

Student Handbook And Discipline Policies 2019-2020

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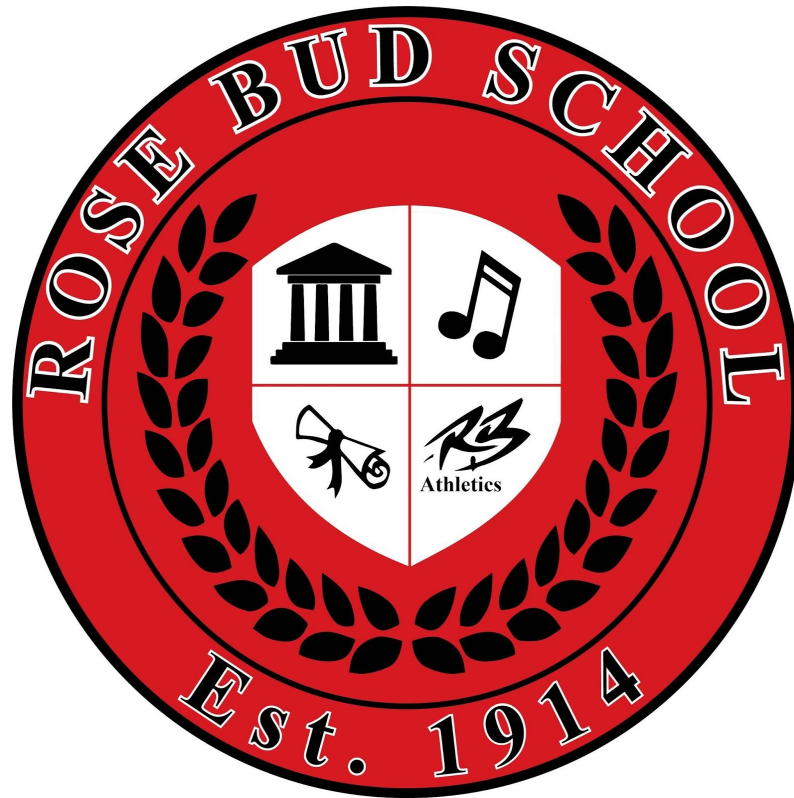
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Preface

The administration, board of education, and faculty have prepared this handbook in an attempt to assist students and parents in becoming familiar with the policies, regulations, requirements, and activities of Rose Bud Public Schools. This handbook, when properly used, can help high school students enjoy more fully the school and the opportunities it affords.

The handbook is designed in such a way that the incoming students may have a ready source of information when they meet the problems of adjusting themselves to new surroundings.

Along with increasing your knowledge and skills, another major responsibility and guideline while attending Rose Bud High School will be for you to recognize that freedom implies the right to make mistakes and learn from them so long as the consequences of the acts are not dangerous to life and property, and that these acts do not infringe upon the rights of others or disrupt the academic program.

We trust that you will find the handbook of value in answering the main questions that arise during the school year. If you do not find herein the information desired, please inquire at the office.

STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Each student at Rose Bud High School has the responsibility to maintain and promote the safe and orderly environment conducive to a quality education. This responsibility includes reporting any violation of school rules and/or violations of state laws to the proper authorities.

ABUSE (VERBAL AND PHYSICAL) OF A SCHOOL EMPLOYEE

VERBAL ABUSE shall include but not be limited to a student: cursing an employee, name-calling, derision, defamation or innuendo, intimidation, etc. Discipline will range from a minimum of suspension to a maximum of expulsion.

PHYSICAL ABUSE shall include but not be limited to a student: using any weapon against an employee, striking or pushing an employee, tripping, restraining an employee against his or her will, throwing at an employee, etc.

Seriously threatening a school employee or student is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension.

Discipline will range from a minimum of suspension to a maximum of expulsion. When monetary damages are involved, restitution shall be one of the measures taken. The police may be called and civil charges filed when circumstances seem to warrant. Evaluation by a mental health professional may be required before readmission to school.

ALTERNATIVE LEARNING CENTER

An Alternative Learning Center (ALC) is provided at the Crossroads Alternative Learning Campus at Quitman for students who have been identified as educationally at-risk. The purpose of the program is to prepare students academically to return to the regular classroom and to acquire attitudes and skills to manage their personal conduct in a socially acceptable manner. Those students assigned to the ALC will be expected to follow all rules and procedures established by the ALC staff. The following criteria must be met for placement in the alternative campus:

1. Recommendation made by a committee comprised of members of the administration and the teaching staff.
2. Students will be placed in the school for at least one semester.
3. A meeting before entrance in the alternative school with student, parent/guardian, alternative school supervisor, and administration of RBHS.
4. A meeting before entrance back to the RBHS main campus with student, parent/guardian, alternative school supervisor, and administration of RBHS.

ASSAULT

Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of the RBHS School System will result in a minimum of suspension to a maximum of expulsion. Seriously threatening a school employee or other student, or threatening damage to a school structure is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension. Evaluation by a mental health professional may be required before readmission to school. Proper law enforcement authorities will be notified.

ATTENDANCE/ABSENCES

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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Absences will be of 3 types, A, B, and C absences. Type A absences are absences for which professional

documentation is presented. Professional documentation can be from a medical doctor, judge, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student. Absences for funerals (no more than 1 day per funeral) are considered Type A absences with proper documentation. Type A absences are excused, unlimited in number, and all missed work can be made up, but they count as absences.

Other absences which would be considered Type A are:

1. To participate in the election poll workers program for high school students;
2. To serve as a page for a member of the General Assembly;
3. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, or has returned from deployment to a combat zone or combat support posting;
4. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
5. Due to the student having been sent home from school due to illness.

