell, Ed.S.
Principal
Arkadelphia High School

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Welcome from the Principal

Dear Badger Family:

On behalf of the staff and administration of Arkadelphia High School, I would like to welcome you to our campus for a new year of greatness. I look forward to greeting all of you back to another year, whether you are new or returning! Several challenges face us this fall as we buckle down for the hard work and hard play that are the responsibilities that come with a high school campus with such great traditions and expectations of excellence.

All staff members and students will have the opportunity to face these tasks with the knowledge that they are not alone in their endeavors. They are part of a large and distinguished family of learners, alumni and community that is here to help, mentor, advise, laugh and cry together as all families should. It is my desire for all members of this high school family to learn new things about themselves as they grow and prosper.

This great adventure is a long journey, and together we will make it to the end as we learn and grow together. Learn all you can about your school, teachers and classmates as you prepare to be the best of Arkadelphia High School.

Go Badgers!!!!!!!!!!!!!

David R. Maxwell, Ed.S.
Principal

Arkadelphia Public Schools | 2018-2019 CALENDAR - **Option A**

3 & 9 Work Days
6 – 8 Prof. Dev.
10 Flex Day
13 Student First Day

AUGUST '18

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Labor Day – No School

SEPTEMBER '18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 Last day of 1st Quarter
18 ½ Work Day / ½ PTC
19 Flex Day

OCTOBER '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 – 23 Thanksgiving Break

NOVEMBER '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 Last Day of 2nd Quarter
20 – 31 Winter Break (12/20/18 – 01/04/19)

DECEMBER '18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-4 Winter Break (12/20/18 – 01/04/19)
7 Work Day
8 Start of Second Semester
21 M.L. King Day – No School

JANUARY '19

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

14 ½ Work Day / ½ F
15 Flex Day
18 Presidents' Day – School

MARCH '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Last Day of 3rd G
18 – 22 Spring Break

APRIL '19

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '19

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial's Day School
30 Last Day of 4th G & Last Day of
31 Work Day

JUNE '19

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Father's Day

Student Days=178
Teacher Contract Days = 191
Teacher Work Days = 5
District Training Days = 3
Flex Days = 3
PTC=2

General Information

Organizational Statements

Our Mission: The Mission of Arkadelphia High School is to provide our students with the guidance necessary to become successful and contributing adults equipped for the challenges facing our changing global society.

Our Vision: Our vision, as a learning community, is to equip all students to become successful and contributing adults.

Our Motto: *Commitment to Excellence*

All students at Arkadelphia High School have worth and the potential to succeed. Arkadelphia High School rewards and encourages students to apply themselves academically and become superior students. The academic incentive program is administered through the cooperative effort of the staff of Arkadelphia High School, the booster clubs, the Badger Scholar Program, and parental involvement.

Student incentives for academic excellence include Badger Scholar, Arkansas Advanced Initiative for Math and Science (AAIMS), differentiated diplomas, special academic enrichment programs, assemblies for special groups, and gifted and talented opportunities. These programs recognize the superior academic performance of students and reinforce the concept that Arkadelphia High School places a high value on successful academic performance.

Arkadelphia High School Alma Mater

Our High School Alma Mater
We Sing to You Thee Today
To Offer Thee our Homage
Our Love and Loyalty
Our Love for Thee is not Concerned
With Building, Brick or Stone
But for Thee Spirit and Ideals
We Give Thee Praise Alone
In Years to Come in Memory
Of Happy Hours Spent Here
We'll Oft Recall Our Student Days
Our Alma Mater Dear

Assurance of Compliance With Civil Rights Laws

The Assistant Superintendent of Personnel is the Arkadelphia School District's coordinator of the following Civil Rights Laws: Title VI, Civil Rights Act of 1964; Title XI, Education Amendment of 1972; Section 504, Rehabilitation Act of 1973 which state that "No person in the United States shall, on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activities receiving Federal financial assistance." Persons wishing to file a complaint shall contact the Assistant Superintendent of Personnel at 11th and Haddock Streets, Arkadelphia, Arkansas, phone 870-246-5563. The complaint shall be in writing and signed by the person making the complaint. However, if the complainant's handicap prevents registration of the complaint in writing, he/she may choose an alternate method of communication that is consistent with his/her abilities.

Reference School Board Policy KNC revised 7-7-77

Guidance Services

All students are encouraged to make use of services offered by the guidance counselors. The guidance program supports the school's mission by promoting and enhancing the learning process for all students through an integration of academic, career and personal/social development.

Child Abuse/Neglect Reporting

It is the policy of the Arkadelphia School District to comply with the Child Abuse and Neglect Law and with mandatory reporting of the law. Arkansas Statute 12-12-507 requires any person with reasonable cause to suspect child maltreatment/neglect/abuse or that a child has died as a result of child maltreatment/neglect/abuse, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment/neglect/abuse, shall immediately notify the child abuse hotline. **Reference School Board Policy 4.36b**

Weather Related Closing Procedures

Please be advised that all decisions concerning school openings and closings will be made based on the best situation for the safety of our students and staff. The following options will be available if a schedule change should have to be made due to inclement weather.

1. *Delayed Opening* – A delay in opening school will also result in the same delay for the beginning of the bus runs. Delayed opening will be used on those mornings when the highways and streets have some snow/ice on them; but in our judgment will probably be safe after some traffic has been over them.
2. *Early Dismissal* – Early dismissal will be used when it appears that the highways and roads will be hazardous at the regular dismissal time.
3. *Snow/Emergency Routes* – Snow routes for buses will be used when most of the narrow roads and lanes are considered unsafe, and the main roads are open. Bus drivers will identify for the students those roads and lanes where the bus will not travel on snow days. Students who live on those roads or lanes are expected to meet the bus at the main road at approximately the same time that they would be picked up on regular days.

4. Alternative Method of Instruction (AMI) days may be used in case of inclement weather. On these days, students are expected to login to their ECHO accounts to complete AMI assignments.

Listen or watch for inclement weather information/school closings on the following sites: Channel 4, 7, 11, 9(cable); Clark County Broadcasting: 246-9272.

School closing announcements will also be broadcast on **Twitter** @AHSNews and the Arkadelphia High School **Facebook** page.

Academic Information

Arkansas Smart Core/Core Curriculum

The Arkansas Department of Education has adopted the Smart Core curriculum and the Core curriculum as a standard component of the required course of study for all Arkansas public schools. Arkadelphia High School offers all the courses of Smart Core each year as a part of the 38 required courses listed in the Standards for Accreditation. However, the two diploma tracks offered by Arkadelphia High School exceed the requirements of Smart Core. All students at Arkadelphia will participate in the Smart Core curriculum. In order to ensure that every child has access to a rigorous curriculum, beginning with the seventh grade of the 2004-2005 academic year, the Smart Core curriculum or Core Curriculum will be a partial component of the required courses of study to graduate from the Arkadelphia School District.

The Arkadelphia School District will notify all students in grades six (6) through twelve (12) and their parents about the Smart Core curriculum by way of counselor meetings, parent/teacher conferences, parent organization meetings, newsletters, student handbooks, orientation sessions, and/or mail outs. This policy will be included in the sixth (6^{th}) through twelfth (12^{th}) grade handbooks and filed with the Arkansas Department of Education. All students in grades six (6) through twelve (12) will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Core.

To ensure informed understanding of the Smart Core curriculum and courses necessary for graduation, parents, as well as students, will be involved in the review of the Smart Core curriculum and their child's course of study for graduation. This will be accomplished through orientation sessions, Career Action Planning (CAP) conferences, and/or counselor/student/parent meetings.

Parents will be required to sign a "Smart Core Informed Consent Form" during their child's seventh grade year or upon admission to the district if the child fails to transfer the form with him/her from his/her previous school. This form will be attached to the student's permanent folder and will follow him/her through the twelfth (12th) grade year. This "Informed Consent" agreement can be reversed upon request by a parent as long as the new required course of study can be completed by the end of the student's senior year. This "Informed Consent" will also be a part of the student's records that will be sent to another district if he/she transfers.

During staff development, teachers, administrators, and counselors will be provided with training regarding this policy.

The Arkadelphia High School graduation requirements exceed the requirements of Smart Core and Core. By signing the "Signature Verification Form", the parent understands that neither Smart Core nor Core is a diploma track.

National Honor Society Selection

Juniors who have achieved a 3.40+ GPA by the beginning of the spring semester are eligible for National Honor Society. In February, teachers receive a list of those students and are asked to consider four areas: leadership, service, scholarship and character. If a teacher who has taught a student for at least one semester or who worked closely with that student in an organization or activity would deny membership of said student, the teacher must explain his or her reason. The sponsor notifies those selected for NHS of their candidacy and of the date of induction.

Badger Scholar Requirements

To become a badger scholar, a student must maintain a 3.5 GPA each nine weeks. During the first two weeks of school, the student must sign an intent form stating that he or she will attempt to maintain a 3.5 GPA each nine weeks to be considered as a badger scholar. If the student maintains a GPA of 3.5 for a school year, he or she will be recognized at a banquet and receive the following awards of achievement: Maintaining a 3.5 GPA for one year – certificate & pin; maintaining a 3.5 GPA for two years – sweatshirt; maintaining a 3.5 GPA for three years – plaque; and maintaining a 3.5 GPA for four years – badger blanket.

Boys and Girls State Selection

In February of each year, the parents of juniors who have achieved a 3.00+ cumulative GPA will receive a letter stating that their sons or daughters are eligible to apply to be a delegate to Boys state or Girls State. Interested students will return the letter, signed by the parent, and attach a paragraph stating their interest in the program. Students who are not interested must return the letter with parents' signatures indicating the parents accept their students' withdrawal from consideration.

The teachers receive a rating sheet that requires them to rate each student from 0 to 5 points in four areas: loyalty/patriotism; integrity/responsibility; interest; and service/leadership. Teachers are asked to rate only the students they have taught at least one full semester or with whom they have worked in extracurricular activities. The ratings are tabulated and the names of the students are submitted by that ranking to the American Legion/American Legion Auxiliary to fill the delegate slots as assigned by the organization (usually six to eight boys and ten to twelve girls). Fees for the program are provided by local businesses and civic organizations.

College Entrance Tests

Colleges and universities throughout the United States accept two universal entrance tests, commonly referred to as ACT and SAT. The ACT test is administered in Arkadelphia five times during the year. Colleges and universities use these scores for admission

consideration, course placement, and scholarship eligibility. Most of the colleges and universities in this region require the ACT; however, students should work with the counselors in determining the tests required for schools in which they are interested. Entrance tests measure academic knowledge rather than assess ability. Because test scores reflect level of knowledge, scores normally rise as learning progresses. Students are not limited in the number of times they take these entrance tests and, in fact, are encouraged to begin test-taking early in their high school careers.

Arkadelphia High School offers guidance in helping students raise test scores by offering academic courses that have a positive impact on test scores. The key elements for raising scores are test familiarity (which includes taking entrance tests more than one time) and core courses that teach the content areas measured by the tests.

The PSAT/NMSQT is the instrument used in the selection of National Merit Finalists. Students are encouraged to take the PSAT/NMSQT during their sophomore and junior years. However, students are eligible to enter the National Merit Scholarship competition during their junior year only. This test is administered at Arkadelphia High School during the school day in October. The fee is $14 per student.

Concurrent Enrollment

Any student enrolled in grades 9-12 is eligible to enroll in a publicly supported community college, technical college, or four-year college or university in accordance with the rules and regulations adopted by the college or university. Any student who successfully completes a course offered by an institution of higher learning shall be entitled to receive both high school and college grades and credit toward graduation. Credit earned by CLEP examination will not be counted as high school credit. Three semester hours of college credit taken by a student in grades 9-12 shall be the equivalent of one unit of high school credit. All costs of higher education courses taken for concurrent college credit are the student's responsibility. For purposes of graduation, three hours of college credit will equal one unit at the high school level.

Board Policy 5.22 – Concurrent Credit and Policy 4.44

Grade Point and Ranking

Graduating seniors will be ranked by grade point. This ranking will be listed on the high school transcript.

Board Policy IDCG revised 8/15/89

Grading Scale

The Arkadelphia school District uses a ten point system for assigning letter grades. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the courses. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

Policy IHA

Board Policy 5.15 – Grading

Arkadelphia High School uses the following grading scale:

General Education	A= 90-100
	B= 80-89
	C= 70-79
	D= 60-69
	F= 0-59

Course Recovery

Arkadelphia High School's credit recovery program is offered for students who have made a D, F, or lost credit in a class. If a student has failed a semester of a course, he/she may repeat that semester course with PLATO Credit Recovery Course and obtain full credit upon demonstration of mastery in the coursework. Students may also repeat a semester course for the purpose of raising their GPA if they have made a D in the course. A parental consent form must be completed before a student is officially admitted into the program. Requirements and guidelines for credit recovery are in the counselor's office.

Acceleration/Continued Enrollment

1. A student may accelerate the high school experience at the discretion of the Principal by enrollment in courses outside of the school year that would count towards graduation requirements. The student and parent will meet with the Principal for approval of any such courses.
2. At the end of a student's seventh semester, all students will be counseled concerning on-time graduation. Any student not meeting the criteria for participation in the Graduation Ceremony will be advised as to the options available to them including maintaining enrollment for a fifth year.

Graduation Ceremony

All requirements for graduation must be met by the end of last make-up day for seniors in order to participate in graduation ceremonies. Late make up will forfeit participation. No student will be denied diploma for late work after ceremony.

AHS Graduation Policy

(Graduating class of 2014 and after)

Arkadelphia School District No. 1 offers two diplomas (regular and advanced). Generally, one semester's attendance (last semester) is required to receive an Arkadelphia High School diploma. Exceptions may be made only by the Board of Education upon the recommendation of the principal and the superintendent after an evaluation of the transcript and the reason for the transfer. Students must complete all requirements for graduation or an individual education plan in order to participate in the graduation ceremony.

A. **ADVANCED DIPLOMA-27 credits as follows:**

4	Pre-AP English 9 & 10, AP Language, AP Literature, CC English A or CC English B
4	Math- Algebra I*, Geometry*, Pre-AP Algebra II*, Trigonometry/Pre-Calculus, AP Calculus, AP Statistics, College Algebra/Trigonometry. At least one of the listed courses beyond Algebra II must be taken during the senior year. A math course must be taken each year.
4	Science- Pre-AP Physical Science, Pre-AP Biology*, any Chemistry, and one of the following courses: AP Chemistry, AP Biology, AP Physics, college Physics I, AP Environmental Science.
4	Social Studies- Civics/Economics*, Pre-AP World History*, United States History*, and one of the following courses: AP U.S. History, AP American Government and Politics, or AP European History. At least one course in Social Studies must be AP.
2	Foreign Language – (Any two foreign languages.)
½	Health*
½	Physical Education*
½	Fine Arts**
½	Oral Communications*
1	Computer Applications
6	Career Focus
27	

The eight (8) semesters GPA must be 3.300 or greater.

B. REGULAR DIPLOMA- 26 credits as follows:

4	English*
4	Math- Algebra I*, Geometry*, Algebra II*, and a math course senior year. A math course must be taken each year.
3	Science- Physical Science, Biology*, any Chemistry, Anatomy & Physiology, Physics, or Environmental Science. Students who are planning to enter college or apply for the Challenge Scholarship are strongly advised to take Chemistry due to the entrance requirements set by the colleges and universities.
3	Social Studies- Civics/Economics*, World History*, United States History*
1	Foreign Language
½	Health*
½	Physical Education*
½	Fine Arts**
½	Oral Communications*
1	Computer Applications
8	Career Focus
26	

The eight (8) semesters GPA must be 2.000 or greater.
*These courses are required by the Arkansas Department of Education.
**Band or Choir may be substituted for the Fine Arts requirement.
For both REGULAR and ADVANCED DIPLOMAS:

-- All courses (including traditional activity course yield 1/2 credit per semester).
-- No credit will be given for teacher aide, counselor aide, work permit, or office aide.
-- A maximum of 1 credit may be from Athletics.
-- Students enrolled in Advanced Placement courses will be awarded and additional quality point for each AP course passed and the completion of the AP exam. College courses are not eligible to receive the extra quality point.
-- All seniors must be enrolled in five credit courses each semester.

GRANTING CREDIT

- Credit toward graduation requirements are granted on completion of courses taken during grades 9 – 12 (unless ADE approved Algebra I taken in 7th or 8th grade).
- See North Central Association Policies and Standards for the Accreditation of Secondary Schools; Standard II, Provision for Granting Credit.

Board Policy 4.45—Smart Core Curriculum and Graduation Requirements

Guidelines for Gifted and Talented Program

The mission of the Gifted and Talented Education Program is to provide challenging and engaging learning experiences and opportunities for growth that enable students with high potential, talent, and exceptional academic capacity to develop to their fullest potential. Arkadelphia High School supports the idea that every student should have equal access to a variety of exemplary instructional programs that challenge their individual abilities and ensures their personal academic success. All students are provided the opportunity to enroll in AP or Pre-AP classes where the differentiated instruction emphasizes critical thinking skills to promote independent learning so students can accurately analyze information and communicate effectively in order to be successful in AP courses. Leadership skills are developed through a variety of cooperative and learning experiences including community and service learning in the monthly GT pull-out meetings.

A student may be referred for the GT Program to the GT teacher or GT coordinator by teachers, peers, parents, or themselves or by scoring at the 95th percentile or higher on current norm referenced tests. Once identified a student is eligible for the program as long as the student maintains the standards of the initial entry-level criteria into the program.