Type B absences are absences with or without documentation from parents. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation. Type B absences are limited to seven (7) per semester. Type B absences are not excused, however missed work can be made up. Excessive Type B absences (more than 7 per semester) will result in loss of credit and a grade of F in each course affected. Parent/guardian will be notified when a student has missed 4 days have been missed in a class.

Documentation from parents will only be accepted within ten (10) school days upon a student's return to school

Type C absences are absences resulting from a suspension or expulsion. Type C absences are unexcused and students receive a grade of zero for all work missed while absent. Excessive unexcused absences shall not be a reason for expulsion or dismissal of a student.

Students participating in school sponsored activities will not be counted absent.

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.

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 code.

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

Students are required to sign in and out in the office when arriving or leaving campus other than at regular start and end of the school day. Students are only allowed to be signed out during the day by a parent/guardian or after the office has received notification from the parent/guardian.

Any student leaving school during the day must, in all cases, sign out. Failure to sign in and out will result in disciplinary measures that range from detention hall to suspension.

Students will be permitted to turn in all work missed due to an absence under the following rules:

- a) Students will have as many days to turn in make-up work as were missed, with this exception; assignments given before the absence, are due on the first day returning. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
- b) The student must turn in to the teacher the make-up work without the teacher asking the student for it. It is the responsibility of the student.
- c) Providing a student receives make-up assignment and is not in school the day it is due, then it is due the

first day the student returns to school.

Any student who has not completed all work and tests assigned at the end of the semester shall receive an "I" (incomplete) for the semester. The student shall have two (2) weeks to complete the work and/or tests for the semester, or the "I" becomes an "F" for the final grade except for extenuating circumstances, such as illness.

A student will be counted absent if ten (10) or more minutes are missed in a forty-three(43) minute class period.

A student arriving after the bell has rung to begin a period shall be deemed tardy.

BULLYING

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

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

Definitions:

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

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

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

Electronic act means without limitation, a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

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

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

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

1. Sarcastic comments about another student’s personal appearance or actual or perceived attributes;
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting or belittling;
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
5. Demeaning humor relating to a student’s race, gender, ethnicity, actual or perceived attributes;
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Stealing or hiding books or belongings; and/or
10. Threats of harm to student(s), possessions, or others;
11. Sexual harassment is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut” or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

Cyberbullying of school employees is expressly prohibited and includes, but is not limited to:

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

g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

BUS STUDENTS

All reported bus misconduct will be subject to disciplinary guidelines according to the RBHS handbook. Students who misbehave on the bus will receive disciplinary action ranging from student conference to expulsion.

Any visitor riders on a bus must provide the bus driver with a permission note signed by a parent/guardian before being transported on the bus.

CAFETERIA

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and the student has been approved for free meals. Students are notified they are out of money when they come through the meal service line.

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation in complying with the following rules:

1. Stay in line and do not break, push, or run.
2. Be polite to fellow students and especially to cafeteria workers.
3. Remove trays and milk cartons from your table.
4. Food is to be eaten in the cafeteria only, unless you are to report to working lunch.
5. Students are to behave in an orderly manner in the cafeteria.
6. Each student who has finished eating should leave the area he/she used clean.
7. Students will not be allowed to accrue charges for more than 10 meals without payment.
8. In the event of rain, students will remain in the cafeteria.

CANINES

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property, student bags, and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his/her person. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or an automobile will warrant a further search by school officials or appropriate legal authorities.

If during a search by trained dogs a student chooses to leave campus without proper authority, that action will constitute the same consequences as being found in possession of a controlled substance.

CHECK-OUT PROCEDURE

Permission to leave school before the close of the school day may be obtained ONLY from the office.

The proper procedure for checking out of school includes the following:

1. Parents must be present, send documentation, or call before a student is allowed to check out.
2. Sign the check-out book

No check-out will be allowed on major test days (midterm, final, and state mandated testing) until ALL the student's tests for ALL the test days are completed.

Failure to follow check-out procedure will result in disciplinary action ranging from Saturday School to suspension.

CHEMICAL SCREEN TEST POLICY

The Rose Bud School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total well being of each

individual. The Rose Bud Board of Education is determined to help students by providing another option for them to say “no”. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To let all the students of Rose Bud Schools know that the school is concerned about their total wellbeing. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of the students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws, which restrict the use of such mood-altering chemicals.
4. To assist students of Rose Bud Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Rose Bud Schools who are considered leaders and standard bearers among their peers.
6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
7. To provide referrals for student who need evaluation regarding their use of mood altering chemicals.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope

The provisions of this policy apply to all student in Rose Bud Schools in grades seven through twelve whose parent/guardian signs Consent Form “A” of the Chemical Policy.

General Provisions

Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and their derivative or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Reasonable Suspicion Provisions

The use or possession of illegal drugs or alcohol by a student on property under the control of the RBHS School District or prior to entering property controlled by the District or at a District-sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student’s body is considered possession.

Reasonable Suspicion-is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on District property or has used illegal drugs off of District property, but is on District property or at a District-sponsored event while under the influence of the illegal drugs; or that a student has used or possessed alcohol on or off of District property or at a District-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on District property or at a District-sponsored event while under the influence of the prescribed medication.

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a District official, administrator, or employee: Eyewitness evidence of another person plus additional evidence;
- Individualized suspicion possessed by an employee of the District that is based upon a reasonable suspicion and/or reasonably reliable evidence

Random Testing Provisions

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student's body is considered possession. Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

Procedure

Type of Testing-The District may require each student of the Rose Bud Schools grades seven through twelve to provide a urine specimen. Each specimen cup will have a number on it, which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Rose Bud Schools or go to a pre-designated doctor's office and give a urine specimen.

Selecting Process-While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (50%) of the students in grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for random testing equals the number representing students designated for random testing.

Refusal to Submit Testing-Students not consenting to be tested (in random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings and functions or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the remainder of the school year. Any participant who refuses to submit to a drug test shall not be allowed to drive to or park on school grounds for the remainder of the school year. Each student must consent by the beginning of the 2nd semester in order to participate in 2nd semester activities. The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year.

Examples include:

Class or Club trips	Prom Committee	Dances (including Prom)
Decorating for Prom	Homecoming Maid	Sports
Band Festival		Driving/Parking Privileges

Use of a Positive Test-Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within 24 hour period of a positive result. The specimen must be given at a pre-designated doctor's office.

Expense: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Testing Procedure:

Analysis of Urine specimens-The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive result. The confirmation test will be at the student's expense at the office of a pre-designated physician. Gas chromatography/mass spectrometry GC/MS shall be conducted on the specimen.

All test results from the laboratory shall be communicated to the the superintendent or designee. To ensure proper testing, United States Department of Health and Human Services as defined by the National Institute of Drug

Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site, where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

The Following precautions will be taken, as appropriate, at the collection site:

1. Positively identify the examinee.
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with custody procedures and determine whether it contains at least 60 millimeters of urine. If there is not at least 60 millimeter, additional urine should be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the Superintendent or designee for guidance.
7. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
8. Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
9. The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
10. The student and the observer will sign the chain of custody form.
11. The identification label on the specimen container shall contain: the date, the student's name, and the student's assigned number.

The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the permanent record book next to the identification information. The student shall be asked to read and sign a certification statement regarding the urine specimen.

Results and Notification

Test results shall be reported to the Superintendent or his designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test, or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for specific drug.

Substance Tested

The substances for which students will be tested include:

Barbiturates	Amphetamines	Benzodiazepines
Amobarbital	Amphetamine	Alprazolam
Butabarbital	Methamphetamine	Chlordiazepoxide
Butalbital	Clorazepate	Pentobarbital
Diazepam	Phenobarbital	Halazepam
Secobarbital	Prazepam	Triazolam
Cocaine Metabolites	Propoxyphene	Phencyclidine (PCP)
Qualitative THC	Opiates	Ethyl Alcohol
Codeine	Heroin	Morphine

The cutoff levels for initial screens shall be 100 nanograms per millimeter (ng/mg) for marijuana metabolites (THC), 300 ngn/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for amphetamines. The cut weight of ethyl alcohol shall be four one-hundredths of one percent (0.04%) by weight of alcohol in the student's breath or blood. Cutoff levels used are determined by the National Institute on Drug Abuse.

The cutoff levels for confirmation tests shall be 15 mg/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for amphetamines, and 25 ng/ml for phencyclidines.

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at various times of the year. The form must be cosigned by the student's custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/guardian and returned to the principal.

Cost

The test to be given during random selection will be paid for by the District. Any second test or test requested by the parent or student will be at the parent's own expense.

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlines as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the District.

Records

All records concerning chemical abuse testing shall be maintained by the Superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the Superintendent or his/her designee shall have access to the files. The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his/her chemical abuse testing records upon written request.

Grievances

The procedure for appealing is found in the Rose Bud Handbook.

The following procedures will be followed when students violate this policy:

1. The parent or guardian will be notified.
2. The superintendent or designee shall schedule a conference with the student's custodial parents or legal guardians to explain the results.
3. Counseling/rehabilitation will be strongly recommended for the student who test positive. This will be at the expense of the student.
4. The student will be placed on a 20-day probation from any school activities. After twenty-one days, the student will be tested again at the student's own expense. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to continue in school activities for one calendar year. The student cannot participate in any form of extracurricular activity involving Rose Bud Schools. To regain eligibility for participation in activities after the calendar year period, a student must have a negative Chemical Screening test. This must be administered by the pre-designated doctor at the student's expense.

CLASSROOM RULES

1. Be in your assigned seat ready to begin work when the tardy bell BEGINS to ring.
2. Bring all necessary materials to class every day.
3. Complete all assignments.
4. Do not work on assignments from other classes while in a class.
5. Follow instructions at all times.
6. Cheating will not be tolerated.
7. Keep your hands, feet, and objects to yourself.
8. Respect your classmates and their property.
9. Do not have food or drinks, other than water, in the classrooms.

CLOSED CAMPUS

Students may not leave the campus during the school day unless permission has been granted by a parent through the principal's office. Once you enter the student parking lot or any part of the campus, even before classes have started, you cannot leave without permission from the office. Students may not bring outside food or beverage to campus during lunch time.

CONTRABAND

Contraband such as laser lights (ACA § 6-18-512), lighters, matches, radios, TV sets, tape recorders, CD players, any other electronic devices, sunglasses, hats, caps, chemical agents, and fireworks will not be allowed on school campus without prior approval. If such a device is brought to school it will be collected by the teacher and handed to the principal. Students who violate this policy are subject to disciplinary action that will range from a minimum of a student conference to a maximum of expulsion.

CORPORAL PUNISHMENT

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools. Reasonable discipline may include the administration of corporal punishment to a student by a certified employee, but should follow the guideline below:

- a. This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.
- b. Corporal punishment is only offered as one of two or more alternatives. It will not be administered if the student chooses not to take it.

- c. It shall not be administered in the presence of other students, shall not be issued in a spirit of malice or anger, and shall not be excessive.
- d. Corporal punishment will only be administered when 2 certified employees (one of which must be an administrator) are present.
- e. The student shall be advised of the infraction he/she is being punished for before administering. If the student claims innocence, the certified employee will permit the student to state his/her position, which shall be considered prior to punishment.
- f. Corporal punishment should be administered to the posterior only.
- g. A written report of corporal punishment should be kept in the principal's office.
- h. School officials are not required to conduct formal hearings prior to corporal punishment.
- i. Parents may choose whether or not their child is eligible for corporal punishment.
- j. Corporal punishment will only be administered a total of two times per year.

DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parent of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00. Depending on the severity of the offense any of the following could be imposed:

- a. Suspension (5 days plus payment of replacement cost and placed on probation)
- b. Suspension (10 days plus payment of replacement cost and placed on probation)

Rose Bud School reserves the right to bring criminal charges against the student in addition to other discipline.

DELAYED START FOR SCHOOL PROCEDURES

The decision to close school will be made by the superintendent of schools. When the superintendent has reason to close school, he will begin a process of informing staff, parents, and students through the use of Little Rock TV stations, and recorded telephone announcements. Please contact the office to be added to the telephone contact list.

DETENTION HALL

Rose Bud High School uses a school- wide discipline system to help maintain order and provide a basis of understanding between students, parents, and the staff of RBHS High School. The discipline system is based on detention hall. Detention hall is held daily at the following times:

Teacher Detention	Held at Teacher's discretion
Early Detention Hall	7:00 a.m. - 7:50 a.m. (M - F, each week)
Detention Hall	7:30 a.m. - 7:50 a.m. (M - F, each week)

Classroom teachers will administer teacher detention for classroom behavior that does not warrant an office referral. If a student does not attend teacher detention at the scheduled time, an office referral will be made.

It is not possible for students to ride the school bus and attend early detention hall; instead students must provide their own transportation to or from school in order to attend. A student who is tardy to detention hall will remain that day and will receive an additional day for being tardy. A student will be assigned to one session of Saturday School for excessive tardiness to early detention hall. If a student is more than ten minutes late, he will not be allowed to stay, and thus will receive no credit for being there. Students who fail to attend or are more than ten minutes late to detention hall will be assigned an additional

detention hall or an early morning detention hall. If a student is absent from school on the day he has detention hall, he must report the day he returns to school.

A student assigned to detention hall by the administration as a disciplinary measure must attend at the assigned time.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities are subject to the same disciplinary rules as non-disabled students. The individualized educational plan (IEP) will address any particular disciplinary procedures that may deviate from the usual rules. State and Federal guidelines will be followed to maintain compliance, and protect the rights of students with disabilities to a free appropriate public education. The building principal is given the responsibility of serving as the grievance officer in compliance to requirements of Act 504 of the Rehabilitation Act of 1973.

DISHONESTY

Students shall refrain from purposely deceiving or misleading any staff member in their efforts to gain factual information concerning any event. Also, students shall not be involved in any effort to receive credit for any assignment by dishonest means. This includes but is not limited to: copying, plagiarism, and stealing. Consequences for this infraction range from conference to expulsion.

DISORDERLY CONDUCT

Students guilty of inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program are subject to a minimum of suspension to a maximum of expulsion.

DISPLAY OF AFFECTION

Undue public display of affection between students on campus is not in good taste and will be subject to disciplinary action ranging from student conference to suspension.

DRESS CODE

It is felt that learning to dress appropriately is an important aspect of a student's education. It is also felt that improper dress is a distraction and a deterrent to the education process. Any student may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student, thus creates a disturbance in the school. All garments must be worn in a manner as not to detract from the dignity of the student, school, and community.

The Board of Education and Administration has adopted the following dress code:

- a. Students will be at all times dressed in good taste and be groomed to present a respectable appearance.
- b. Clothing displaying demonic symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages, tobacco products or illegal drugs will not be worn.
- c. Hats, caps, or sunglasses (except for medical reasons) will not be worn in any building.
- d. Students may not wear apparel that exposes bare midriff in any position. Shoulder width on shirts or tops must be a minimum of three inches. Boys must wear a top with enough sleeve to cover the armpit. Girls must keep their bra covered. No cut-out, ball practice shirts may be worn outside the gym
- e. Students may dress in shorts year round. Shorts and skirts must be of the appropriate style and length. No spandex or boxer shorts may be worn. Shorts shall be at least as long as the tips of the fingers when standing in a relaxed, hands in the front, position.
- f. Act 835 of 2011 prohibits wearing clothing that exposes underwear, buttocks, or the breast of a female on the grounds of a public school or school sponsored activities. Pants and shorts with holes must have no holes higher than the tips of the fingers when standing in a relaxed, hands at the sides, position.
- g. Students will not be allowed to wear sleepwear (including house shoes) or be covered by a blanket.
- h. Sports uniforms worn during school hours must conform to dress code policy.

Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the administrators may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with a possible violation of the previous guidelines, this disapproval must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action ranging from changing clothes to suspension. Final decision on any matters of dress code, will be at the discretion of the administration.

Students cannot attend class and will be counted absent from class until provisions are made to attain proper clothing. After contacting parent/guardian the student will be sent home or issued school clothing. Refusal to wear the school clothing will result in disciplinary action for insubordination.

Exceptions to the above rules and regulations may be approved for special occasions by the administration.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct.

Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

The due process rights of students and parents are as follows:

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

ELECTRONIC COMMUNICATION DEVICES

Students are not allowed to utilize, bring attention to or display any electronic communications or entertainment device during class time unless directed to by teacher. Consequences for violations of this policy will be:

First offense:

1. Device will be taken up and student can pick up from the office at the end of the school day.
2. If student refuses to surrender his/her device, it will result in 3 days of ISS.

Second Offense:

1. Device will be taken up and parent must pick up
2. If student refuses to surrender his/her device, it will result in 3 days OSS.

Third Offense:

1. The device is taken by the office and kept until the parent picks it up. The student may no longer bring cell phone on campus.
2. If student refuses to surrender his/her device, it will result in 5 Days OSS.

Students who have not utilized or displayed their own electronic communications or entertainment device, but have done so with another student's device will be subject to the consequences above.

Students are not to use personal electronic devices on campus between 7:55 am and 3:10 pm. Students will be allowed to be on their cell phones during lunch. Students should not have electronic devices out, or on, when outside of the classroom. These rules apply to electronic watches as well (i.e. Apple Watch).