Any student is eligible to enroll in Pre-AP courses if he/she has:

1. A willingness to actively engage with sophisticated concepts
2. A willingness to be judged by rigorous standards
3. A willingness to complete longer and more complex nightly assignments

Pre-AP and Advanced Placement (AP) courses:

English	12th AP English Literature and Composition
	11th AP English Language
	10th Pre-AP English
	9th Pre-AP English
Social Studies	12th AP European History
	12th AP Government
	11th AP U.S. History
	10th Pre-AP World History
	9th Pre-AP Civics/Economics
Foreign Language	AP Spanish
	Pre-AP Spanish I and II
Mathematics	12th AP Calculus
	12th AP Statistics
	11th Pre-AP Trigonometry / Pre-AP Calculus
	10th Pre-AP Algebra 2
	9th Pre-AP Geometry
Science	AP Chemistry
	AP Physics
	AP Environmental Science
	AP Biology
	Pre-AP Chemistry
	Pre-AP Biology
	Pre-AP Physical Science
Art	AP Art
	Pre-AP Art 1,2, & 3

Homework
Policy IHB

Homework is an assignment, directly related to the curriculum and current learning objectives, accomplished outside of the time to supplement, extend, or enrich classroom teaching and learning. Students are expected to complete their homework and return it ot school the next day or on the day the teacher has stated it is due.
Board Policy 5.14 – Homework

Honors Policy
IDCG

Academic excellence is the heart of any quality education program. In support of this fact, the Board of Education sets forth this policy as a means of recognizing those students who achieve high academic goals.

Honor Graduates and Awards

Any student with a GPA of 3.500 or better shall be considered an honor graduate if he or she meets all requirements. These requirements include:

- A student must have been enrolled at Arkadelphia High school for the entire period of his or her senior year.
- A transfer student must have an overall GPA of 3.500 or better on all work at AHS as well as have the overall 3.500 or better.
- A student must not have an "I" on his or her record to be considered for honor graduate status.

Graduation with honors shall include the following divisions:

- *Summa cum laude* will be awarded to the graduates with a 4.001 or better and a composite score of 21 on the ACT with no sub-score lower than 19.
- *Magna cum laude* will be awarded to graduates with a 3.750 or better (3.750-4.000) and a composite of 20 on the ACT with no sub-score lower than 19.
- *Cum laude* will be awarded to graduates with a 3.500 or better (3.500-3.749) and an ACT score of 19 or better on each sub-score.

A faculty committee chosen by the principal will determine the student speaker at graduation. *Summa cum laude* students wishing to be considered to deliver the commencement speech will write their speech and turn it into the principal. The principal will remove the names from the speeches and allow the faculty committee to choose the best speech for delivery at the commencement exercises.
Advanced Diploma Graduates will receive medallions at commencement.

Make Up Work

A student who has been absent for three or more days can receive homework assignments by contacting the counselor's office. A counselor will collect the assignments and the students books if requested. These may be picked up during the afternoon of the following day.

Regulation JBD-R 6-18-96

Procedures for Computing Grade Point Averages

The grade point is computed to four places to the right of the decimal using the following quality points: A=4, B=3, C=2, D=1, F=0. An additional quality point for Advanced Placement courses will be added for each grade received in an AP course only for those students who take the AP exam. All courses will be used in computing the GPA and no courses will be given extra quality points with the exception of Advanced Placement courses. Grade point averages will be computed at the completion of the senior year – eight (8) semesters. The final ranking will be recorded on the transcript.

Printing of the commencement programs and other announcements prior to completion of the school year sometimes necessitates the release of a tentative list of honorees and other graduates. Such a list is not final and is subject to changes based on the grades earned the last semester.

Weighted Credit for AP Courses

Weighted credit shall be allowed for Advanced Placement courses if:

1. The student takes the entire Advanced Placement course and;
2. The student completes the applicable test offered by the College Board for Advanced Placement courses at the end of the Advanced Placement course and;
3. The teacher of the Advanced Placement course meets Arkansas teacher licensure requirements.
4. The teacher must have appropriate training and students must take the appropriate test to receive weighted credit.

Board Policy 5.21 – Advanced Placement, International Baccalaureate, and Honors Courses

Citizenship Test

Starting with the Class of 2021, all students are required to pass the United States Citizenship Test. This assessment will be given in the through the Social Studies department.

Scholarship Opportunities for Arkadelphia High School Students

Many scholarships are available to seniors. Although a few scholarships are awarded on the basis of faculty nominations and college recruitment, the majority of scholarships are awarded to students who have completed application procedures. Students who fail to apply for scholarships rarely receive scholarships, even though they may qualify by GPA, class rank, or by SAT or ACT scores. Students interested in scholarships should work closely with the AHS counselors who can provide qualifications, application forms, deadline information, and other forms of assistance. The Arkadelphia High School counselor's office has produced a pamphlet entitled "Dollars for Scholars" to assist in identifying scholarships and requirements. One will be mailed to all senior parents as a guide for scholarship applications.

Arkadelphia Promise Scholarship

“Through a community effort, with the leadership of Southern Bancorp and the Ross Foundation, all students enrolled in the Arkadelphia Public School District before November 16, 2010, qualify for financial aid in the amount needed to ensure the ability to go to a post-secondary learning institution. Details and requirements are on the AHS website, The Arkadelphia Promise website and the High School Counselors office.

Where and How to Apply for the Arkansas Challenge Scholarship

The Arkansas Challenge Scholarship has changed formats, and now falls under the funding of the Arkansas Lottery. A student may receive $5,000.00 for a four-year institution or $2,500.00 for a two year. A student must have a 19 on the ACT to qualify. All applications are online. Information about application will be delivered each fall semester to seniors.

School Reporting of Student's Performance

1. Parents will receive reports on the child's academic progress from the classroom teacher during each nine weeks grading period. These reports are in addition to the nine weeks report card.
2. School-wide parent/teacher conferences are held twice a year, once during the fall and again in the spring. Conferences can also be arranged at other times. Parents are asked to call the office to arrange a conference time with the teacher. Please do not drop in to see the teacher for a conference when classes are in session as this deprives the rest of the class instructional time. If at any time parents have any questions or problems, we encourage them to contact the office. There will be someone in the office from 7:00 a.m. to 4:00 p.m. each school day.

Transcript Requests

Course and grade records for AHS students, alumni, and former students are maintained in the school office. Transcripts are available through the registrar. One transcript is provided at no cost. Office copies cost $1.00 each. If the transcript is mailed, cost is $2.00 each. Transcripts cannot be faxed due to confidentiality

Residence Requirements

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.

Board Policy 4.1 – Residence Requirements

Entrance Requirements

To enroll in a school in the District, the student must be a resident of the District as defined in Policy 4.1, meet the criteria outlined in Policy 4.4, be accepted as a transfer student under the provisions Policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Board Policy 4.2—ENTRANCE REQUIREMENTS

STUDENT SERVICES, PROCEDURES & POLICIES

Absentee Procedures

1. Students absent from school must bring an excuse to the office upon arrival at school the following day. A written note signed by a parent or guardian must explain the absence. A phone number is also required on the note.
2. Students who arrive less than ten minutes "tardy" to first period should report to the office and sign in. Students who arrive ten minutes or more after first period begins should report to the office for an admit and will be counted absent. All late arrivals and early dismissals during the day must be signed in or out through the office. Students shall be considered truant if they are more than five minutes late to class during second though eighth periods.
3. Students may be dismissed during the school day provided they present a written note and/or verbal permission from a parent/guardian to leave. Students MUST sign out through the office by obtaining permission from a secretary or principal. Students leaving campus without permission or signing out will be considered truant.

Board Policy JBD Revised 6-18-96

Attendance Requirements

Every parent, guardian, or other person having custody or change 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, within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in a private school
2. The child is being home-schooled and the conditions of policy have been met
3. The child will not be age six (6) on or before August 1 of that particular and the parent, guardian, or other person having custody or change of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with 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, 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 ot enroll in an adult education program as defined by A.C.A § 6-18-201 (b)
7. Students qualified under Section 504 or holding an Individualized Education Plan (IEP) may be excepted from the attendance requirements if determined by a committee and written within their educational plan

Board Policy 4.3 Revised 05-17-11

Arkansas Driver's Test Application

Act 831 of 1991 states that everyone less than age eighteen (18) on October 1 of any year, when making application for an instruction permit or operator's license, must show proof of receipt of high school diploma or its equivalent. The school attend by that person shall provide a form developed by the State Department of Education and available at any public high school office. If the applicant fails to present this form at the Driver License Testing Station, no test will be administered.

Board Policy JGFG revised 11-19-91

Bullying

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children in school, on school property, in school vehicles, on school buses, at bus stops, at school sponsored activities or a school sanctioned activities. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a successive, separate action directed against multiple students.

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

- Sarcastic "compliments" about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person
- Demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics
- Blackmail, extortion, demands for protections money, or other involuntary donations or loans
- Blocking access to school property or facilities
- Stealing or hiding, books or belonging
- Threats of harm to student(s), possessions or others

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school personnel who have witnesses, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teacher who file a complaint against a student who is guilty of bullying will not be subject to retaliation or reprisal in any form. Students or adults who knowingly fabricate allegations and falsely accuse a student of bullying will be subject to disciplinary action.

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 that may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequence for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.
Policy JCDAG

Bus Conduct

Keep in mind that being on a school bus is the same as being at school.
Bus Rules
Riding a bus is a privilege and should be safe and orderly. Everyone is expected to follow these rules when on a school bus. Progressive disciplinary steps for problems on school buses will followed.
Board Policy JCDAD revised 6-18-96

Cafeteria Lunch Applications

The cafeteria at AHS serves a class A type breakfast and lunch approved by the Arkansas Department of Education. Students are expected to keep all food and drinks in the cafeteria or picnic area. **Students are not permitted to carry food items or drinks from the cafeteria into the rest of the building, on carpeted areas, in the library or theater, or in classrooms**. **Students cannot bring or have commercial food items delivered to the school for consumption.** Students having commercial food delivered to school will be assigned noon detention. Students are expected to pick up trays and trash from their lunch and breakfast and deposit them in the trash receptacle. All students should complete and return a lunch application form. All forms must be completed and returned during the first week of school. **Students may not charge their lunch under any circumstances.**

Cafeteria Prices:

Student Breakfast: $1.50	Student Lunch: $2.25
Adult Breakfast: $2.50	Adult Lunch: $3.75

Criminal Acts

The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result.
Board Policy 4.17a revised 5-15-12

Communicating a Death Threat Concerning a School Employee or Student

A person commits this offense if the person (1) communicates a death threat; (2) the threat involves the use of a firearm or other deadly weapon; (3) a reasonable person would believe the person making the threat intends to carry out the threat; (4) the person making the threat purposely engaged in conduct that constitutes a substantial step in carrying out the theat (Act 1046 of 2001). The act of communicating a false alarm to an educational institution is a Class D felony. A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire,

offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is unlikely.

Falsely Communicating Terrorist Threats

A person commits the offense of falsely communicating a terrorist threat if, in any manner, the person knowingly makes a threat to commit or cause to be committed a terrorist act or otherwise creates the impression or belief that a terrorist act is about to be or has been committed a catastrophe, as defined under **A.C.A. § 5-38-202**, that the person knows is false. If the person who commits the offense is a student, the student shall be recommended for expulsion. Falsely communicating a terrorist threat is a Class B felony.
Board Policy 4.18a Adopted 01-18-08

Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as JROTC cadets, acting in the course of their official duties are accepted.
A weapon is defined as any knife, firearm, air rifle, razor , ice pick, dirk, box cutter, num-chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.
Possession means having a weapon, as defined in this policy, on the students body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidently brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapons from the schools office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.
Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
The District shall report any student, who brings a weapon to school, to the criminal justice system or juvenile delinquency system by notifying local law enforcement.
Minimum Penalty- Confiscation and parent conference/report to police/Superintendent
Maximum Penalty- Expulsion. Superintendent shall have discretion by law to modify expulsion requirements on a case-by-case basis.

Legal References: A.C.A. § 5-27-206; A.C.A. §6-18-502 © (2)(A)(B); A.C.A. § 6-18-507 (e) (1)(2) 20 USCS §7151
Board Policy 4.22 Adopted 01-15-08

VIDEO SURVEILLANCE

Arkadelphia High School understands the need to protect visitors, students, faculty and staff while present on public property. It should be understood that there is no expectation of privacy while on public school property. Classrooms, hallways, gymnasiums, stadium and common areas will be under continuous video and/or audio surveillance for the protection of all visitors,

AACE -

Alternative classroom environment consists of students being removed from general education setting at Arkadelphia High School. In order to attend AACE, the following are considered: student and parental input, grades, behavior, teacher and administration input. Studies and credits will continue in core course and some elective courses.

Student Dress and Grooming

The Arkadelphia Public Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning.
Board Policy 4.25 Adopted 01-15-08

Emergency Evacuation Drills

Fire drills will be held unannounced once each month. Fire marshals will be appointed to make regular inspections during the fire drills. The teachers will give specific exit instructions; but there are some rules, which should be followed in all situations.

1. Teachers should be the last to leave the room after they see that the door and windows are closed and should take their roll book
2. Walk quietly and in single file out the designated exit
3. Stand in assigned positions without talking and wait until the bell is rung again for return to class
4. Each school will develop plans to be used in case of a tornado alert and the procedures will be posted in each classroom by the first day of school

Fire Drills
Students are informed and instructed by each teacher for the correct route and procedure to follow during a fire drill or actual evacuation. Teachers should discuss and post exit routes and safety rules with each class each semester.
Tornado Drills
Teachers should discuss and post tornado drill information with each class each semester.
Board Policy JGFA revised 6-18-96

Extracurricular Activity Code of Conduct

Statement of Purpose

Participation in extracurricular activities is a privilege extended to the student body by the Arkadelphia Board of Education. Students participating in extracurricular activities act as representatives of the school district. All extracurricular students are expected to conduct themselves in such a manner as to meet the highest standards of Arkadelphia Public Schools.

The code of conduct is designed specifically to establish high expectations and standards for all students participating in extracurricular activities. These expectations embody a total lifestyle approach with emphasis on respect for self, others and property, loyalty to self, teammates, directors, sponsors and school, and support for the ideals of true sportsmanship, and maturity to fully accept all choices made and the consequences they each carry.

The implementation and effectiveness of this code is dependent on a collective commitment from students, parents, and school personnel, along with a proactive positive approach to prevention and assistance. The students in each extracurricular activity will be governed, at the minimum, by the following extracurricular activity rules. Each director or sponsor may establish additional, individual rules for his/her group regarding curfew, attendance at practice sessions, personal conduct and personal appearance. These rules are subject to administrative oversight.

Principles

The extracurricular program is an integral part of the educational opportunity of our students. Insubordination, poor sportsmanship, or violation of policies and rules are detrimental to the group and to school spirit.

There shall be no use or possession of alcoholic beverages, illegal drugs and substances, look-a-likes or tobacco in any form by any student member of an extracurricular team/group associated with Arkadelphia Public Schools. Violations will result in a minimum of counseling by the director or sponsor and school administrators and could result in the suspension from extracurricular activities and possible expulsion from school.

Any civil law infraction or conduct by a student participating in extracurricular activities that is determined by the director or sponsor and school administration to be detrimental to the program, school, or school district will result in a minimum of counseling by the director or sponsor and school administrators and could result in the suspension from extracurricular activities and possible expulsion from school.

Repeat violations of school policies or rules that result in an extracurricular student being suspended may affect their eligibility to continue participating in extracurricular activities.

Violations of the school code of conduct that is determined to be gross disobedience or misconduct resulting in a minimum five (5) days suspension may effect the student's participation in extracurricular activities.

Non-Compliance

The extracurricular code of conduct serves as a guide to communicate what the rules and expectations of extracurricular students are. The athletic/head band director, head coach/sponsor, and principal will review violations of the extracurricular code of conduct and determine the appropriate disciplinary action, which may include counseling by the athletic/head band director or head coach/sponsor up to suspension from extracurricular activities.

Effective Date

This extracurricular activity protocol will be in effect starting July 1, 2006.

Appeal Process
Complaints and grievances must follow the Arkadelphia Board of Education Policy JCE. Any extracurricular student or parent may request a meeting with the principal or appropriate authority, for any discussion or consideration of a grievance, complaint, or other reason. The complaint and grievance shall be written when the complaint or grievance is submitted to the superintendent and/or Board of Education. It shall be the aim of the board to have the consideration of student problems and concerns discussed and resolved as quickly and equitably as possible. The proper channels for all complaints, concerns, or grievances should be as follows:

1. Coach or group sponsor
2. Athletic Director/Head Band Director
3. Principal
4. Superintendent
5. Arkadelphia Board of Education

MANDATORY DRUG TESTING

Policy Statement:

Arkadelphia School District is conducting a mandatory drug-testing program for students who choose to participate in an activity program sponsored by the District. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs grades 6-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.
Reference Board Policy 4.24b

Athletic Events

Philosophy
The Board of Education sanctions extracurricular activities and believes that they are an important element of the total school curriculum, yet should be considered secondary to academics. These activities should be based on well-defined purposes and designed primarily to serve the needs of students, with participation and membership governed by democratic principles. Student activities are a practical extension of the school curriculum providing students with avenues for relevant expression and experience. However, these activities should not be considered a "right" by students, but a "privilege."

Extra-curricular Activities

A. Extracurricular activities are any school-sponsored team, group, or organizational activity, which are not part of the course content of a course of study (athletics, cheerleaders, band, choir, student council, clubs, etc.)
B. To participate in extracurricular activities against other schools, a student must meet all eligibility requirements set by the Arkansas Activities Association (AAA), Arkansas Department of Education and the Arkadelphia School District

C. A student may satisfy the requirement by successfully completing courses failed or courses needed, or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements.
D. If possible, activity events involving two or more schools should be scheduled on weekend dates and holidays or after 3:30 p.m. on school days. (AAA regulation)
E. Any event scheduled on school days prior to 3:30 p.m., shall require AAA sanction and shall be kept to a minimum. (AAA regulation)
F. Eligibility requirements for similar boys and girls activities must be consistent i.e.: basketball and track.
G. Except as noted in "F" above, sponsors, coaches, directors, etc. may establish higher eligibility requirements for their organization, provided approval is obtained from the principal and the superintendent in advance.
H. The requirements of policy IDEA do not pertain to such activities as intramural sports or activities week.

Non-Instructional Activities

A. A non-instructional activity is any school-sponsored activity, which is not part of a course of study (pep rallies, assemblies, field trips, etc.)
B. All non-instructional activities shall be kept to a minimum at the discretion of the principal.
C. Daily interruptions of academic classes caused by announcements, visitors to the school, and other disruptions of the regular day shall be limited.
D. The number of absences for school-related events that require time away from school shall also be limited.

Students participating should do so with the understanding that all other class work, assignments, and tests are still their responsibility.

Board Policy 4.20a Revised 01-15-08

Health Service and School Nurse

The school employs a nurse for student needs. The school nurse services the five schools in the district, and is not located at one particular campus for a full school day; but responds as quickly as possible when called by a school secretary or administrator.

Basic first-aid treatment is often provided for students who are injured during school hours. Medications used for first-aid treatment may include, but are not limited to, the following: Benadryl or equate anti-itch cream (Diphenhydramine Hydrochloride 2%), Hydrocortisone 1% cream, equate triple antibiotic ointment (Bacitracin Zinc, Neomycin Sulfate, Polymycin B Sulfate), antifungal cream (Tolnaftate 1%), 70% Isopropyl Alcohol, Hydrogen Peroxide 3%, mister blister (Allantoin 0.5%, Lidocaine HCL 0.5%), aloe extra burn relief, poison oak and ivy itch relief (Benzethonium chloride 0.15%, Diphenhydramine HCL 2%, Zinc Acetate 0.215%), sting relief swabs (Benzocaine 20%), and campho-phenique (Camphor 10.8%, Phenol 4.7%). Equate cough drops (Menthol 6.5 mg) are occasionally given only as they are available.

Allergies

If your child has any food allergies that will require dietary restrictions, a note from your child's doctor is required to accommodate these restrictions. If your child is allergic to any of the first-aid medicines listed above, or any medicine in general, the school nurse must be informed in writing by the parent and/or physician, and a note of this allergy must be made anywhere on the signature page included in your child's handbook.

Arkansas state law requires Body Mass Index (BMI) screenings to be done on students in even-numbered grades, through the tenth grade. BMI results are mailed to parents in a confidential child health report each year. BMI screenings may be refused in writing by the parent at the beginning of the school year. Vision and Hearing, and Scoliosis screenings are done on select grades and genders. Parents are notified if their child requires follow-up with a physician.

Student Health Services: Medication

School employees are not expected to administer medications. However, the Board recognizes, in extreme cases, the occasional need for District employees to administer medication to individual students. To assure adequate protection of students and the right of employees, personnel shall be guided by the following procedures:

1. A school employee shall administer no medication, prescription or non-prescription unless the students need for medication is verified in writing on the medication permission request form JGCD-R-1. The form must be completed and signed by a physician and parent, and approved by the principal or school nurse prior to a school employee administering medication to a student, and
2. The consent form shall include authorization to administer the medication and will relieve the Arkadelphia Board of Education and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy, and
3. Only one medication per form is allowed and students must have received at least one dose of the prescribed medication outside of school without experiencing any adverse or allergic reactions. The medication must be kept in the original bottle with proper labeling by a pharmacist or medication manufacturer in non-prescription.

Reference Board Policy 4.35

Immunization Requirements

Immunizations must be up-to-date as required by the Arkansas Department of Health. A copy of the required immunizations may be acquired from the school health nurse. If a student does not have the required immunizations, the school nurse, with input from the principal, will establish a deadline for the student to complete the immunizations. If the deadline is not met, the students will not be allowed to attend school.

- All 7th graders will be required to have one dose of MCV4 (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.

Leaving Campus During School Day

Arkadelphia High School operates a **closed campus.** Students must secure permission from an administrator before leaving campus during the school day.
Reference Board Policy JGFC-Revised 9-1-75

Library Use

Library media services are open to all students before school, during lunch, and throughout the school day as requested by classroom teachers. Students using the library will meet the following requirements:

1. No food, drinks, gum.
2. Students are to enter the library with school supplies and leave immediately after completing work.
3. No student will be allowed to remain in the library for the purpose of visiting.
4. Students arriving during class time MUST have a pass from the teacher. Students must also get approval from the media specialist upon arrival and when leaving during regular class time. Students may not leave the library to return to class or go to any other part of the building without approval from the media specialist. Students coming to or leaving the library without permission will be counted as truant.

Mandatory Attendance

All children between the ages of five (5) and seventeen (17) on or by August 1st are required to be in school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
Board Policy JBD revised 6-18-96

Mandatory Attendance for Students in Grades Nine through Twelve

1. Beginning with the 2004-2005 school year, students in grades 9 through 12 shall be required to schedule and attend a full school day. A full school day is equal to three hundred fifty (350) minutes of planned instruction time each day as a requirement for graduation
2. Students may be assigned to no more than one (1) class period each day for a study hall period that the student shall be required to attend and participate in for a full class period of self-study or organized tutoring in the school building
3. Students may also be assigned no more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instruction. If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted towards the requirement of planned instructional time
4. Students may be exempt from the three hundred fifty (350) minute requirement by applying for a waiver. The application must be in wringing and a detailed explanation being given for granting the waiver. The application must demonstrate a proven financial hardship if the student is required to attend school a full school day

5. Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other Arkansas Department of Education sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located at the public schools
6. Nothing in this policy precludes a student who has met all graduation requirements from graduating early

Reference Board Policy 4.44
A.C.A. §6-18-211

Initial Enrollment

A birth certificate, social security number, or other documentation, as provided by law, shall be required to enroll in school. Other documentation could include: a statement by the local registrar or a county recorder certifying the child's date of birth; an attested baptismal certificate; a passport; military I.D.; an affidavit of the date and place of birth by the child's parents or guardian; or previous school records. The primary responsibility for regular attendance and compliance with this policy and the laws of Arkansas rests with the student and parents. The Arkadelphia School district supports the philosophy that the instructional program is a vital part of a normal education.

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 take precedence.

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

Reference Board Policy 4.7 – Absences

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Student with nine (9) unexcused absences in a course in a semester shall not receive credit fro 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.

Reference Board Policy 4.7 – Absences

Off Campus Behavior

Many AHS activities occur off the main campus; however, all behavioral expectations and rules apply at all event locations.

Public Display of Affection

Students must limit public display of affection on school property to holding hands. Other forms of affection such as kissing, hugging, and touching are not permitted.

Prom

The prom is for juniors and seniors who are permitted to bring an out-of-school guest provided the guest is at least a junior and has been approved by the AHS administration. To apply for approval, the AHS student and guest must meet with an administrator at a time and date designated by the AHS administration. Since prom is a formal occasion, the dress code for prom is a minimum of semi-formal.

School Dances, School Events and Expectations

AHS students may participate in student council dances, an annual homecoming dance, and the prom. These social activities are for AHS students only with the exception of the prom. All students attending dances are expected to follow handbook guidelines, including the dress code. **Vulgar and/or sexually suggestive dancing will not be tolerated.** Violation of this request results in the offending student(s) leaving the dance or event, parental contact, and the loss of the privilege to attend the next dance or event.

Security Scans

The Board is committed to providing safe and orderly schools for the students and employees of the district. Although students, employees, and patrons have the right to be protected from unreasonable search, seizure, and interrogation by either state, federal, or school officials, school administrators have the responsibility to make a determination of the point at which the individual's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a sage, orderly, and efficient school. Search, seizure, and/or interrogation by an administrator or his designee may occur when reasonable suspicion exists. Metal detectors may be used for both general and random scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. Random or partial scans will involve a search done with an identifiable group of students. For example: a busload of students, a class of students, or all students who eat lunch during a given lunch period. If weapons or illegal substances are found during the process of scanning, district policy, local, state and federal laws will be followed. The Board instructs the superintendent to develop and implement regulations regarding the use of metal detectors in schools.
Board Policy JGF revised 6-18-96

Student Sexual Harassment

The Arkadelphia Public School District is committed to having an academic environment in which all students are treated 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.

Reference Board Policy 4.27 Adopted 01-15-08

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et.seq; A.C.A. §6-15-1005(b)(1)

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019,AND 2020

All students are required to participate in the Smart core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core Curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for the seventh through twelfth grade classes. Counseling by trained personnel shall be available to student and their parents or legal guardians prior to the time they are required to sigh the consent forms.

Reference Board Policy 4.45 Adopted 06-04-17

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2021 AND THEREAFTER

All students are required to participate in the Smart core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core Curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for the seventh through twelfth grade classes. Counseling by trained personnel shall be available to student and their parents or legal guardians prior to the time they are required to sigh the consent forms. Additional requirements for Smart core and graduation include additions of Digital Learning and Personal and Family Finance.

Reference Board Policy 4.45.1 Adopted 06-04-17

Student Conduct

The following section reflects the expectations of the Arkadelphia community and statutes of Arkansas for student discipline. These expectations include respect for public property and property of other students, an interruption-free environment where students can learn, and an environment which is healthy and safe. The written rules are an effort to specify these expectations. The disciplinary rules are written with the intent of fairness. Students who fail to comply with the disciplinary guidelines will be processed in a consistent manner as outlined in this section.

A special awareness is needed of the policies on 1) failure to identify one's self to school personnel and 2) failure to report to the office as requested by a teacher. Often, students do not understand the severity of these situations until after failing to comply. (Reference JCD for minimum and maximum penalties).

Expected Student Behavior

General AHS Standard

The following are points in the school's overall behavioral guideline:

1. Students will be in the location designated by the teacher when the tardy bell rings.
2. Students will bring adequate school related study material, including laptop computers, each day and participate cooperatively and fully in the activities planned by the teacher.
3. Students will comply immediately and courteously with any reasonable request of any school official. Such requests may, at the teacher's discretion, include requiring students to raise their hand to secure permission before talking or moving about the room. Additional reasonable requests may be made at the teacher's discretion.
4. Students will behave in a cooperative and non-disruptive manner at all times.

Gangs and Gang Activity

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur that cause fear, intimidation, or physical harm to students or school staff. Gangs and their activities create an atmosphere and shall not be allowed on school grounds or at school functions.

Board Policy 4.26 Adopted 01-15-08

Student Drug Abuse

This policy applies to any student who is on school property, who is in attendance at school, or at a school-sponsored activity (including any student who has left the campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district. It shall be a violation of policy for any student:

1. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, or distribute alcoholic beverages, controlled substances, illegal drugs (including marijuana), or other material expressly prohibited by federal, state or local law
2. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, distribute what is represented to be or that the student believes to be alcoholic beverages, controlled substances, illegal drugs (including marijuana), or other material expressly prohibited by federal, state or local law
3. To sell, distribute or abusively use prescription, patent, over-the-counter, or imitation drugs
4. To have a trace of illegal drugs/alcohol in one's body. A trace is any amount that can be detected by an investigative technique or methodology

Violation of this policy will result in the following consequences:

1. When possible, the parent/guardian will be notified
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully
3. The student may be asked to submit to any or all investigative techniques except urinalysis. Included in the various investigative techniques are the following tests:
    a. Blood
    b. Breath

c. Polygraph

During the nine (9) year period (grades 4-12), the student who is found in violation of the policy will be subject to disciplinary action, which may include suspension, assignment to an Alternative Learning Environment, or expulsion. Students may also be required to seek professional counseling at the student's expense prior to the re-admission to school

Board Policy 4.24a revised 01-15-08
Legal Reference: Act 259 of 1975

Drugs and Alcohol

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 Arkadelphia Public School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, 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.

Reference Board Policy 4.24 Adopted 01-15-08

Student Lockers

Each student will be assigned a locker upon request. The locker should be used for books. No money or valuables should be left in lockers. Students experiencing any problems with lockers should notify the office. Periodic random locker searches may be conducted during the school year. Every locker in a specified area will be searched. Any illegal item found in a locker will be considered the possession of the student assigned to the locker. The intent of this section is to forewarn students not to bring illegal items onto the campus on their persons. Periodic searches for drugs or weapons will be made during the year. Students should not have any expectation of privacy concerning their locker at school.

Student Officer Elections

Student council representatives are selected each semester. To become a representative, a student must collect 20 cards and properly submit them to the student council sponsor. All other positions are filled by student elections. Class officers are elected in May for the upcoming school year. Class positions are president, vice-president, secretary, treasurer, and reporter. To run for an office the student must pick up a petition and return it in the completed form by the deadline as well as give a speech to the student body. Student Council officers are elected in the spring. The positions are president, vice-president, secretary, treasurer, reporter, first representative, and second representative. To run for office, a student must be eligible as determined by grade point (3.0 GPA) and student council experience. Candidates must pick up and file nominating petitions with student council sponsor and speak before the student body. Freshmen, sophomore, and junior students elect Student Council officers. All speeches must be written and approved before presenting to the student body.

Student Vehicles

Designated parking areas have been provided fort the use of faculty and students while on campus. Students must park in the zones designated for student parking. Students must not use faculty, reserved, visitor, or handicapped spaces (unless they have a physically handicapping condition). In order to drive or park student cars or motorbikes on school property during the school day, students must secure a student parking permit and display I properly at all times on the rear view mirror.

Reference Board Policy JGFF revised 9-1-75

Tobacco and Tobacco Products

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to cigarettes, cigars, chewing tobacco, snuff and e-cigarettes and all other electronic smoking devices) in or on any property owned or leased by the District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

Reference Board Policy 4.23 Adopted 01-15-08

Legal Reference: A.C.A. §6-21-609

Transfer and Withdrawals

Students who are withdrawing from school shall present a written request from their parents, must return their state textbooks and all library books, and have each of their teachers initial the withdrawal form before they have officially withdrawn from school. They must be cleared through the office of all services due. Students not in good standing from other school district will not be allowed to register at Arkadelphia High School in accordance with **Board Policy JBCD-R**

Any student transferring from a school accredited by the Arkansas Department of Education shall be placed into the same grade that student would have been in had the student remained at the former school. Any student transferring from home school or school that is not accredited by the state's Department of Education shall be evaluated by the staff and/or administration of AHS to determine that student's proper placement at AHS.

Reference Board Policy 4.4 – Student Transfers

Truancy

Any senior who is truant at any time during the senior year will be required to take final exams.

Reference Board Policy JBE revised 6-18-96

DISCIPLINE

The Arkadelphia Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the right of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity. The District administrators may also take disciplinary action against a student for off campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and /or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion.

Board Policy 4.17 – Student Discipline

Definition of Consequences

- **After-School Detention** - After school detention will be a supervised time after school. Students must bring school related materials to study.
- **Expulsion** – This is removal from school with loss of credits for one semester to one year, in compliance with district policy and state statutes. Parents will be notified before a student is expelled. Expulsion can be defined as 1) removal for the remainder of the semester; 2) removal for one year; or 3) permanent expulsion from the Arkadelphia School District. School districts are required to complete the expulsion process for students with weapons on school property and to require parents to acknowledge parental responsibility for allowing students to have access to firearms. The school administrator shall complete the expulsion process. The principal shall report within one week to the Department of Education the name, address, and social security number of the student who is expelled for possessing a firearm or prohibited weapon on school property or committed other acts of violence. The Department of Education shall establish and maintain a registry of students who are expelled for possessing a firearm or prohibited weapon or committed acts of violence. The registry shall be available to any school principal in the state.
- **In-School Suspension** - - Students assigned In-School Suspension will have the opportunity to complete assignments without consequences, as In-School Suspension is not an unexcused absence. Students who attempt to attend regular class, are sent out of the ISS room, or are tardy to the ISS room will receive Level 5 disciplinary action for the remainder of days assigned to ISS. Students who are removed from ISS must complete their ISS assignment before returning to regular classes. The student will not be eligible for practice or Inter-scholastic participation during the days of assignment. A student will be eligible to practice at the end of the day the suspension ends. Students in ISS will be eligible to participate in extra-curricular competition on the next calendar day. Participation in practice or games is at the discretion of coaches and sponsors.
- **Out of School Suspension** - Students assigned Out of School Suspension will receive an unexcused absence and the student will be given no credit for any work

during the assignment. Students assigned OSS will not be allowed to attend school events for the duration of the OSS assignment. The student will not be eligible for practice or Inter-scholastic participation during the days of assignment. A student will be eligible to return to practice on the next day following the suspension, but may not compete for a 24-hour period from the time the student returns from the suspension. Example: A student suspension ends on Thursday. The student may practice on Friday but may not compete until Saturday.