ENTRANCE REQUIREMENTS

Any student entering Rose Bud School for the first time (transfer student) must present a complete immunization record. Exceptions will be considered in accordance with Act 999 of 2003. Prior to a child's admission to the Rose Bud High School, the parent, guardian, or responsible person shall provide the School District with the child's Social Security Number (or a 9 digit number will be assigned) and 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. Previous school records
- g. United States military identification

Prior to a student's admission to Rose Bud School, the parent, guardian, or other responsible person shall indicate on school registration forms whether the student has been expelled from any other school district or is a party to an expulsion proceeding. AR Code Ann 6-18-208 (Repl. 1993), as amended by Act 574 of 1995.

In accordance with Act 472 of 1995, any person who has been expelled as a student from any other school district may not enroll as a student in the Rose Bud School District until that expulsion has expired. ACA 6-18-510

EXTRA CURRICULAR/OFF-CAMPUS SCHOOL EVENTS

Students at school-sponsored off-campus events will be governed by school district rules and regulations and be subject to the authority of school district personnel or authorized chaperones. Failure to obey the rules and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

FALSE ALARMS

State law ACA § 5-71-210 makes it illegal to submit any type of false alarm, i.e. 911 calls, bomb threats, fire, etc. Students found guilty are subject to discipline ranging from suspension to expulsion. Since this is considered a Class D felony, appropriate law enforcement agencies will be notified.

FALSIFICATION OF SCHOOL RECORDS

A student who falsifies any school record, i.e. hall passes, absentee slips, report cards, etc. will be subject to suspension.

FIGHTING

Fighting will not be tolerated during the school day or at any school activity. Students involved in such conduct will receive immediate suspension. Suspension will range from OSS to expulsion.

FOOD AND DRINK

Students are not permitted to bring food or drinks, other than water, into the classrooms. Violation of this rule will result in disciplinary action ranging from student conference to detention hall. Readily consumable food is not tolerated in the classroom.

FIREWORKS

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school. Disciplinary actions for handling, storing, or possessing any kind of fireworks will range from Saturday School to expulsion.

GAMBLING, IMMORALITY, AND PROFANITY

Principals and teachers shall exercise careful supervision over moral conditions in the school. Gambling, immorality, and profanity on the school grounds will not be tolerated; these acts will be subject to the appropriate disciplinary action ranging from Saturday School to expulsion.

1. Immorality -- A student shall abstain from immoral acts.
2. Gambling -- A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
3. Profanity -- A student shall abstain from using profanity.
4. Shocking Behavior -- Students should refrain from any type of behavior that would be "shocking" to the school or community.

GANG POLICY

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 causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such 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 in any gang;
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.

Violation of this policy will result in a minimum three (3) days out-of-school suspension to a maximum consequence of expulsion for the remainder of the semester for the first offense. The second offense will result in an immediate

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. Act 1108 of 1997, ACA § 6-15-1005

HALL PASS

A hall pass is necessary when a student leaves the classroom during the period. This pass must be dated, timed, and signed by the teacher in charge of the room from which the student is leaving and also by the receiving teacher. Students found in unspecified areas are subject to disciplinary action ranging from a minimum of Early Detention Hall to a maximum of suspension.

HALL RULE

The halls of the school building will be open to students at 7:50 am in the morning and closed during the lunch period.

INDECENCY

A student found guilty of committing or attempting to commit an act which, in the judgement of the school administration, is considered indecent will face disciplinary action ranging from detention to Saturday School.

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION

Suspension is the prohibition of a student from entering any district school or school grounds (except for a prearranged conference with an administrator) or participating in any curricular or extracurricular activity for a period of time set by the principal of the school or the superintendent. Suspensions may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester, however, make-up work for the time suspended will not be allowed.

The principal and/or superintendent may suspend students from school for disciplinary reasons when the best efforts of the staff, the counselor, and the parents or guardians of the student have failed.

Unless the official imposing suspension has personally witnessed the infraction, he will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject student before imposing a suspension.

The suspension shall not exceed ten (10) school days, including the day upon which it was initially imposed, and the parent or guardian will be given notice of such suspension and its duration.

A suspension will be, at the request of the parent, reviewed by the superintendent. At such review, the student may make a statement in his or her own behalf and present any other available evidence in support of his or her position. The superintendent shall have authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of his action in this regard on the day the review is completed.

Students may be assigned by the administrator to In-School Suspension for a set number of days. In-School will be held in a location determined by the principal. The following rules apply to the in-school suspension program.

1. All rules and regulations as listed in the Student Handbook are in effect while in ISS.
2. Students may bring their lunch from home or purchase a school lunch. Soft drinks, candy, and gum are not allowed in ISS.
3. Students are to bring all their textbooks, notebooks, and supplies in order to work all day. No one will be allowed to leave to get supplies. No student will be allowed to borrow materials or books from other students.
4. Students must stay all day in order for it to count. Leaving ISS early for any reason will not count as a successfully completed ISS day and will have to be made up.
5. Students in ISS are not allowed to attend, practice, or participate in any school related activities that take place on the day the student is in ISS. Students are not to be on RBSD campus, before or after regular school hours, or attend an RBSD event for any reason while assigned to ISS.

6. If a student is absent while assigned to ISS, he/she must make up that day before being released from ISS.
7. Students must go directly to the ISS room upon arriving on school grounds, go to their assigned seat and start work immediately. Work will be assigned by the ISS supervisor or by their classroom teachers.
8. Students will raise their hand and obtain permission from the ISS supervisor before speaking. Students are not to communicate with each other while in ISS.
9. Students will not sleep. They will NOT lay their head on their arms, desk, or partition.
10. Failure to follow the rules/procedures of the ISS program will result in additional ISS days and/or out of school suspension (OSS) being assigned for breaking the rules. OSS will be for the remainder of the original ISS time plus additional time for breaking the rules of ISS.