- **Saturday Detention** – Saturday detention will be held in a location to be determined by the high school principal from 8:00 a.m. to 12:00 p.m. on scheduled days. No student will be admitted after 8:00 am. Students who do not attend their assigned Saturday Detention will be assigned OSS for one day. The Saturday Detention teacher may release a student for poor behavior. In this event, the student will be suspended (OSS) for one day. Students are expected to bring schoolwork to Saturday Detention and be working productively during the assignment. Saturday Detention may be rescheduled with the Dean of Students one time only and must be rescheduled by noon on the Friday before the assigned Saturday Detention.

Disciplinary Terms:

- **Abuse**- the use of words or mind games to instill self-doubt in the victim and to build the abuser's sense of dominance and control. Verbal abuse is a pattern of behavior that can seriously interfere with a person's healthy emotional development. It leads to significant detriment of a person's self-esteem, emotional well-being, and physical state.
- **Cleavage**- For the purposes of this handbook, cleavage will be determined as any skin showing on a male or female below an imaginary horizontal line extended from armpit to armpit.
- **Sagging**- Sagging is a manner of wearing trousers (slacks, shorts, pants, and jeans) below the waist, hanging below the waist area and therefore revealing much of the underwear and/or under garment.
- **Profanity**- any form of disrespect, or a desecration or debasement of someone or something. Profanity can take the form or words, expressions, gestures, or other social behaviors that are socially constructed or interpreted as insulting, rude, vulgar, desecrating, or other forms.
- **Immorality**- the active opposition to a sense of behavioral conduct that differentiates intentions, decisions, and actions between those that are good (or right) and bad (or wrong).
- **Terroristic Threatening-** the crime of intentionally or knowingly putting another person in fear of imminent bodily injury.
- **Truancy**- any intentional unauthorized absence from compulsory schooling.
- **Inter-scholastic**- any competition between schools as separate entities.

Disciplinary Actions and Consequences

Levels of Disciplinary Consequences:

The level of disciplinary consequence is determined by the specific infraction.

Level 1 – Warning
Level 2 – Noon Detention
Level 3 – After-School Detention
a. 3:15 – 3:45
b. 3:15 – 4:00
c. 3:15 – 4:15
Saturday Detention (8:00 am – 12:00 pm on selected Saturdays)
Level 4 – In-School Suspension
Level 5 – Out of School Suspension
Level 6 – Recommend expulsion

Abuse of Staff- Abuse of staff, physical or verbal, is a criminal act (**A.C.A. 6-17-106 of act 1565**)
Minimum Penalty – 10 Days ISS
Maximum Penalty – Expulsion

Abuse of Students
Minimum Penalty – ISS and/or report to authorities
Maximum Penalty – Expulsion

Alcohol/Drug Possession or Use

Alcohol and drug use or possession will not be permitted. The following consequence will apply:
Minimum Penalty – Suspension/ALE/Counseling
Maximum Penalty- Expulsion

Bullying

Bullying is any pattern of behavior by a student that is intended to harass, intimidate, ridicule, or instill fear in another student. The following consequences will apply:
Minimum Penalty – 3 Days ISS
Maximum Penalty – Expulsion

Cell Phones/Electronic Devices

Arkadelphia High School recognizes the student of the 21st Century as a student that understands the use of and need for digital devices in everyday life. It is not the role of this school to deter that usage but to regulate and enhance the responsibilities coherent to these devices. However, the following rules must be adhered to during the school day:

1. Digital devices must be silenced in order to not interrupt the learning process.
2. Any digital device that is heard or seen in the open by another student or instructor during instructional time shall be considered to be a disruption and in violation of this rule.
3. Headphones and earbuds are only to be used under the direction of the teacher.

4. If a device is seen or heard during instructional time, the following consequences will be enforced.
    a. 1st offense – Confiscation and parent conference before return of device.
    b. 2nd offense – Confiscation, Level 3 assignment, and parent conference. Device will not be returned to student until parent conference and assignment have been satisfied.
    c. 3rd offense – Confiscation, notification documentation to Office of Prosecuting Attorney for FINS petition consideration. Device will be turned over to Prosecuting Attorney for retrieval.

The ability for a student to utilize an electronic device from home (Bring Your Own Device) will be used to enhance the learning opportunities in all classes on this campus. All students enrolled in AHS, AAIMS and regular courses will be issued these administrative procedures at the beginning of each school year. All students will be held accountable to this policy as listed and will be disciplined accordingly.

Computer Network or Internet Misuse
Minimum Penalty – Warning & parent contact
Maximum Penalty - Expulsion

Cursing/Use of Profane, Vulgar Gestures, Racial Slurs
Cursing and personal or racial slurs are unacceptable behaviors at AHS. The following consequences will apply:
Minimum Penalty – 3 Days ISS
Maximum Penalty – 5 Days OSS

Damage/Destroying School Property
The following consequences will apply:
Accidental (Due to Improper use behavior)
Minimum Penalty – Payment for cost of replacement & parent conference
Maximum Penalty – Double replacement cost

Vandalism
Minimum Penalty- Payment for cost of replacement/parent conference
Maximum Penalty- Expulsion & payment up to $5,000.00

Defacing Video Surveillance Equipment
The following consequences will apply
Minimum Penalty – Name submitted to prosecuting attorney.
Maximum Penalty– Name will be submitted to prosecuting attorney and the principal 's investigation of further discipline.

Disrespect to School Employee
Disrespect is the defaming of any school employee. The following consequences will apply:
Minimum Penalty – 1 Day ISS
Maximum Penalty – 5 Days OSS
    i. First Offense – One day ISS

ii. *Second Offense – Three days OSS*
iii. Third Offense – Abuse of Staff, 10 days OSS/pending recommendation of expulsion to the Superintendent of Schools

Disruptive Behavior/Interference with School
Disruptive Behavior is any behavior that interferes with the educational process; blocking doorway, corridor, pedestrian traffic, or vehicular traffic; use of violence, for noise, coercion, threat, intimidation, harassment, fear or passive resistance to cause disruption; refusal to identify one's self on request, or encouragement of others to violate rules or policies. The following consequences will apply:
Minimum Penalty – BSD & parent contact
Maximum Penalty – Expulsion

Dress Code

Clothing which will not be approved to wear:

1. Halter tops, tank tops, spaghetti strap tops. All shirts, tops, and dresses must have sleeves and cover cleavage
2. Short shirts. The midriff must remain covered when arms are extended out to the sides. Shorts, skirts, or splits that are shorter than the ends of the fingers when the hands are extended against the leg
3. Bandanas, hats, and other head coverings. (The only exceptions to this rule will be school sponsored spirit days)
4. Torn or cut-off jeans, trousers or slacks; holes in jeans as a decorative area may pass all the way through the clothing
5. See-through blouses, shirts, etc.
6. Under shorts of any kind worn as an outer garment; Fashions, which emphasize the showing of undergarments such as boxers, shorts showing from sagging pants
7. Sagging pants and overalls not fastened. Pants must be worn above the cleavage of the buttocks and overalls must be fastened
8. Clothing which promotes the use of drugs, alcohol, tobacco, and immoral behavior or which is demeaning to other students is considered inappropriate for school wears
9. Non-prescription sunglasses
10. Soft-soled house shoes or pajamas.
11. Spirit groups will be allowed to wear their uniforms during performances at games, pep rallies and other spirit events. The spirit groups will be required to conform to dress code at all other times during the school day. Final decision of any wearing apparel will be at the discretion of the principal. Students violating the dress code will be sent home for appropriate school attire
12. Students must adhere to the above dress code guidelines for all School sponsored events during the day including but not limited to: Homecoming Pep Rally, King of Hearts, Awards Assemblies, and All Public Appearances representing the school (A different set of guidelines for the Homecoming Coronation will be used)

First offense shall be a warning with follow-up written referral.
Minimum Penalty – change of clothing or ISS for remainder of day
Maximum Penalty – 3 Days OSS with recommendation of FINS Petition.

Excessive Noise
All students are expected to use a normal tone of voice at all times. Excessive, verbal loudness will not be tolerated. The following consequences will apply:
Minimum Penalty – Warning
Maximum Penalty – 3 Days ISS

Extortion
Extortion is to obtain property from a person by threats, oppression, or abuse of authority. The following consequences will apply:
Minimum Penalty – 3 days OSS/Contact local law enforcement
Maximum Penalty – 8 days OSS/Contact local law enforcement

Failure to Follow Admit Procedures
Absentee admits must be acquired within two school days of the absence and must also be acquired prior to 8:00 a.m. If admit is lost a second admit must be acquired. The following consequences will apply for lost or late admit:
Minimum Penalty – Warning
Maximum Penalty – 2 Days ISS

Fighting
Fighting will not be tolerated on the AHS campus or at any extra curricular school activity. The following consequences will apply:
Minimum Penalty – 3 Days OSS
Maximum Penalty – 8 Days OSS and possible recommendation for expulsion. Possible disorderly conduct charges and referral to juvenile services and/or counseling.

Fireworks Possession/Use
Any possession or use of fireworks is not allowed on the AHS campus. The following consequences will apply:
Minimum Penalty – ISS
Maximum Penalty – Expulsion

Food or Drink Outside Cafeteria
Food and Drinks are not to be taken out of or used outside of the cafeteria area. No commercial food or drinks inside building during school hours without administrative approval.
Minimum Penalty – Warning
Maximum Penalty - OSS

Forgery
Fraudulent signatures will not be tolerated at AHS. The following consequences will apply:
Minimum Penalty – 3 Days ISS
Maximum Penalty – 5 Days OSS

Gambling
Minimum Penalty – Warning & Parent Contact
Maximum Penalty – Expulsion

Gang Activity/Secret Society
The exhibition of any gang or secret society behavior, graffiti, and other criterion is unacceptable at AHS. The following consequences will apply:
Minimum Penalty – Sent Home/Parent Conference
Maximum Penalty – 8 Days OSS/ Contact law enforcement and possible recommendation for expulsion.

Immorality
Minimum Penalty – Warning & Parent Contact
Maximum Penalty - Expulsion

Insubordination – Disregard of Directions
Failure to follow instructions and to be willfully disobedient is unacceptable behavior at AHS. The following consequences will apply:
Minimum Penalty – One day ISS and Parent Contact
Maximum Penalty - Expulsion

Loitering Inside Building
During class periods no student is allowed in hallways or any other unauthorized area without a classroom pass. No student is allowed to stop in hallways between classes, except to use his/her locker. The following consequences will apply:
Minimum Penalty – Warning
Maximum Penalty – 1Day OSS

Loitering Outside Building
There will be no unsupervised students on the AHS campus after 3:30 p.m., or 30 minutes after school has been dismissed on school days. No unsupervised students will be allowed on the AHS campus on weekend days or nights. The following consequences will apply:
Minimum Penalty – 3 Days ISS
Maximum Penalty – 3 Days OSS

Lying/Cheating/Academic Dishonesty
Being untruthful to school personnel will not be tolerated. Cheating on school assignments or tests will not be tolerated. The following consequences will apply:
Minimum Penalty – Loss of grade for that assignment & parent contact
Maximum Penalty – 3 Days OSS

Parking Violation
Students are expected to park in his/her designated parking area. The following consequences will apply:
Minimum Penalty – Warning & parent contact
Maximum Penalty – Loss of on campus parking for the remainder of school year

Possession of Hand Held Lasers
Minimum Penalty – Report to law enforcement for seizure
Maximum Penalty – Suspension

Public Display of Affection
Public display of affection must be limited to holding hands. Any other display will result in the following consequences:
Minimum penalty – Warning to be clarified with write up on discipline form for records . Parent Contact.
Maximum penalty – Long term suspension & subject to review by building & district administration

Sexual Harassment
Minimum Penalty - Warning with parent contact. Investigation/information turned over to Prosecuting Attorney for documentation.
Maximum Penalty – Expulsion

Supplies and Equipment
All students are expected to bring supplies, including laptops and chargers, to class daily. Periodic checks will be conducted to assure students are using their assigned laptop and that al laptops are working properly. The following consequences will apply:
1st offense: Warning
2nd offense: Warning
3rd offense: Noon Detention and letter sent to parent
4th offense: After School Detention
5th offense: I day ISS
6th offense +: Loss of participation in extracurricular activities and attendance privileges for school sponsored extra-curricular events for the remainder of the grading quarter.

Tardies
All students are expected to be inside his/her classroom before the tardy bell rings. Tardies are calculated on a nine-week basis. The following consequences will apply:
3rd tardy -- 1 Noon Detention and letter sent to parent
4th tardy -- 1 Day after school detention
5th tardy -- 1 Day Saturday Detention.
6th tardy + 1 Day OSS and may be referred to prosecuting attorney for other legal action.

Terrorist Threatening
Minimum Penalty – Expulsion

Theft
Theft is taking another person's property. The following consequences will apply:
Minimum Penalty – Payment for cost of replacement & parent conference
Maximum Penalty – Expulsion, court action, double replacement cost or repair

Tobacco Possession/Use
Any tobacco possession or use or any paraphernalia associated with tobacco use is not allowed on the AHS campus. The following consequences will apply:
Minimum Penalty – 3 Days ISS
Maximum Penalty – 5 days OSS

Truancy
Any unauthorized absence from class or school is considered truancy. The following consequences will apply: Truancy (per school year)
Minimum Penalty – 1 Day ISS per class missed (2 Days maximum). Name submitted to prosecuting attorney.
Maximum Penalty–2 Days ISS per class missed (6 Days maximum). Name will be submitted to prosecuting attorney and the principal's investigation of further discipline.

Weapon Possession
No weapon or firearm of any kind is allowed on school property at any time. The following consequences will apply:
Minimum Penalty – Confiscation & Parent Conference/Report to law enforcement/ superintendent - Recommendation for possible expulsion
Maximum Penalty – Expulsion & Superintendent shall have discretion by law to modify expulsion requirement on a case- by- case basis.

Behavior Not Covered

The school district reserves the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Application of Minimum/Maximum Penalties

Individual School Handbooks

Parents and students are urged to refer to the specific discipline guidelines in this handbook and to district-wide policies. Policy manuals are kept at the Superintendent's office, Assistant Superintendent's office, and in the Principal's office. These policies are provided to set parameters for penalties. There are numerous steps that will be taken before the maximum penalty is implemented except in cases of extreme disruptive or threatening situations. The superintendent or designee will report any violation by a student, which is a violation of a state or federal statute, immediately to the proper authorities.
References Board Policy 4.17

Increased Penalties for Repeated Offenses

A student will not be allowed to persistently receive the same disciplinary penalties for continued disregard to school rules. When a student accumulates a series of penalties, records will be evaluated and a parent conference will be set. The level of severity of punishment will increase. The following levels are guidelines to indicate the points at which more severe penalties will be assigned:

1. 3 after school detentions per year
2. 3 ISS assignments per year
3. 3 Saturday detentions per year
4. 2 suspensions per year
   FINS (Family In Need of Services) **Legal Reference: A.C.A. 9-27-332 (2009)**
5. Parents will be contacted at the maximum level. If a student exceeds the maximum level as stated above in a year, the severity will increase as follows:
6. More than 3 after school detentions – ISS assignment

7. More than 3 ISS assignments – 3-day suspension and/or assignment to AACE
8. More than 3 Saturday detentions – 3-day suspension and/or assignment to AACE
9. More than 2 suspensions – assignment to AACE and/or evaluation with parent

When students are sent to the office for disciplinary action, the student will be sanction based on the individual rule violated. However, when students have repeated offenses, the greater of the two consequences will apply based on this section. Students who persistently violate school rules will be referred to the counseling center for individual and family counseling services.

Disciplinary Appeal Procedural Due Process for Students

Students will be provided a handbook that includes printed school rules at the beginning of each school year. This printed information shall include students' rights to due process. Students will be provided procedural due process in any disciplinary matter in which a student is subject to suspension or expulsion. The due process provided includes that the involved student be informed of the rule broken and the evidence of such and that the student be allowed to have sufficient opportunity to respond to charges. Written notice of a suspension or expulsion shall be given to parents. Students and parents have the right to appeal. An involved student or parent of an involved student wishing to contest/appeal a disciplinary ruling must state the complaint in writing to the school principal. The decision of the principal may be appealed to the superintendent, then to the board of education. Whereas a hearing for suspension is not highly formal, an appeal for an expulsion is formal and may include representation by counsel, presenting of witnesses, confronting witnesses, and cross-examination of adverse witnesses.

Board Policy JCAA revised 6-18-96

Appendix A: Arkadelphia High School Technology Handbook

Introduction

The goal of the Arkadelphia School District is to provide the best education possible to all students by preparing them to be both college and career ready. The Arkadelphia High School 1:1 Technology Initiative provides all students with the technology tools needed to prepare them to be both college and career ready. The Arkadelphia School District has the opportunity to provide its students with a tool to help actively engage all students in their learning.

Issuing Computers to Students

After attending the Parent/Student Orientation, students will be issued a MacBook Air, charging cables, shell, and a carrying case. Each laptop will be assigned to individual students and serial numbers recorded and this laptop will stay with the student for the remainder of the school year in which it was issued, or until the student withdraws from school. **Students will be issued the same laptop from year to year.** Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.

Terms of MacBook Loan

Parent/guardian(s) will be informed of the date and time of a mandatory orientation meeting. The 1:1 computer program and Student/Parent Laptop agreement will be explained. The parent/guardian(s) and student must sign the agreement in order for the student to be issued a MacBook.

A. Terms of Loan

1. Arkadelphia High School will issue a MacBook to students upon compliance with the following:

- Completion of Parent/Guardian Orientation Meeting session
- Completion of Student Orientation Training Session
- Submission of signed Student Acceptable Use of Technology Agreement
- Submission of signed Student/Parent Laptop Agreement

2. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Technology Handbook as well as the Arkadelphia School District Acceptable Use Policy.

3. A student's possession of the MacBook terminates no later than the first day of final exams, unless there is a reason for earlier termination determined by the principal.

Transporting Computers
The AHS will supply each student with a carrying case for his or her assigned computer. This case is designed to protect the computer and accessories assigned to the student.

- **Anytime a computer is transported, even between classes, the computer must be in the case provided to the student.**

- **Computers must remain in their cases when students are being transported on a bus.**

- **All laptop and components are to be carried in the school-provided laptop carrying cases at all times. Do not put laptops, without the school provided carrying case, in another bag.**

- **If the computer remains in the provided case, the case with the computer in it can be carried in a larger backpack or messenger bag.**

- **Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.**

- **Always close the lid before moving or carrying the laptop.**

- **Do not leave the laptop in visible sight in a vehicle.**

- **Do not leave the laptops in hot vehicles.**

- **Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.**

- **Do not overload the laptop carrying case since this is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.**

Skins

Students are not only allowed to put a skin on their MacBook, they are encouraged to use a skin for additional protection. Skins for the 11" or 13" MacBook Air can be purchased through many on-line retailers and can be plain or customized for your student's preference. The skin is a plastic shell which encases the entire MacBook and adds an additional layer of protection.

Loaning Equipment to Others

Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework, school assignments, check students grades, and/or communicate with teachers regarding their child.

Power Management

It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.

Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

When charging the laptop, make sure cords are out of the way to avoid anyone tripping over them.

All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.

Protect the laptop by using a surge protector whenever possible.

Conserving Battery Power

1) Use standby mode or hibernate mode throughout the day.

2) Dimming the brightness of the screen will extend battery run time.

3) For prolonged periods of inactivity, shut down the laptop.

4) Do not drain the battery down to 0%. Keep a well-charged battery at all times and plug in when needed.

Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the laptop hard drive will be deleted.

Students may back up to external devices, such as a thumb drive, or students may back up to "cloud" storage on the web, such as Google docs. If the student laptop crashes and files are lost, it is the student's responsibility to have the files saved elsewhere. Please note: "the computer crashed" is not an acceptable excuse for late assignments.

Access/Media Center/Library

Students will be allowed access to the Internet at school through the school's network and every attempt will be made to supervise and filter content students may access.

If available, students may also access the Internet outside school by connecting to a wireless network. Students' access to content outside the school network will not be filtered. Parents are encouraged to supervise their child's use of the laptop. If a parent suspects any inappropriate activity, they may contact the principal's office and have our technical staff examine the content on the laptop to determine if students are accessing inappropriate content.

Day Users

The Arkadelphia School District created the 1:1 Laptop Initiative to allow all students access throughout the school day and beyond to the latest technology that will help prepare them for a technology driven world. To have the greatest influence on our student's education, AHS recommends that parents allow students to take their assigned laptop home.

Some parents may not want their student to bring their assigned laptop home. In this event, the student will be a "Day User" and students will check-out their laptop at the beginning of the day and check it back in at the end of the day.

Students may also be assigned a "Day User" status if they demonstrate that they are not responsible with their laptop. The determination to change a student's status to a "Day User" status will be at the discretion of the school administration.

Email, Internet Use, and other Digital Communications Accounts

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the acceptable use policy (AUP) are being followed.

Digital Communications Etiquette

All students are expected to use digital communications etiquette when using school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the **Children's Internet Protection Act (CIPA),** an Internet filter is maintained by the district for school use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of

all kinds. Arkadelphia School District cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision!*** Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Arkadelphia School District will not be responsible for any harm suffered while on the network or the Internet.

There is no way for AHS to effectively filter content while students are using their device at home; therefore, parents must be aware of their student's computer activity. ***Adult supervision is the most effective means of filtering content from the Internet.***

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Internet Safety

As a part of the AHS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying in compliance with Arkansas State Law.

Students Must:

1) Immediately report any unauthorized activity on the network or Internet.

2) Notify a teacher immediately if you accidentally access an inappropriate site.

3) Never read someone else's email or open their files or folders without permission

4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

5) Never arrange to meet an Internet contact in person.

6) Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

7) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep any passwords a secret!

8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.

9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Monitoring and Supervision

AHS engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. AHS also takes technical measures to filter Internet access to protect students from inappropriate content. School-district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of Internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

AHS does not recommend that students use laptops in an unsupervised or isolated setting while off campus. AHS recommends students use laptops in plain view of parents, guardians, or other family members.

Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

While at school, the Arkadelphia School District Technology Coordinators have the ability to remotely monitor student computer use.

Privacy

There is no expectation of privacy regarding the contents of computer Arkadelphia School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Arkadelphia School District's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

School-system personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Passwords

Students should log in only under their assigned username and password. Students should not share their passwords with other students.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.

Student Responsibilities

Students are responsible at all times for the laptops, whether at school or off campus. The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff and taken to the Tech Shop (room 534). Students must see an administrator in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders.

Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving laptops at home will be required to complete assignments using alternate means determined by the teacher. **Students will not be given the use of a loaner laptop if he or she leaves the laptop at home.** Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school-owned computers, networks and Internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a laptop at home is a privilege. If students do not adhere to Arkadelphia School District's Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Laptop Handbook, the privilege to use the laptop at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school administrators will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

1) Using the network for illegal activities, including copyright violations;

2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;

3) Downloading inappropriate materials, viruses, or software;

4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;

5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;

6) Using the laptop or network for financial gain, advertising, or political influence

7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;

8) Attempting to repair, remove or install computer hardware or software;

9) Opening the computer to access internal parts;

10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;

11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;

12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;

13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;

14) Invading the privacy of others;

15) Using another person's username or password, or allowing another to access your account using your username or password;

16) Pretending to be someone else when sending or receiving messages;

17) Using email other than the school-issued email account, on school-owned equipment;

18) Forwarding or distributing inappropriate email messages;

19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;

20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;

21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;

22) Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;

23) Accessing or attempting to access Internet sites not approved by district/teacher which may include non-educational chat rooms, instant messaging, or social networking sites and may include MySpace, Facebook, YouTube and other sites that could distract from engagement in academic and school-related pursuits;

24) Attempting to disable or circumvent AHS's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;

25) Falsifying permission or identification information;

26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;

27) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);

28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;

29) Attempting to alter data or the configuration of a computer or the files of another user is considered an act of vandalism and subject to disciplinary action;

30) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;

31) Cyber-bullying in any form is unacceptable. Students will not engage in any cyber- bullying activity, which may include efforts to harass, threaten, torment, embarrass, or intimidate students or school staff through the use of a computer. In

situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case basis as deemed appropriate by the school administrators. In addition, if a criminal act has been committed, it will be reported to local law enforcement.

33) Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Laptop Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the Arkadelphia School District Student Code of Conduct. The school administrators will have authority to decide appropriate consequences regarding non-compliance.

Educational Technical and Software Support

Technical and Software support is available 7 days a week from 8:00 a.m. to 8:00 p.m. Central Standard Time. When students need assistance, they can talk directly to a representative by calling AppleCare 800.800.2775.

AHS Tech Shop is only available during school hours from 8am-3pm. If students have trouble with their laptop, they are to complete a trouble ticket. If students have a technical problem at home, they are to call AppleCare 800.800.2775. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

• Hardware or software maintenance and repairs

• User account support

• Operating system and software support

• Hardware support

• Updates and software installations

• Warranty repairs

• Managing laptop tracking service

• Basic troubleshooting

Tech Shop Trouble Ticket Procedures

1. Go to http://ww1.k12usa.com/login/login.asp
2. Select state and school district
3. Enter Login information:
    a. Student
    b. Password1
4. Select TroubleTrakkerPRO
5. Click Report a Problem (left column)
6. Describe your problem by selecting "computer" then answering questions that follow.
7. Give as much detail as possible. INCLUDE YOUR EMAIL ADDRESS to identify yourself.
    a. Only the fields with a red arrow are required to complete

For step-by-step instructions with pictures go to Echo > Library > School Resource Library > Student Resources.

If the problem requires time at the Tech Shop, a loaner laptop will be assigned to you.

When the laptop is fixed, the student will be notified that their laptop has been fixed. It is the student's responsibility to return the loaner and charger to the Tech Shop staff prior to receiving their original assigned laptop.

Damage, Loss, or Theft

In case of theft, vandalism, and other criminal acts, the student or parent MUST notify AHS administration or the Technology Department ASAP. The student or parent must also file a police report within 48 hours of the occurrence.

Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school by the next business and/or school day.

- Student will be charged the full price of the computer or repairs if deliberately damaged or vandalized.
- If damage is negligent, student may be responsible for the reasonable cost of repair or replacement costs.
- If a transfer to another school takes place, you will have 48 hours to return the computer to its home school.

- Seniors must clear all records and pay all fees before participating in graduation.
- Parents/Students are responsible for reasonable cost of repair for deliberately damaged computers.

What happens your laptop is damaged?

Restitution

If a student damages their laptop and cannot afford the deductible, cost of repairs, or the maximum $500.00 replacement cost, the parent and student may work with administration to devise a payment plan. All unpaid claims will be submitted to the prosecuting attorney.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Parent Expectations

1. Remember that while the school system will provide Internet content filtering, ***there is no substitute for parental supervision when using a computer.***

2. Monitor student use of the laptop and Internet at home.

3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the ***1:1 Laptop Handbook.***

4. *Sign a copy of the 1:1 Laptop Agreement that you will find at the end of this handbook.*

5. If the device is intentionally damaged or after the second damage incident, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.

6. Review Arkadelphia School District's Responsible Use of Technology and Internet Safety Agreement, this 1:1 Laptop Handbook with your child.

7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the 1:1 Laptop Initiative.

8. Ensure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Student Expectations

I Promise to...

- **be responsible for my laptop at all times**
- **carry and store my laptop in the laptop case provided by the district at all times**
- **report technical problems with my laptop to the Tech Shop**
- **back up critical files regularly on iCloud, Google Drive, and/or a portable USB drive**
- **not share my login password with anyone**
- **not loan my laptop or any laptop component to another student for any reason**
- **not change the standardized software already loaded on the laptop**
- **not download music, videos, games or programs, other than those used during instruction**
- **not delete any files or folders that I did not create because deletion of certain files can affect the performance of the laptop and can interfere with my ability to complete class work which may affect my grade**
- **not use my laptop while riding on the bus**

Computer Tips for Parents

Computers are a resource or tool. Arkadelphia School District strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today and APSD is preparing them to stay focused and handle those distractions.

Parents are still in control and have the ability to:

1. Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will tell my parents right away if I come across any information that makes

me feel uncomfortable.

- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the principal's office.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

2. Limit the hours during the day that your child is on the computer.

3. Physically monitor student activity on the computer. We encourage parents to have their student's login and password in order to monitor their child's computer profile, as well as their assignments. If students refuse to share, their password can be reset at a parent's request.

Parent/Student Laptop Agreement

(A signed copy of this form must be turned in to a school designee at the Parent/Student Orientation.)

1) I understand the laptop is property of Arkadelphia Public School District and is assigned to me.

2) I will use the laptop appropriately for school purposes.

3) I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.

4) I will not loan the laptop to another individual.

5) I will charge the laptop battery before each school day.

6) I will not use the laptop near food or drinks.

7) I will not disassemble any part of the laptop or attempt any repairs.

8) I will carry the laptop in the carrying case provided by the school.

9) I will not place stickers, drawings, markers, etc. on the laptop. I will not deface the serial number or inventory sticker on the laptop.

10) I understand that the laptop and its contents may be inspected at any time because it is school property.

11) I agree to return the laptop, carrying case, power cord, charger, charger cable, and any other accessories assigned to me when requested in good working condition.

12) I will follow the policies, procedures, and guidelines outlined in the Arkadelphia Parent/Student Laptop Handbook and the Responsible Use of Technology and Internet Safety Agreement at all times.

Student Name (Please Print): _____

Student Signature: _____ Date:_____

Parent Name (Please Print): _____

Parent Signature:_____ Date: _____

ARKADELPHIA HIGH SCHOOL LAPTOP USE PROGRAM

Student Name: _____ Grade: _____

Address _____

Parent/Guardian: _____

Home Phone: _____

LAPTOP HOME USER (OPTION A)

_____I will participate in the AHS Laptop Home User Program at a cost of $35.00 for this school year. I understand that I am responsible for a $50.00 deductible in the event of a claim.

Payment Information

_____ Payment of $35.00 enclosed (Make check or money order payable to Arkadelphia High School)

Parent Signature: _____

- By signing you are acknowledging that you are participating in the AHS Laptop Home User Program and accept all aspects of that plan, including timely payments of the $50.00 deductible for repairs and/or replacement costs for computer, charger, and charger extension. The $50.00 deductible applies to the first and second incident, the third incident you responsible for the full cost of repairs or $500.00 whichever is less.

DAY USER (OPTION B)

_____ I will participate in the AHS Laptop Home Day Program. I understand that I am responsible for a $50.00 deductible in the event of a claim. I realize this laptop may not be taken home. I will check out a laptop the beginning of each school day and return the laptop at the end of each school day.

Parent Signature: _____

- By signing you are acknowledging that you are participating in the AHS Laptop Home User Program and accept all aspects of that plan, including timely payments of the $50.00 deductible for repairs and/or replacement costs for computer, charger, and charger extension. The $50.00 deductible applies to the first and second incident, the third incident you responsible for the full cost of repairs or $500.00 whichever is less.

BRING YOUR OWN DEVICE (OPTION C)

_____I will provide my child with a laptop. I will complete and submit the Bring Your Own Device Authorization Form and will abide by the terms for use of private computers on school premises.

Parent Signature _____

Appendix B: Arkadelphia Public School Policies

IDCG – Grade Point and Ranking Board

Graduating seniors will be ranked by grade point. This ranking will be listed on the high school transcript. Final ranking will be for the full eight semesters of grades nine through twelve, though earlier computing may be necessary for tentative ranking requested by students applying for college admission, planning, etc. Points awarded for grades in order to figure grade point averages are A-4, B-3, C-2, D-1, & F-0. Most courses carry a value of 1/2 Carnegie credit per semester. Advanced Placement courses will receive weighted grades of A-5, B-4, C-3, D-2, F-0.

IDCG – Honors Policy

Academic excellence is the heart of any quality education program. In support of this fact, the Board of Education sets forth this policy as a means of recognizing those students who achieve high academic goals.

Honor Graduates and Awards

Any student with a GPA of 3.500 or better shall be considered an honor graduate if he or she meets all requirements. These requirements include:

1. A student must have been enrolled at Arkadelphia High School for the entire period of his or her senior year.
2. A transfer must have an overall GPA of 3.500 or better on all work at AHS as well as have the overall 3.500 or better.
3. A student must not have an "I" on his or her record to be considered for honor graduate status.

Graduation with honors shall include the following divisions:

1. *Summa cum laude* will be awarded to the graduates with a 4.001 or better and a composite score of 21 on the ACT with no score lower than 19.
2. *Magna cum laude* will be awarded to the graduates with a 3.750 or better (3.750 – 4.000) and a composite score of 20 on the ACT with no score lower than 19.
3. *Cum laude* will be awarded to graduates with a 3.500 or better (3.500 – 3.749) and an ACT score of 19 or better on each sub-test.

A faculty committee chosen by the principal will determine the student speaker at graduation. *Summa cum laude* students wishing to be considered to deliver the commencement speech will write their speech and turn it into the principal. The principal will remove the names from the speeches and allow the faculty committee to choose the best speech for delivery at the commencement exercises.

Advanced Diploma Graduates will receive medallions at commencement.

Effective Date - The effective date of this policy will be with the graduating class of 2005.

IHB – Homework

Homework is an assignment, directly related to the curriculum and current learning objectives, accomplished outside of class time to supplement, extend, or enrich classroom teaching and learning. Students are expected to complete their homework and return it to school the next day or on the day the teacher has stated it is due.

JBD Revised 6-18-96 – Absentee Policy

1. Students absent from school must bring an excuse to the office upon arrival at school the following day. The absence must be explained by a written note signed by a parent or guardian. A phone number is also required on the note.
2. Students who arrive less than ten minutes "tardy" to first period should report to the office and sign in. Students who arrive ten minutes or more after first period begins should report to the office for an admit and will be counted absent. All late arrivals and early dismissals during the day must be signed in or out through the office. Students shall be considered truant if they are more than five minutes late to class during second through eighth periods.
3. Students may be dismissed during the school day provided they present a written note and/or verbal permission from a parent/guardian to leave. Students MUST sign out through the office by obtaining permission from a secretary or principal. Students leaving campus without permission or signing out will be considered truant.

JBD revised 6-18-96 –Mandatory Attendance

All children between the ages of five (5) and seventeen (17) on or by August 1st are required to be in school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

Initial Enrollment

A birth certificate, social security number, or other documentation, as provided by law, shall be required to enroll in school. Other documentation could include: a statement by the local registrar or a county recorder certifying the child's date of birth; an attested baptismal certificate; a passport; military ID; an affidavit of the date and place of birth by the child's parents or guardian; or previous school records.