INSUBORDINATION

Students are expected to follow all instructions given by any staff member while on campus or any school related activity. Refusal or failure to comply can be serious and is punishable by a minimum of detention hall to a maximum of expulsion.

INTERROGATION AND/OR REMOVAL FROM SCHOOL

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he/she says may be held against him/her in court, for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented a warrant or other valid order for arrest. School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation, and assure the student is removed from the school by legal authority. (School administrators have the responsibility to initiate proceedings for removing students from the school by legal authorities when the student becomes uncontrollable and/or disruptive.)

INVESTIGATIVE PROCEDURE

State Law requires that Department of Human services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by a law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the

principal or designee.

LEAVING CLASS

To leave class during session, a student must be granted permission by the teacher and the hall pass card must be signed. Students are not to leave the classroom, with the exception of emergencies or called by the office.

LIABILITY FOR INJURY

Each student is responsible for his/her conduct at all times. A student who causes injury to another student or a school employee will be liable for any damages and is subject to a minimum of suspension to a maximum of expulsion.

LIBRARY MEDIA CENTER

The RBHS High School Library Media Center strives to provide a learning environment for all students. This environment will supplement the curriculum and adhere to the ALA Library Bill of Rights. In order to provide the best possible service, the library policies for seventh through twelfth grades will be as such:

1. The media center is a place for quiet, independent study and research.
2. Students may use this facility for a specific assignment with permission from his/her teacher during class; however, a pass must be issued by the teacher and presented to the Library Media Specialist.
3. Leisure reading should be done only at lunch and before school.
4. The media center will open each morning at 7:50 and remain open until 3:15.
5. Most books may be checked out for a two-week period. Reference books may not be checked out.
6. Once a book becomes overdue, the student may lose the privilege to borrow books from the library, until that book is returned or paid for.
7. If a book becomes damaged or deemed unusable while checked out to a student, that book must be paid for before borrowing privileges are reinstated. Lost or damaged books will be charged at the original purchase price, if that price is unavailable, then will be charged at a replacement price. Payments for lost or damaged books must be made to the Library Media Specialist, at which time a receipt will be given.
8. If a payment is made for a lost book, which is later found and returned in usable condition, then reimbursement for the payment will be rendered. Reimbursements will be paid out once a semester and mailed to the parent/guardian at the address listed on the student's record.
9. Any other issues will be resolved on a case by case basis, at the discretion of the Library Media Specialist and the administrators of RBHS High School.
10. Do not remove any material from the media center without first checking it out with the Library Media Specialist or assistant. Act 906 of 1995 provides support for media centers in terms of keeping "library (media center) materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern media center security and provides protection to the employee that detains or questions a person believed to be concealing materials. This act also allows for a person to be detained and questioned in a reasonable manner if media center personnel believes a person has committed an offense or has concealed any center material within his/her belongings. This law protects media center personnel that detain or question any person from civil liability.

LOCKERS

Lockers are for storage of books, notebooks, and lunches. Valuable items or money should never be left in them. Keeping your locker locked, its combination secret, and not sharing it with others is the best way to avoid missing contents.

Use only the locker assigned to you. If the lock is misplaced or lost, the student will be charged \$5.00 at the end of the year to replace the lock.

Do not use paint of any kind on the inside or outside of any locker. Stick-on type materials of any kind are not permitted on the outside of any locker. Damage to a locker may result in disciplinary action.

A locker is considered school-owned and is subject to a search at any time. The student to whom the locker is assigned is responsible for the contents and for any damage done to the locker.

LOCKER SEARCHES

1. A search may be conducted only if there is reasonable suspicion that a controlled substance, illegal material, gun or other contraband is present.
2. Students should be informed in advance of a search that school authorities have equal access to lockers.
3. The district's ownership of lockers does not, in and of itself, remove a student's expectation of privacy.
4. Students should be informed, when locker assignments are made of conditions governing the use of school lockers.
5. A blanket search of lockers should not be conducted except in unusual circumstances.

LOITERING

No person, including students, shall loiter on or near the school grounds of any school at any time without expressed lawful business. Loitering is defined as "to hang around or linger on or within 100 feet of any school" (AR Code 6-21-607).

Rose Bud High School students are not permitted on any other campus at any time. This includes before school, during school and after school. If legitimate business requires a visit to the other campus, the student should first seek approval. Students violating this policy will be subject to disciplinary action ranging from a conference to suspension.

LOITERING BY SUSPENDED STUDENTS

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

- a. Extend length of suspension or recommend expulsion
- b. Student(s) shall be arrested and charged in accordance with Arkansas Law (Act 7 of 1971) ACA 6-21-607

LOSS OF EXEMPTION FROM SEMESTER TESTS

1. Students who are placed in In-School Suspension because of disciplinary infractions or receive out-of-school suspension will lose their right to be exempt from semester tests.

OFF LIMIT AREAS

Before School (Prior to 7:50 Bell)

All students must remain in the cafeteria and between the buildings/common area before school. Students may enter the hallway of buildings with the duty teacher due to weather conditions. All other areas, including student lockers, are off limits.

At Lunch

The following areas are off limits during lunch:

1. Main Buildings
2. All parking lots

Students found in these areas are subject to disciplinary action ranging from detention hall to Saturday School.

PARKING

Students must possess a valid driver's license and proof of insurance in order to drive their cars to school. The following rules apply:

1. All cars must be properly registered with the office before they may be driven to school and parked on school property.
2. Students will be required to park and leave them in assigned areas upon arrival.
3. Students are not to sit in parked cars or loiter around them. Parking lots are off limits during the school day.
4. No person shall sit in, drive, or ride in any car except to and from school during school hours unless permission is obtained from the principal's office.
5. Speeding or reckless driving on or off campus reported by any staff member will result in revocation of students privilege of parking on school property.

Discipline for any of the above infractions will range from Early Detention Hall to suspension. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the principal.

PATRIOTIC AND RELIGIOUS EXERCISE

Students have the right to participate in or abstain from such exercises as the flag salute, oaths, or pledges, anthems, and religious observances.

PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to established rules shall be recommended for expulsion or alternative learning environment.

PERSONAL SEARCH

A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.

Dangerous items (such as firearms, weapons, knives) controlled substances as defined by Act 590 of 1971, ACA 5-64-101 as amended, and other items which may be used to disrupt substantially the education process will be removed from the student's possession and will be reported to the proper authorities.

An adult witness of the same sex as the student will be present when a personal search is conducted. A pat-down search of a student's person should be done by a school official of the same sex as the student and with an adult witness of the same sex present.

PLAGIARISM

Using the ideas or words of a source without giving that source credit for the borrowed information and cheating will result in a zero on the work involved as well as Saturday School.

POSSESSION/UNDER THE INFLUENCE OF DRUGS/ALCOHOL/CONTROLLED SUBSTANCES

A student shall not possess, sell, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substances defined in Act 590 of 1971. A student shall not possess any type of drug paraphernalia.

Any student who violates the narcotic and drug provisions at school or at a school activity shall be suspended from school until the next school board meeting. After the due process and a hearing, the board may then officially expel the violator for the remainder of the current semester, the remainder of the school year, or one full calendar

year. Upon recommendation by the administration, placement in Alternative School may be given in lieu of expulsion. ACA 5-64-101

Section B:

A student shall not possess, sell, transmit or be under the influence of any beverage containing alcohol or intoxicant of any kind as defined in amended Act 590 of 1971. Any student who violates the alcohol or intoxicant provisions above at school or at a school activity shall be subject to:

Immediate out-of-school suspension for 10 days. Students will not be allowed to re-enter school until parent/guardian has met with the administration.

Any student found guilty of a second offense shall be expelled after the normal due process and expulsion procedure has been followed. This expulsion will be immediate and range from a minimum of one complete school semester, to one calendar year, to permanent expulsion. Upon recommendation by the administration, placement in Alternative School may be given in lieu of expulsion.

In all cases involving alcoholic beverages, drug paraphernalia, and/or controlled substances, the proper law enforcement authorities will be notified.

This is not in conflict with the RBHS Chemical Test Policy. Students found with a positive test under the RBHS Chemical Test Policy will have consequences as outlined in the RBHS Chemical Test Policy. ACA 6-18-502; 503; 507; 6-21-608

PREPARATION FOR CLASS

Before the tardy bell rings, students are to be in their classroom seats with the appropriate materials required for that class. Student are not to take food or drinks into the classroom unless approval has been secured in advance by the instructor of that class and the principal.

PROFANITY

A student shall not use abusive, vulgar, or irreverent language on the school campus at any time. Disciplinary action will range from early detention to suspension.

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Consequences of prohibited conduct will range from detention hall to expulsion, dependent upon the severity. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;

7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection (holding hands is permissible, kissing & hugging is not allowed);
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Behavior not covered.

In accordance with Act 888 of 1995, ACA 6-17-113 all felonies and other violent criminal acts will be reported to the appropriate local law enforcement agency.

REQUIREMENT TO IDENTIFY SELF

All persons must, upon request, identify themselves to all school authorities in the school building, on school grounds, and at all school-sponsored events. Failure to do so will result in a minimum of a conference to a maximum of a suspension.

SATURDAY SCHOOL POLICY

The main purpose of this school shall be to help students remain in school instead of being suspended; however, Saturday School is not available to students who are found guilty in the use of drugs, alcohol, fighting, and employee abuse.

Saturday School will be offered during the school year, excluding holiday weekends (Thanksgiving, Christmas, AEA meetings, spring break). It will be held at Rose Bud High School Library. Failure to attend Saturday School without prior approval or failure to comply with all Saturday School rules will result in disciplinary action ranging from Saturday School reassignment to out of school suspension. **In the event of inclement weather and school is not in session the Friday before a scheduled Saturday School, it will be cancelled. If inclement weather is forecast for Friday night and/or Saturday, we will inform students of the cancellation by school administration.**

The rules are as follows:

1. At least one parent must bring the student to Saturday School and check him/her into class and agree to be available in case of illness or misbehavior by the student during the hours of Saturday School. Parents and students will enter through the side door near library. There must be an emergency telephone number left with the supervisor before the parent leaves. A parent must be available to remove the child from Rose Bud High School campus promptly at 12:00 dismissal. Failure to follow these guidelines could result in loss of Saturday School as a disciplinary option.
2. Upon checking in, each student must have one (1) library book, two (2) textbooks, paper and pencil. No magazines or newspapers will be allowed.
3. Appropriate school clothing must be worn. Tank tops, muscle shirts or shirts with suggestive slogans will not be allowed. Shorts must be an appropriate length.
4. Saturday School begins at 8:00 a.m. Doors will be locked at this time and no one will be permitted to enter late.
5. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated; students will be sent home if this occurs.
6. There will be one break in the morning.
7. All classroom/school rules and regulations will be followed during Saturday School.
8. Only verifiable physician statements will be acceptable as an excuse for not attending Saturday School.
9. If a student cannot attend Saturday School on the assigned date, the parent shall contact the administration before the end of the school day on the Thursday prior to the Saturday School assignment. At that point the administration may delay the assignment due to genuine and verifiable conflicts.
10. If a student becomes ill during the night and a parent notifies a school official on-site the morning of the assigned Saturday School, the Saturday School shall be reassigned.