The primary responsibility for regular attendance and compliance with this policy and the laws of Arkansas rests with the student and parents. The Arkadelphia School district supports the philosophy that the instructional program is a vital part of a normal education. To fully benefit from instruction, a student must be in attendance a minimum number of days. Therefore, the following rules apply and will be followed:

1. Reporting to Parents. A) The principal or designee will communicate with parents when a secondary student accumulates three and five absences in a class during a semester. A letter will be sent to the parents notifying them of the student's record of absences and the school's desire to assist in resolving the matter. B) A third letter will be sent to parents if as many as eight absences are accumulated for any combination of excused or unexcused absences. Parents are expected to respond immediately and meet in conference with the high school principal.
2. Penalty for Absenteeism. A) **When a student accumulates eight absences in a class the student will be considered for denial of promotion, graduation, and course credit unless medical verification for the absences is on file**. Other factors entering into the consideration include but are not limited to the following: 1) Performance on standardized tests; 2) Grades earned during the school year 3) Discipline record and 4) Reasons for absences. Written justification for all the absences may be required by the administration. A physician's statement will also be required. B) The Arkadelphia School District is directed by Arkansas Law, Act 70 of 1989, to refer to local officials the parents of students who miss more than the allowed number of absences per semester. The fine resulting from such referral is limited to a fine of not more than $500. C) When a secondary student has lost credit for one or two classes, the student may be given an alternative placement until the start of the next semester. D) Parents will be notified of the administration's decision and of their right to appeal.

Regulation JBD-R 6-18-96 – Absences and Excuses – Make up work

A student who has been absent for three or more days can receive homework assignments by contacting the counselor's office. A counselor will collect the assignments and the student's books if requested. These may be picked up during the afternoon of the following day. For a class A absence, students are limited to twice the number of days missed for makeup work. After that period, a zero is assigned for missed tests or assignments not completed. Students out of school for school activities are not considered absent. Prescheduled tests must be taken and homework is due on the day of return from an absence unless prior arrangements have been approved by the administration before the absence occurred.

JBE revised 6-18-96 – Truancy

Note: Any senior who is truant at any time during the senior year will be required to take final exams.

JCAA revised 6-18-96 – Due Process

Students will be provided a handbook that includes printed school rules at the beginning of each school year. This printed information shall include students' rights to due process. Students will be provided procedural due process in any disciplinary matter in which a student is subject to suspension or expulsion. The due process provided includes that the involved student be informed of the rule broken and the evidence of such and that the student be allowed to have sufficient opportunity to respond to charges. Written notice of a suspension or expulsion shall be given to parents. Students and parents have the right to appeal. An involved student or parent of an involved student wishing to contest/appeal a disciplinary ruling must state the complaint in writing to the school principal. The decision of the principal may be appealed to the superintendent, then to the board of education. Whereas a hearing for suspension is not highly formal, an appeal for an expulsion is formal and may include representation by counsel, presenting of witnesses, confronting witnesses, and cross-examination of adverse witnesses.

JCDAD revised 6-18-96 – Bus Conduct

Bus Rules

Riding the bus is a privilege and should be safe and orderly. Everyone is expected to follow these rules when on a school bus. Progressive disciplinary steps for problems on school buses will be followed.

Safety Rules

Do not ask the driver to let you off the bus any place except at your regular stop.

Wait for the bus on the right side of the road (when the bus stops, you should be on the side with the door.) If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled before you cross in front of the bus. (Unless the driver directs you differently.)

If you must cross the road after leaving the bus, go to a point on the shoulder of the road ten feet in front of the bus (four or five long steps.) Cross the road only after the driver has signaled you to do so.

You cannot ride any bus except your own. Visitors are not allowed except in case of emergency. Permission must be secured from the Coordinator of Transportation. (246-1128)

KEEP IN MIND THAT BEING ON A BUS IS THE SAME AS BEING IN SCHOOL
IT IS A PRIVILEGE TO RIDE A SCHOOL BUS
YOU ARE IN SCHOOL WHEN YOU ARE ON A SCHOOL BUS

Act 247 of 2005

In accordance with ACT 247 of 2005, a person over eighteen (18) is guilty of a class B misdemeanor if the person:

1) Enters a school bus with the intent to commit a criminal offense;
2) Enters a school bus and disregards the orders or instructions of the driver;
3) Enters a school bus and refuses to leave the bus after being ordered to do so by the driver;
4) Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or
5) Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

Each school bus shall have signs placed next to each entrance warning that unauthorized entry of a school bus is a violation of state law.

JCDAG - Bullying

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children in school, on school property, in school vehicles, on school buses, at bus stops, at school sponsored activities or at school sanctioned activities. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a successive, separate action directed against multiple students.

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school personnel who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowable to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to

complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of bullying will not be subject to retaliation or reprisal in any form. Students or adults who knowingly fabricate allegations and falsely accuse a student of bullying will be subject to disciplinary action.

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 that may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

JGF revised 6-18-96 – Security Scans

The Board is committed to providing safe and orderly schools for the students and employees of the district. Although students, employees, and patrons have the right to be protected from unreasonable search, seizure, and interrogation by either state, federal, or school officials, school administrators have the responsibility to make a determination of the point at which the individual's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search, seizure, and/or interrogation by an administrator or his designee may occur when reasonable suspicion exists. Metal detectors may be used for both general and random scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. Random or partial scans will involve a search done with an identifiable group of students. For example: a bus load of students, a class of students, or all students who eat lunch during a given lunch period. If weapons or illegal substances are found during the process of scanning, district policy, local, state, and federal laws will be followed. The board instructs the superintendent to develop and implement regulations regarding the use of metal detectors in schools.

AHS will implement the policy in the following manner:

1. General Scan. A general scan will be conducted during a particular class period of the school day. All students will be required to remain in their classrooms until the scanning procedure is completed. Should a student have a need that necessitates leaving a classroom, the teacher will call the office for assistance. Teachers who have classes will remain with their classes until the scanning procedure is completed and they will monitor student activity during the scanning procedure. All faculty members who do not have classes will monitor student activity during the scanning procedure and will be asked to assist in the scanning procedure, monitor hallways, and monitor entrances/exits to the building. A general scan may be conducted for all spectators at athletic events or school activities. General scans will be conducted no less than two times during the school year. However, a general scan can be conducted at any time and will be conducted when the administration determines it to be necessary.
2. Random Scan. Random or partial scans will be conducted two times each month. Classes will be randomly selected by the administration for scans. One possible procedure would be scanning in specific zones of the building during different class periods to avoid developing a pattern. Teachers whose classes are being scanned will remain with their classes during the procedure and will monitor student activity during scanning. Students will not be allowed to leave the room until the scanning procedure is complete. Should a student have a need that necessitates leaving the classroom, the teacher will call the office for assistance. Faculty members who do not have a class during the time a random or partial scan is being conducted will be asked to assist in the procedure by assisting with scanning, monitoring hallways, and redirecting student traffic where necessary.

Selected State Laws

These laws are edited for handbook use. Comprehensive school laws may be read in *School Laws of Arkansas,* a publication by the Arkansas Association of Educational Administrators and available at the Central Administration office and at the principal's office. Many laws affecting students and school discipline have been legislated over the past few years; these are by no means a complete collection.

Act 472 of 1995

Allows school districts to prohibit any person who has been expelled from another district from enrolling in another school.

Act 574 of 1995

Requires parents to indicate on school registration forms whether a student has been expelled from another school district.

JGFA revised 6-18-96 – Emergency Evacuation Drills

Fire drills will be held unannounced once each month. Fire marshals will be appointed to make regular inspections during the fire drills. Specific exit instructions will be given by the teachers; but there are some rules, which should be followed in all situations.

1. Teachers should be the last to leave the room after they see that the door and the windows are closed and should take their roll book.
2. Walk quietly and in single file out the designated exit.
3. Stand in assigned positions without talking and wait until the bell is rung again for return to class.
4. Each school will develop plans to be used in case of a tornado alert and the procedures will be posted in each classroom by the first day of school.

Fire Drills

Students are informed and instructed by each teacher for the correct route and procedure to follow during a fire drill or actual evacuation. Teachers should discuss and post exit routes and safety rules with each class each semester. The correct evacuation process is listed below:

1. A bell with a continuing series of intermittent short rings signals a fire drill.
2. The teacher should be the last to leave the room after closing the windows and door.
3. Lines to and from the safety area are to be single file.
4. Drills are to be orderly in leaving and returning to the building.
5. Each teacher should check rolls as soon as the safety area is reached.
6. All lines are to stay clear of traffic areas of fire trucks and other vehicles.
7. One long ring indicates students are to return to class. A two-toned "doorbell" sound indicates all clear.
8. Designated adults will check the building for irregularities or unsafe practices and file a report in the assistant principal's office.

Tornado Drills

Teachers should discuss and post tornado drill information with each class each semester. When a drill is in practice, please observe the following:

1. A bell with a continuous modulated ring signals a tornado drill.
2. Move in an orderly manner away from glass areas such as windows, doors, etc., to a distance of 10 feet or more. Students in portable buildings are to come indoors to a designated area.
3. Keep face turned away from glass area.
4. Move to an inner wall of the classroom.
5. Crouch low or sit next to inner walls.
6. If nothing better, stay below school desktops as these will offer some protection.
7. Do not run outside seeking another building or person.
8. Stay clear of power lines and electrical wiring.
9. Teachers should always know how many students are within their responsibility.
10. Open a classroom door to remove a possible vacuum buildup.
11. Remain in the safety position until an all-clear bell is sounded. This is a two-toned "doorbell" sound.
12. Keep calm, quiet, and listen so you can detect falling debris or hear instructions being given. Do not strike matches or use lighter in case of gas leak.

JGFC-R 9-1-75 – Leaving Campus During School Day

Arkadelphia High School operates a **closed campus**. Students must secure permission from an administrator before leaving campus during the school day. Students will not be given permission to leave campus for lunch. Students are not allowed to leave campus without permission from the office even if the first period has not started. No student will be allowed to leave the AHS building and go to his/her vehicle during school hours without permission from an administrator. This includes all students who drive cars onto the campus in the morning. Students leaving without permission are considered truant.

JGFG revised 11-19-91 – Arkansas Driver's Test

Act 831 of 1991 states that everyone less than age 18 on October 1 of any year, when making application for an instruction permit or operator's license, must show proof of receipt of a high school diploma or its equivalent. If not a graduate, the applicant must provide proof of enrollment and regular attendance in a public, private, or parochial

school, or proof that the applicant is being provided schooling at home as prescribed by Arkansas law, or proof that such person is enrolled in a post-secondary program. Also, the applicant must present proof of a "C" average for the previous semester or grading period in order to be issued a license. A handicapped student receiving special education or related services shall present proof that the student is successfully completing his individual education plan in order to be issued a license. After July 1, 1993, a student enrolled in a home school shall present proof that he/she is successfully completing his/her course of study. The school attended by that person shall provide a form developed by the State Department of Education and available at any public high school office. If the applicant fails to present this form at the Driver's License Testing Station, no test will be administered.

JGFF revised 9-1-75 – Student Vehicles

Designated parking areas have been provided for the use of faculty and students while on campus. Students must park in the zones designated for student parking. Students must not use faculty, reserved, visitor, or handicapped spaces (unless they have a physically handicapping condition). In order to drive or park student cars or motorbikes on school property during the school day, students must secure a student parking permit and display it properly at all times on the rear view mirror. Students should secure a permit from the office each year at the cost of $10.00. Students are not permitted to sit in cars or be in the parking area once they have parked their vehicle. The automobile must be parked, locked, and left for the remainder of the day. The following guidelines are expected to be followed:

1. All vehicles will have a visible AHS parking permit displayed in the front windshield from the rear view mirror.
2. All student vehicles will park in designated student areas. Students are not permitted to park in the front and second row spaces or in spaces at the side of the building during normal school hours.
3. All vehicles will operate under the laws of the state of Arkansas. Unsafe operation will result in a parking lot violation.

KNC revised 7-7-77 - Assurance of Compliance with Civil Rights Laws

The Assistant Superintendent of Personnel is the Arkadelphia School District's coordinator of the following Civil Rights Laws: Title VI, Civil Rights Act of 1964; Title XI, Education Amendment of 1972; Section 504, Rehabilitation Act of 1973 which state that "No person in the United States shall, on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activities receiving Federal financial assistance." Persons wishing to file a complaint shall contact the Assistant Superintendent of Personnel at 11th and Haddock Streets, Arkadelphia, Arkansas, phone 870 246-5563. The complaint shall be in writing and signed by the person making the complaint. However, if the complainant's handicap prevents registration of the complaint in writing, he/she may choose an alternate method of communication that is consistent with his/her abilities.

4.1—RESIDENCE REQUIREMENTS

Definitions:

- "Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.
- "Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.
- "Residential address" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District[1] and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.[2] 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.[3]

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.[4]

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.

Legal References: **A.C.A. § 6-4-302; A.C.A. § 6-18-202; A.C.A. § 6-18-203; A.C.A. § 9-28-113**
Date Adopted: 06-04-17

4.17 – Student Discipline

The Arkadelphia Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board established policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the right of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Arkadelphia School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incid3ents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person make the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other persons who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the board of directors of any such report make to law enforcement.

Legal References: A.C.A. §6-18-502; A.C.A. §6-17-113

4.17a revised 5-15-12 – Criminal Acts

The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the Laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list:

1. Arson – The intentional setting of fire.
2. Assault and Battery – Threat of physical harm to persons.
3. Burglary and Larceny – Stealing of school or personal property.
4. Possession of Explosives – Explosives are not permitted at school or school-sponsored events.
5. Extortion, Blackmail, Coercion – Obtaining money or property by violence or threat of violence, or forcing someone to do something against his will by force or threat of force.
6. Possession of Firearms – Firearms are prohibited on school property or at school-sponsored events.
7. Larceny – Theft
8. Malicious Mischief – Willful destruction of property.
9. Robbery – Taking property from an individual by force or threat of force.
10. Sale, Use of Possession of Alcoholic Beverages or of Illegal Drugs.
11. Disturbing the Peace
    a) By violent, "abusive," obscene, or profane language addressed to a teacher or student.
    b) By threatening to fight, or challenging to fight, or fighting a student or teacher;
    c) By the use of "abusive," violent, obscene, or profane language, whether addressed to a specific party or the general public.
12. Use of Profane, Violent, Vulgar or Insulting Language - The use of profane, violent, vulgar, or insulting language toward any person in his presence of hearing, which language in its common acceptation is calculated to arouse to anger the person to whom it is spoken.
13. Hazing (Act 75 of 1983)
14. Harassing Communications
15. Abuse of Teachers – Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be liable to a fine of not less than one hundred ($100) nor more than one thousand five hundred dollars ($1,500).

Communicating a Death Threat Concerning a School Employee or Student

A person commits this offense if the person (1) communicates a death threat; (2) the threat involves the use of a firearm or other deadly weapon; (3) a reasonable person would believe the person making the threat intends to carry out the threat; (4) the person making the threat purposely engaged in conduct that constitutes a substantial step in carrying out the threat **(Act 1046 of 2001).** The act of communicating a false alarm to an educational institution is a Class D felony. A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is unlikely.

4.18a Adopted 01-18-08 - Falsely Communicating Terrorist Threats

A person commits the offense of falsely communicating a terrorist threat if, in any manner, the person knowingly makes a threat to commit or cause to be committed a terrorist act or otherwise creates the impression or belief that a terrorist act is about to be or has been committed a catastrophe, as defined under 5-38-202, that the person knows is false. If the person who commits the offense is a student, the student shall be recommended for expulsion. Falsely communicating a terrorist threat is a Class B felony. Legal Reference: A.C.A. 5-54-204.

4.19b – School Sponsored Trips

Because of the great responsibility involved in transporting and supervising the large number of students carried on trips, it is necessary to have definite policies to assure their maximum safety and proper condut.

1. Two adult's sponsors will ride each bus.
2. All students making the trip are required to go by transportation furnished or authorized by the school.
3. Students are required to return the same way unless the parents ask in writing for the student.
4. Only those authorized as a part of the particular activity will be permitted to ride transportation furnished by the school.
5. Conduct on the bus should be such that the utmost safety can be maintained by the drivers.

6. A form provided by the school must be completed by the parent before a student is allowed to participate in a school sponsored trip.
7. Assigned seating charts for students are required.
8. Children not enrolled in the participating class, grade or school may not go on a field trip with sponsoring school.

Legal Reference: A.C.A 6-18-505
Date Adopted: 06/18/96
Last Revised: 01/15/08

4.2—ENTRANCE REQUIREMENTS Date Adopted: 06-04-17

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.

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.[1]

Prior to the child's admission to a District school:[2]

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.[3]

4. 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.

Uniformed Services Member's Children

For the purposes of this policy:
"Active duty[4] members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;
"Uniformed services"[4] means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;
"Veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.
"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-15-504; A.C.A. § 6-18-201 (c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-510; A.C.A. § 6-18-702; A.C.A. § 9-28-113; Plyler v Doe 457 US 202,221 (1982)

4.20a Revised 01-15-08 – Athletic Events

Students who represent the school as participants or spectators or who accompany school groups on athletic trips or other school- sponsored trips are expected to abide by the policies of Arkadelphia Public Schools at all times. The school will have full authority over these students. All rules of the school and of safety and good conduct are to be observed. Students riding in school vehicles are expected to return in these vehicles unless given permission not to by the principal or his agent. If the student does not ride in a school vehicle, he/she must be returned only to the parent/guardian for transportation. A note shall be required of students to document parental permission for participation in school trips. **Legal Reference: A.C.A. 6-18-505; Cross Reference: 4.19b – School Sponsored Trips (Returning from school events)**

4.22 Adopted 01-15-08 - Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity,

en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.
A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, num-chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.
Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.
Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.1 Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
The district shall report any student, who brings a firearm or weapon to school, to the criminal justice system or juvenile delinquency system by notifying local law enforcement.
Minimum Penalty- Confiscation & Parent Conference/Report to Police/Superintendent
Maximum Penalty- Expulsion. Superintendent shall have discretion by law to modify expulsion requirement on a case-by-case basis.
Note: 1 The statute that specifies the penalties is A.C.A. § 5-27-206.
Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B); A.C.A. § 6-18-507 (e) (1)(2) 20 USCS § 7151

4.23 Adopted 01-15-08

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to cigarettes, cigars, chewing tobacco, snuff and e-cigarettes and all other electronic smoking devices) in or on any property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. Legal Reference: A.C.A. 6-21-609

4.24 Adopted 01-15-08 – Drugs and Alcohol

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 schoolsTherefore, no student in the Arkadelphia Public School district shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, 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.

Prohibited substances shall include, but are not limited to alcohol, or any alcoholic beverage, inhalants 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 prescription drugs not in accordance with the recommended dosage is prohibited.

4.24a revised 01-15-08 – Student Drug Abuse

This policy applies to any student who is on school property, who is in attendance at school, or at a school-sponsored activity (including any student who has left the campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district. It shall be a violation of policy for any student:

1. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, or distribute alcoholic beverages, controlled substance, illegal drugs, (including marijuana), or other material expressly prohibited by federal, state or local law.
2. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, distribute what is represented to be or that the student believes to be alcoholic beverages, controlled substance, illegal drugs (including marijuana), or other material expressly prohibited by federal, state, or local law.
3. To sell, distribute or abusively use prescription, patent, over-the-counter, or imitation drugs.
4. To have a trace of illegal drugs/alcohol in one's body. A trace is any amount that can be detected by an investigative technique or methodology.

Violation of this policy will result in the following consequences:

1. When possible, the parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The student may be asked to submit to any or all investigative techniques except urinalysis. Included in the various investigative techniques are the following test:
    a. Blood
    b. Breath
    c. Polygraph
4. Grades K-3

    1st Violation-During the four-year period (grades K-3) the student and parent/guardian will be involved in a counseling educational program.

    Repeated Violations- During the four-year period (grades K-3), the student shall be expelled for the remainder of the semester.

    Grades 4-12-During the nine-year period (grades 4-12), the student who is found in violation of the policy will be subject to disciplinary action, which may include suspension, **assignment to Alternative Learning Environment,** or expulsion. Students may also be required to seek professional counseling at the student's expense prior to the re-admission to school.)

These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the students leads to the arrest and conviction of the person or person illegally dealing in drugs.

- Any school employee who suspects that a student is violating this policy must report the name of the student and details to the principal.
- A student may be searched where there is reasonable suspicion that the student may be hiding evidence of a wrongdoing.
- Students suspected of violating this policy should be referred for counseling and parent should be notified.
- Periodic unannounced visits to the school and activities will be made with a drug dog.
- Due process will be observed in the administration of the policy. (JCAA)
- Medication must be left with the school nurse or office. (JGCD)

DEFINITIONS

Drug: Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, glue, paint, or materials expressly prohibited by federal, state, or local laws.

Possession: Possession includes having the drug on the person, or in the immediate vicinity of person, or among the personal possessions (locker, car, etc.) of the individual.

Abusive Use: The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

Legal References: Act 259 of 1975.
Adopted: 08/17/82
Revised: 01/15/08
Revised: 05/15/12

4.24b MANDATORY DRUG TESTING

MISSION STATEMENT:

The Arkadelphia School District recognizes that drug abuse is a significant problem for students, detrimentally affecting the overall health, behavior, learning ability, reflexes, and development of each individual. Drug abuse

includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

DEFINITIONS:

Drug:	Any substance considered illegal by Arkansas statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.
Activity Programs:	Any activity that meets the guidelines of the Arkansas Activities Association or sponsored by the Arkadelphia School District. This includes all school-sponsored academic, athletic/spirit and student groups for grades 6-12.
School Year:	From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

POLICY STATEMENT:

Arkadelphia School District is conducting a mandatory drug-testing program for students who choose to participate in an activity program sponsored by the Arkadelphia School District. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs grades 6-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS:

Consent: Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program absent such consent.

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

Student Selection: At the option of the district, all students in activity programs may be drug tested during the school year. In addition, random testing will be conducted bi-monthly during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs and drivers in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION:

Samples will be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return within a two (2)-hour time period to provide the sample. All students providing samples will be given the option of doing so alone in an individual room with the door closed.

TESTING AGENCY:

The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

PRESCRIPTION MEDICATION:

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

SCOPE OF TESTS:

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

LIMITED ACCESS TO RESULTS:
The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.
PROCEDURES IN THE EVENT OF A POSITIVE RESULT:
Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur:
If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.
FIRST POSITIVE RESULT:
For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, and activities of Arkadelphia Schools for a period of twenty (20) school days. A student may practice or attend an organization's meetings, but may not compete, dress out for competition, take part in a club's scheduled event beyond meetings or drive on campus. The student will be recommended for counseling; if any charge is incurred, it will be the responsibility of the parents.
On day twenty-one (21), the student will be allowed to be retested (at the expense of parent-guardian). If the test results are found to be negative, the student will again become eligible for driving on campus, competitions, presentations, and activities relating to Arkadelphia Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three consecutive months when school is in session.
SECOND POSITIVE RESULT:
A second positive result in the 24-month period following the first positive test will result in the student's being suspended from participating in activities and driving on campus for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.
THIRD POSITIVE RESULT:
For the third positive result, the student will be suspended from participation in activities and driving on campus for the remainder of his/her enrollment with the school district.
NON-PUNITIVE NATURE OF POLICY:
No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.
OTHER DISCIPLINARY MEASURES:
By accepting this policy the district is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy. Likewise, this policy does not preclude the district from following its disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities.
Adopted: 5/15/2012

4.24B Drug Testing Policy

General Authorization Form A

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Arkadelphia School District Drug Testing Policy. I hereby agree to accept and abide by the policies, standards, rules, and regulations set forth by Arkadelphia School District Board of Education and the sponsors for the activity in which I participate.

I also authorize Arkadelphia School District to conduct a breath scan or a urinalysis to test for drugs and/or alcohol use. I also authorize Arkadelphia School District to conduct random tests during the school year(s). I authorize the release of information concerning the results of such a test to the Arkadelphia School District and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

_____
Student Name (Printed)

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Signatures indicate permission given to be tested during the year(s) the student is involved in activities designated for drug testing. The parent/student will notify the drug testing coordinator if the student drops out of all activities that require the student to be drug tested so his/her name will be removed from the drug testing list.

Any parent whose child is not participating in an activity program sponsored by the Arkadelphia School District enroll their child in the Random Drug Testing Program may contact the campus principal.

4.24B – Drug Testing Policy

Notification of Violation of Drug Screen Testing Policy

I, _____, am the custodial parent/legal guardian of _____, a student in the Arkadelphia School District. I have been notified by officials of Arkadelphia School that _____ (student's name) has tested positive during the drug test administered under the provisions set by the Arkadelphia School District.

I understand that the above-named student is hereby recommended for counseling; if any charge is incurred, it will be my responsibility. The named student will also be placed on probation and not be allowed to participate in competitions, presentations, activities or drive onto the Arkadelphia campus for a period of twenty days (20).

On day twenty-one (21), the above-named student will be allowed to be retested (at my expense) under the guidelines set forth in the Drug Screen Test Policy. I, the custodial parent/legal guardian, understand that if the test results are found to be negative, the so-named student will again become eligible for competitions, presentations, activities and driving onto campus. I also understand that there will be a mandatory drug screen or lab test for three consecutive months at my expense.

If the test results are positive, the so-named student will be suspended from competition, presentations, activities and driving onto the Arkadelphia campus for the remainder of the school year. If the positive test is in the spring semester, the above-named student will not be able to participate during the following fall semester. In addition to the suspension, the so-named student will be immediately referred for professional counseling and rehabilitation at my expense.

_____ _____

Custodial parent/ legal guardian School Official

_____ _____

Student Date

4.24b Drug Testing Policy

Notification of Second Positive Results of Drug Screen Test

I, _____, custodial parent/legal guardian of _____, a student in the Arkadelphia School District, was notified on _____ (Date) of the first positive drug screen test results of the so-named student by _____ (School Official). At that time, I understood that the above-named student would be on probation and not be allowed to participate in competitions, presentations activities or driving on the Arkadelphia campus for a period of twenty days (20). I understood that on day twenty-one (21), at my own expense, I could request a second test administered under the guidelines set forth in the Arkadelphia School District's Drug Screen Policy. I, custodial parent/legal guardian of the so-named student, was notified of the second positive test results on the date of _____ (date) by _____ (School official).

I understand that under the Arkadelphia School District's Drug Abuse Policy, which I, the custodial parent/guardian consented to when I signed the consent form, the so-named student will be suspended from competitions, presentations, activities and driving on the Arkadelphia campus for the remainder of the school year. If this positive test is in the spring semester, the so-named student will not be able to participate during the fall semester. I also understand that I should seek professional counseling and rehabilitation for the named student.

_____ _____

Custodial parent/legal guardian School Official

_____ _____

Student Date

4.25 Adopted 01-15-08 - Student Dress and Grooming

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

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

4.26 Adopted 01-15-08 – Gangs and Gang Activity

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur that cause fear, intimidation, or physical harm to students or school staff. Gangs and their activities create an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership of any gang; and /or
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

4.27 Adopted 01-15-08 – Student Sexual Harassment

The Arkadelphia Public School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. 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 which 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.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in 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.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.; A.C.A. § 6-15-1005 (b) (1)

4.3 Revised 05-17-11 – 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 (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 (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 wavier 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. Students qualified under Section 504 or holding an Individualized Education Plan (IEP) may be excepted from the attendance requirements if determined by a committee and written within their educational plan.

4.30—SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,[1] including the day upon which the suspension is imposed. The suspension may be in school or out of school.

Students are responsible for their conduct that occurs:

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

A student may be suspended for behavior including, but not limited to, that ~~which~~:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.
Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
It is the parents' or legal guardians' responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:[2]

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.
During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.[3]

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.[3]
Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.
Suspensions initiated by the Superintendent may be appealed to the Board.
Legal References: A.C.A. § 6-18-507; *Goss v Lopez*, 419 U.S. 565 (1975) **Date Adopted: 06-04-17**

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

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

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

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.
The hearing shall be conducted not later than ten (10) school days[1] following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.[2] The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507 **Date Adopted: 06-04-17**

4.35 – Student Medications

School employees are not expected to administer medications. However, the Board of Directors recognizes, in extreme cases, the occasional need for District employees to administer medication to individual students. To assure adequate protection of students and the right of employees, personnel shall be guided by the following procedures:

1. No medication, prescription or non-prescription shall be administered by a school employee unless the student's need for medication is verified in writing on the medication permission request form JGCD-R-1. Form JGCD-R-1 must be completed and signed by a physician and parent, and approved by the principal or school nurse prior to a school employee administering medication to a student, and
2. The consent form shall include authorization to administer the medication and will relieve the Arkadelphia Board of Education and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy, and
3. Only one medication per form is allowed and students must have received at least one dose of the prescribed medication outside of school without experiencing any adverse or allergic reactions.

Following approval of form JGCD-R-1 by the principal or school nurse for a student to be administered medication: Medication, prescription or non-prescription, shall be left with the office or with the designated teacher for the student to take as prescribed. Unless authorized in writing by the physician and parent to self-administer or carry on his/her person, students are not allowed to carry any medications on themselves while at school. Students who have written permission to self-administer or carry medication on his/her person shall be allowed to carry and self-administer medication while at school, at on-site school activities, while traveling to or from school, and/or at an off-site school activity. The medication must be kept in the original bottle with proper labeling by a pharmacist or medication manufacturer if non-prescription. The fact that a student with a completed consent form on file to self-administer does not require him/her to carry his/her medication on his/her person; in such case, the medication will be kept in the office. The school district will make reasonable efforts to keep all medications in a safe and secure place.

Medication that can be taken at other times should not be brought to school, or a request made to school employees to be taken at school.

The school will not furnish any prescription or non-prescription medication to students. Students are responsible for supplying their own medications. No school shall keep medications past the end of the school year or keep any medications that are outdated. Parents shall be notified at least ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or student by the intended disposal date shall be destroyed by the nurse, with a witness present if possible.

PRN Medications
PRN DEFINITION – Medications that are taken as directed by a physician on an as needed basis only. (e.g. – an asthma patient used a Ventolin Inhaler when he/she has an asthma attack.)

The Arkadelphia School Districts medication policy is also applicable for PRN medications. The medication form JGCD-R-1 must be completed by both the parent and physician with specific instructions on frequency, dosage, and reason for the medication. PRN medication should be kept in the original bottle and properly labeled. PRN medications should be documented each time they are given.

Medication Errors
Should a medication error be made, a medication error form should be completed. The school nurse should be contacted immediately. She/he will determine if the physician should be contacted. The school nurse shall notify the parent/guardian expediently.

Medical Review Committee
The medical Review Committee will consist of the school nurse, one administrator, and two (2) teachers. The committee will meet biannually to review all incident/accident reports and medication error reports. The committee will monitor these reports for any repeated patterns of error or injury involving the same person. A report of the committees' findings will then be submitted to the Superintendent.

Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure appropriate treatment procedures have been followed.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

4.36b – School Personnel Duty to Report Child Abuse, Maltreatment, or Neglect

It is the statutory duty of certified school district employees (includes but is not limited to the following school district employees: childcare workers, daycare center workers, licensed nurses, mental health professionals, school officials, social workers, teachers) who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment, or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.
The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm, or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.
By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.
Legal References: A.C.A. 12-18-101 et seq, 107, A.C.A. 12-18-201 et seq, A.C.A. 12-18-401 et seq, 402. Dated Adopted: 06/17/08 (Policy 4.36b) Date Revised: 07/17/2012.

4.4—STUDENT TRANSFERS
The Arkadelphia Public School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the July and December regularly scheduled board meetings.[1]
The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.[2] The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. 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.
Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with **Policy 4.6—Home Schooling**.
The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
Except as otherwise required or permitted by law,[3] the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.Legal References: A.C.A. § 6-15-504; A.C.A. § 6-18-316;
A.C.A. § 6-18-317; A.C.A. § 6-18-510; A.C.A. § 9-28-113(b)(4); A.C.A. § 9-28-205;
State Board of Education Standards for Accreditation 12.05 **Date Adopted: 06-04-17**

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020

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 (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) 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 – (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.[2] 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 at least every other year[3] 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:[4]

- 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.[5]
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 for all students who meet the definition of "eligible child" in Policy 4.2 Entrance Requirements.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas

Department of Education, the district requires an additional four (4) units to graduate for a total of twenty-six (26) units. The additional required units may be taken from any electives offered by the district.[6] There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services 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.[7] 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.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

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

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

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement 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:
    - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
    - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) 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.[8]

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the 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.

CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (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

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) 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.[8]

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the 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. **Adopted: 6-04-2017**

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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.[2] 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 at least every other year[3] 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:[4]

- 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.[5]

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 for all students who meet the definition of "eligible child" in **Policy 4.2—ENTRANCE REQUIREMENTS.**

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional 4 units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district.[6] There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services 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.[7] 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

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for: [8]

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

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

5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
6) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

7) Algebra II; and
8) The fourth unit may be either:
    - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or

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

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (½) unit
Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
Health and Safety: one-half (½) unit
Economics – one half (½) 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.[9]
Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the 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.

CORE: Sixteen (16) units

English: four (4) units – 9th 10th 11th and 12th
Oral Communications: one-half (½) unit
Mathematics: four (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

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.
Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

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

Health and Safety: one-half (½) unit
Economics – one half (½) 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.[9]
Fine Arts: one-half (½) unit
CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the 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.
Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02 ; ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing Distance and Digital Learning; Smart Core Informed Consent Form 2017; Smart Core Waiver Form 2017; A.C.A. § 6-4-302; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-1406; **Date Adopted: 06-04-17**

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES
Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.
To protect the security of statewide assessments no electronic device, as defined in this policy, shall be accessible by a student at any time during 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 locker rooms or bathrooms;
5. 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 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 of 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.[2] Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.[3] A search of a confiscated device shall meet the reasonable individualized suspicion requirements of **Policy 4.32—Search, Seizure, and Interrogations.**
Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, 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.[4]
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~~ that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.[5] Legal

References: A.C.A. § 6-15-2907; A.C.A. § 6-18-515; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609; ADE Test Administration Manual; **Date Adopted: 06-04-17**

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

- "Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.
- "Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.
- "Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.[1]
- "Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.[1]
- "Supplemental Improvement Program (SIP)" is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)[2]. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide ~~mandated~~ assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.[3] Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. [4]

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.[5]

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule 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.

ACADEMIC REQUIREMENTS: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance. [6]

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.[7]

Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06; Arkansas Activities Association Handbook; A.C.A. § 6-4-302; A.C.A. § 6-15-2907; A.C.A. § 6-18-712; **Date Adopted: 06-04-17**

4.7 – Absences

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. a maximum of six (6) such days are allowed per semester unless the condition(s) causing such 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 pool workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is 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 twelve (12).

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Student with nine (9) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four point five (4.5) unexcused absences, his/her parent, 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 not later than the following school day.

Whenever a student exceeds nine (9) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, 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 shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by person 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.

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

Making up Work Missed

Daily schoolwork missed due to excused absences may be made up, and the grade earned will be given provided the work is made up within twice the number of days that the student missed. Unexcused absences cannot be made up.

Homebound Instruction

Students with an extended illness of ten days or more may be eligible for homebound or hospital instruction and should check immediately with the school principal to determine eligibility for services.

5.11 – Promotion/Retention/Course Credit for 9-12 Schools

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluation each student annually in an effort to help each student who is not performing at grade level. Each school in the Arkadelphia School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: failure of the course. If there is doubt concerning the promotion or retention or a students, or their required retaking of a course, a conference between the parent/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or hi/her designee.

All students must successfully pass all end-of-course (EOC) assessments they are required to take; unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course required a student to take an EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Promotion/retention or graduation of students with an Individual Education Plan (IEP) shall be based on their successful attainment of the goals set fo4rth in their IEP.

Legal References: A.C.A § 6-15-402; A.C.A. § 6-15-404; A.C.A. § 6-15-419(3); A.C.A. § 6-15-433; A.C.A. §6-15-1602; A.C.A. §6-15-2001; A.C.A. §6-15-2005; A.C.A. §6-15-2009

State Board of Education: Standards of Accreditation 12.04.3

5.14 – Homework

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: state board of Education rules & Regulations: Accreditation Standards 10.07

5.15 – Grading

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively, with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and to issue grades for each nine-week grading period to keep parent/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to:

(1) A change in the child's school enrollment;

(2) The child's attendance at a dependency-neglect court proceeding; or
(3) The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:
A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be .25 (83) + .75 (73) = 75.5%.

Legal References: A.C.A. §6-15-902; A.C.A. §9-28-113(f); State Board of Education: Standards of Accreditation 12/02; Arkansas Department of Education Rules and Regulations governing Uniform Grading Scales for Public Secondary Schools

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Traditional Progression

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

Alternative Progression

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:[1]

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.[2]

Legal References: Arkansas Computer Science Standards for Grades 9-12; Commissioner's Memo COM-17-051; **Date Adopted: 06-04-17**

5.21 – Advanced Placement, International Baccalaureate, and Honors Courses

Students in grades 7-12 who take advanced placement courses, International Baccalaureate course, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

The grading scale for all schools in the district shall be as follows:
A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points
For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.
Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student ails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.
"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.
Students who transfer into the district will be give weighted credit for the Advanced Placement Courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit as his/her previous school(s) according to the preceding scale.
Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools; ADE Rules for Advanced Placement and International Baccalaureate Diploma Incentive Program; A.C.A. §6-15-902(c)(1); A.C.A. §6-16-806

5.22 – Concurrent Credit

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one 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 towards the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial, developmental education course, as permitted by the ADE Rules governing Concurrent College and High School credit, shall be the equivalent of one-half unit of 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 District's student, and his or her parent(s) or guardian(s) if the public school 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 the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course9s) 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. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 31 school days of the end of the semester in which the course if take. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or 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.

Any and all costs of higher education courses take from concurrent credit are the student's responsibility.

Legal References: A.C.A. § 6-15-902(c) (2); Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Appendix C: Arkadelphia High School Computer Maintenance Program

In an effort to maintain the laptops provided to students and teachers participating in the AHS NewTech program, each laptop should be covered in the event of damage or theft. There are currently three (3) options for securing coverage of these laptops.

Option A:

- The parents will enroll in the Laptop Repair Pool ($35 per year with $50 deductible).

Option B:

- The parents will provide proof of insurance with a commercial laptop insurance provider. Proof of insurance is required before laptop is issued. (Worth Ave. Group is a leader in technology insurance).

Option C:

- Parents choose not to have their children issued a laptop to be take home. If this option is chosen the parents have the option to allow their student to either bring their own laptop, or use a computer at school that may not leave the classroom

Parents are required to choose one of the preceding options A, B, or C in order for their student to be issued or use a laptop. Although it is not required, participation in the Laptop Repair Pool (option A) is highly encouraged. Higher participation in the Laptop Repair Pool provides the technology department better resources to buy replacement parts when needed. After each school year, any funds left over will remain for the following school year.

ARKADELPHIA HIGH SCHOOL NEWTECH LAPTOP COVERAGE

Student Name: _____
Address: _____
Parent/Guardian: _____
Home Phone: _____

Laptop Repair Pool (Option A)

_____ I will participate in the AHS NewTech LRP at a cost of $35.00 for this school year. I understand that I am responsible for a $50.00 deductible in the event of a claim.

Payment Information
_____ Payment of $35.00 enclosed (Make check or money order payable to Arkadelphia High School)

Parent Signature: _____

By signing you are acknowledging that you are participating in the AHD NewTech Laptop Repair Pool and accept all aspects of that plan, including timely payment and the $50.00 deductable.

Commercial Insurance (Option B)

_____ I choose to seek out commercial laptop insurance and provide proof of insurance before my student is issued a laptop.

Insurance Company: _____
Policy Number: _____
Parent Signature: _____

By signing you are acknowledging that you currently have commercial insurance coverage for the high school's laptop issued to your student.

No Coverage (Option C)
I choose NOT to participate in the AHS NewTech Laptop Repair Pool nor provide commercial insurance coverage.

_____ I choose to provide my child with a laptop.
_____ I choose for my child to use a computer assigned in each classroom. I realize these computers are assigned only to the classroom and may not be taken home.

A family may choose to provide their own laptop or use a computer available in the classroom. School computers will not leave the classroom.

Parent Signature: _____

By signing you are acknowledging that you are DECLINING to participate in the AHS NewTech Laptop rEpair Pool. You are also acknowledging that you are declining to see out commercial insurance coverage.

STUDENT INTERNET USE AGREEMENT
Board Policy 4.29F

Student's Name (Please Print) _____ Grade Level_____

School_____ Date_____

The Arkadelphia 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:

1. 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 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. [Note: A.C.A. § 6-21-107 requires the district to have "…provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]

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. Personally identifying information includes full names, address, and phone number.
using the network for financial or commercial gain without district permission;

q. theft or vandalism of data, equipment, or intellectual property;
r. attempting to gain access or gaining access to student records, grades, or files;
s. introducing a virus to, or otherwise improperly tampering with the system;
t. degrading or disrupting equipment or system performance;
u. creating a web page or associating a web page with the school or school district without proper authorization;
v. providing access to the District's Internet Access to unauthorized individuals;
w. failing to obey school or classroom Internet use rules; or
x. 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.
y. Installing or downloading software on district computers without prior approval of 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 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_____

ARKADELPHIA HIGH SCHOOL ACCEPTABLE USE POLICY (AUP)

The Arkadelphia Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems is necessary. Staff will be expected to employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Electronic mail and telecommunications are not to be utilized by users to share confidential information about individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Arkadelphia Public School District grants computer resources to minors. The term "minor" is defined under Arkansas Family Law as an individual who is under the age of 18 years old. The Arkadelphia Public School District is committed to educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

The Arkadelphia Public School District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a faculty member. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the supervising teacher.

The Arkadelphia Public School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) child pornography, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

I. Use of Computer Hardware

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No district serviced hardware, including cables or peripherals, may be moved without authorization from Technology Staff.
4. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
5. It is the responsibility of the users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
6. It is the responsibility of the users to report malfunctions of the hardware to the supervising teacher.

II. Use of Computer Software

1. Only software which is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. The Technology Coordinator and/or Technology Staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

III. The following behaviors are NOT PERMITTED on district workstations, computers, or networks:

1. Sending of "chain letters" or "broadcast" messages to lists or to individuals.
2. Sharing personal or confidential information about students or employees
3. Sending, viewing, downloading, or displaying offensive materials or pictures
4. Directly assisting a campaign for election of any person to any office
5. Using obscene language, harassing, insulting or attacking others
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
7. Violating copyright laws
8. Using ANYONE's email account other than your own
9. Trespassing in others' folders, documents, or files
10. Violating any regulations prescribed by the network provider
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable.
12. Using district-connected technology to perform any illegal activity is prohibited.

The Technology Coordinator, Technology staff, or faculty/staff will report inappropriate behaviors to the user's principal who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints observed by other users will be routed to the supervising faculty/staff for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may become involved.

Each user will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account and annually, thereafter.

I have read the procedures above and agree to adhere to them

Print name _____ Grade _____

User's signature _____ Date _____

6.11 Parental/Community Involvement – District

The Arkadelphia 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 their 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, meeting, 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 need of our district;
10. Train parents to enhance and promote in 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 affect 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.

Legal References: 20 U.S.C. § 6318 (a) (2), (A), (B), (D), (E), (NCLB Act of 2001, Section 1118)

20 U.S.C. §6318 (e) (1), (2), (3), (4), (5), (6), (8), (9), (10), (11), (13), (14) (NCLB Act of 2001, Section 1118)

6.12 – Parental/Community Involvement – School

The Arkadelphia High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, the Arkadelphia High School 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.

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. 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;
3. 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;
4. 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.
5. 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;
6. Keep parents informed about parental involvement programs, meeting, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. 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;
8. Find and modify other successful parent and community involvement programs to suit the need of our district;
9. Train parents to enhance and promote in the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Arkadelphia High School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Arkadelphia High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents' right to be involved in the education of their child.

Arkadelphia High School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

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.

Legal References: 20 U.S.C. § 6318 (b) (1) (NCLB Act of 2001, Section 1118); 20 U.S.C. § 6318 (c) (1), (2), (3), (4) (NCLB Act of 2001, Section 1118); 20 U.S.C. § 6318(d) (NCLB Act of 2001, Section 1118); 20 U.S.C. § 6318 (e) (1), (2), (3), (4), (5), (6), (8), (8), (10), (11), (13), (14) (NCLB Act of 2001, Section 1118)

This Section to be completed by Student's Parent or Guardian

I have read the procedures above. In consideration for the privilege of using the District's system, and in consideration for having access to public networks, I hereby release the District, it operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including without limitation, the type of damage identified in the procedures above.

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

School-Parent-Student Compact and Parent Involvement Policy

School Responsibilities

Arkadelphia High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Arkansas' student academic achievement standards. This includes extended day tutoring for high school students at no cost to the student.
2. Hold parent-teacher conferences twice per year during which this compact will be discussed as it relates to the student's achievement. The conferences will be held on October 25, 2012 and February 14, 2013.
3. Provide parents with frequent reports on their children's progress through the use of the school website. Progress reports will also be mailed mid-grading period to all parents.
4. Provide parents with reasonable access to staff. Each teacher has a designated conference time to meet or talk with parents by phone. This information for each teacher is on the school website or may be obtained by phoning the school office at 246-7373.
5. Provide parents opportunities to volunteer and participate in their child's classes and to observe classroom activities. A binder is in the school office for parents to sign up to serve as a school volunteer or class resource speaker.

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

1. Monitor attendance and make sure he/she attends school each day and is on time.
2. Monitor homework for completeness.
3. Monitor and limit the use of television and screen time, including texting and phone time.
4. Attend conferences and participate in decisions relating to my child's education.
5. Communicate with the school when notified.
6. Serve on advisory groups and committees needed for advancing school policies and procedures.

Student Responsibilities

I will share the responsibility to improve my academic achievement and reach proficient skills as per Arkansas standards. I will do the following:

1. Complete my homework each day and ask for help as needed.
2. Read at least 30 minutes every day outside of school time.
3. Give my parents all notices and information received by me from my school.
4. Attend tutoring and extra help by teachers until I reach proficient status on the Benchmark exam.

_____ _____

Parent/Guardian Date

_____

Student

4.24B DRUG TESTING POLICY
GENERAL AUTHORIZATION FORM A

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Arkadelphia School District Drug Testing Policy. I hereby agree to accept and abide by the policies, standards, rules, and regulations set forth by Arkadelphia School District Board of Education and the sponsors for the activity in which I participate.

I also authorize Arkadelphia School District to conduct a breath scan or a urinalysis to test for drugs and/or alcohol use. I also authorize Arkadelphia School District to conduct random tests during the school year(s). I authorize the release of information concerning the results of such a test to the Arkadelphia School District and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

_____
Student Name (Printed)

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Signatures indicate permission given to be tested during the year(s) the student is involved in activities designated for drug testing. The parent/student will notify the drug testing coordinator if the student drops out of all activities that require the student to be drug tested so his/her name will be removed from the drug testing list.

Any parent whose child is not participating in an activity program sponsored by the Arkadelphia School District must enroll their child in the Random Drug Testing Program may contact the campus principal.

Signature Verification Form

Act 104 of the 1983 First Extraordinary Session of the legislature requires that the school document that parents and student receive a written copy of the school's discipline rules. Sign and return this form to your child's first period teacher to verify you have received a copy of the following documents and policies:

1. AHS Student Handbook
2. Student Drug Abuse Policy 4.24 (page 47)
3. Mandatory Drug Testing Policy 4.24b (page 77)
4. School Bus Rules & Consequences (page 21)
5. Bullying Policy (page 19)
6. Smart Core Curriculum (pages 5; 44)
7. Student Internet Use Agreement (pages 61-64)
8. School-Parent-Student Compact Involvement Policy (page 65)
9. Discipline Policy (page 58)
10. Homework Policy (page 47)
11. Arkadelphia High School Computer Maintenance Program (page 67)
12. Arkadelphia High School NewTech Laptop Coverage (page 68)
13. Student Internet Use Agreement (page 69)
14. Arkadelphia High School Acceptable Use Policy (page 72)

THIS PAGE ALONG WITH THE PAGES UNDERLINED ABOVE MUST BE SIGNED AND RETURNED TO ARKADELPHIA HIGH SCHOOL WITHIN FIVE (5) DAYS AFTER THE STUDENT RECEIVES THE HANDBOOK

We received the District's discipline policies and realize that the student must adhere to these and to other policies, rules and procedures contained in the Handbook. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

_____	_____	_____
Full Name of Student	Grade	First Period Teacher

_____

Student Signature Date

_____

Parent/Guardian Signature Date

4.35F REVISED: MEDICATION PERMISSION REQUEST FORM – ARKADELPHIA SCHOOL DISTRICT

Note to Parents/Guardians:

The Arkadelphia School District requires that all students who need medication during school hours must do the following:

1. Present this medication permission request form, JGCD-R-1, signed by the physician and parent/ legal guardian. Only one medication per form allowed.
2. Bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. PRN and/or non-prescription medication must also be in its original bottle and properly labeled.

Name of Student: _____ School _____

Date of Birth: _____

TO BE COMPLETED BY PHYSICIAN

Name of Medication: _____ Reason prescribed_____

Specific time(s) and dose(s) to be given at school: _____

_____ Length of Time: _____

Are there any restrictions? ____yes ____no If yes, what and how long? _____

_____

_____ _____

Printed Name of Physician Signature of Physician

_____ _____

Office Telephone Date

TO BE COMPLETED BY PARENT

I, _____, give permission for my child to receive the above medication as directed. By signing this form, I certify that at least one dose of the medication has previously been given outside of school and NO adverse reactions were experienced.

_____ _____ _____

Parent/Guardian Signature Telephone Date

BUS DISCIPLINE REFERRAL
ARKADELPHIA PUBLIC SCHOOL DISTRICT

STUDENT _____ CAMPUS_____DATE_____

DRIVER_____A.M. P.M. BUS #_____ REFERRAL # _____

MINOR

_____ Making loud noises _____ Annoying other students or driver _____ Littering _____ Standing while bus is moving

_____ Placing anything out of the window or in the aisle _____ Failing to be in assigned seat _____ Eating or drinking

Minimum: Step 1 Maximum: Step 6

PHASE TWO

_____ Releasing chemicals _____ Bullying _____ Possession of animals _____Tripping other students

_____ Disrespecting the driver _____ Spitting _____ Cursing or racial remarks _____ Throwing objects

_____Writing on or damaging the school bus (This action will also require payment for the damage.)

Minimum: Step 2 Maximum: Step 6

MAJOR

_____ Physical fighting _____ Tripping the bus driver _____ Possession of firearms, knives, sharp objects

Minimum: Step 2 Maximum: Step 6

BEHAVIOR NOT COVERED ABOVE: The school district reserves the right to punish behavior that is not conducive to good order and discipline on the school bus; even though such behavior is not specified in the preceding written offenses.

CONSEQUENCES will fall between minimum and maximum steps for each category depending on severity and frequency of violation.

Step 1. The transportation director will give the student a **documented warning**. The school will notify the parents.

Step 2. The student will not be allowed to ride the bus for **(3)** days. The school will notify the parents.

Step 3. The student will not be allowed to ride the bus for **(5)** days. The school will notify the parents.

Step 4. The student will not be allowed to ride the bus for **(10)** days. The school will notify the parents.

Step 5. The student will not be allowed to ride the bus for **(30)** days. The school will notify the parents.

Step 6. The student will not be allowed to ride the bus for the **remainder of the year**. The school will notify the parents.

NOTE: All bus discipline will be handled by the Director of Transportation. Discipline referrals will be sent home from the school. If you have any questions concerning your child's bus discipline, please contact Mr. Wayne Hasley at 870-246-1128.

IT IS A PRIVILEGE TO RIDE A SCHOOL BUS
YOU ARE IN SCHOOL WHEN YOU ARE ON A SCHOOL BUS

COMMENTS:

ACTION TAKEN:

_____ _____ _____ _____
PERSON NOTIFIED PHONE # TIME Date

_____ _____ _____ _____
Person Notified **Phone#** **Time** **Date**

TAPE VIEWED BY THE DIRECTOR OF TRANSPORTATION _____ _____
INITIAL DATE