SEARCH AND SEIZURE

Students have the right to be protected from unreasonable search and seizure by either state, federal, or school officials.

School administrators have the responsibility to make a determination of the point at which the student'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 and seizure by administrators and/or their designee may occur when need exists.

Search and seizure by law enforcement officials shall occur when a warrant exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property and/or person.

General searches of school property may be conducted at any time. According to ACA 6-21-608, it is unlawful to conceal any gun, illegal drug, or other contraband in any school-owned desk, locker, or other school-owned property; said property may be searched by any school official employed in a supervisory capacity without obtaining a search warrant. Refusal to submit to or flight to avoid a non-intrusive physical search when reasonable suspicion exists may result in a minimum of suspension or a maximum of expulsion.

SEXUAL HARASSMENT

Purpose

Sexual harassment is sex discrimination under Title IX. It is the policy of the Rose Bud School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

Authority

It shall be a violation of this policy for any member of the district staff to harass a student through conduct of communications of a sexual nature as defined below. It shall also be a violation of this policy for student to harass

other students or member of the district staff through conduct or communications of a sexual nature as defined below.

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Inappropriate patting or pinching
- Intentional brushing against a student's or an employee's body
- Any sexually motivated unwelcome touching

Procedures

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to the Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint to otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against the employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

School District Action

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the district. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SCHOOL BUS TRANSPORTATION

Policies for Students Riding School Buses

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or ride or walk to or from school.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal has the authority to temporarily suspend a student from riding the bus.
4. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself; attend to your own matters; leave other students alone, and be reasonably quiet).
5. No knives or sharp objects of any kind are allowed-neither firearms, pets, nor other living animals, etc.
6. A student who wishes to ride a bus other than the one to which he/she has been assigned must have a note from his/her parent/guardian. The note must be approved by the principal.
7. You are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Students are not to put their hands, arms, heads, or bodies out the window. Do not yell at anyone outside the bus.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
9. Act 854 of 1987; ACA 6-21-609 of State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10-\$100.
10. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates the Act shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than \$25 nor more than \$100. ACA 5-60-113
11. Do not ask the driver to let you off the bus anywhere except your regular stop.
12. If you cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. 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 for you to cross in front of the bus (unless the driver directs you differently)

13. Students who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver signals you to do so.
14. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
15. This is not intended to cover everything, but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.
 - 1st offense- 3 days bus suspension
 - 2nd offense- 5 days bus suspension
 - 3rd offense- 10 days bus suspension
 - 4th offense- Loss of bus privileges for remainder of the year

SMOKING AND SMOKELESS TOBACCO

Students are not permitted to smoke, use, or have in possession any tobacco product (including e-cigarettes and like products) on campus, school buses, or at any school activity. Violation of this rule will result in disciplinary actions that range from In-School Suspension to Out-of-School Suspension.

First Offense:

1. A parent or guardian will be notified.
2. Two (2) days of In-School Suspension-While attending ISS, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other class assignments provided by teachers or ISS supervisor.
3. Students and parents will be provided information about available cessation programs.

Second Offense:

1. The parent or guardian will be notified.
2. Three (3) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

Third Offense:

1. The parent or guardian will be notified.
2. Four (4) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

Violators of this rule will be reported to law enforcement authorities. Any person violating the provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars and no more than one hundred dollars. ACA 6-21-609.

STUDENT DISCIPLINE-GENERAL STATEMENT OF JURISDICTION

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

STUDENT AUTOMOBILE SEARCH

There is no expectation of privacy for student automobiles parked on the school campus. Student vehicles may be searched when the administration has a reasonable suspicion that contraband is present.

STUDENT FUND-RAISING

Any drive for money by classes or other organization must have the authorization of the administration of the school. All money collected in the name of the school shall be deposited in the school activity account or with the school bookkeeper.

Money-making projects are to be limited and should be oriented toward service to the community, rather than door-to-door sales activities.

Expenditures of these funds shall be limited to activities and/or projects that are beneficial to the school, and expenditures shall be approved through the club or class sponsor and the principal.

Students not fulfilling their part in any money making project for a class or organization of which they are a member will not be entitled to partake of the benefits. It is the responsibility of the class sponsors to keep a record of what students have not fulfilled their part in any money making project. Consequences for students that don't fulfill their part will be determined by the principal.

SUSPENSIONS AND EXPULSIONS

Suspensions

The principal or his designee is authorized to suspend students from school for disciplinary reasons for a period of up to six (6) school days, including the day upon which the suspension is initially imposed.

The principal or designee shall inform the student of the alleged charges or accusations and the basis of the charges or accusations. If the student denies the charges, the principal shall explain the evidence which forms a basis of the charges and shall permit the student to present his side of the story. If the principal or designee still considers that a suspension is proper, he shall send the student home for one (1) to ten (10) days. If the principal or designee feels it necessary, he may request a principal-parent conference upon the return to school.

Students who are suspended must stay away from school premises. No suspended student will be allowed to attend any Rose Bud Public School activity. Only major exams and previously assigned major projects will be allowed to be made up and must be made up upon the student's return to school. Make-up work is allowed for suspensions only on the first one-day offense. A major exam is defined as any exam which would be detrimental to the student passing the class. Repeated suspensions may result in expulsion.

Expulsions

The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the year, or permanently for conduct it deems inappropriate or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.

The Superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the Board of Education that a student be expelled for the balance of the school year, and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation; and such hearing shall be conducted not earlier than three (3) working days nor more than seven (7) working days 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 Superintendent may present any evidence, including statement of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation, at the hearing. The student or his or her representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. However, if during the course of the hearing, the Board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent (or their representatives) of those witnesses as to

whom credibility has become an issue. Such cross-examination shall be limited to the question or questions as to which the credibility of the witness has become an issue.

Written questions may be submitted by the superintendent or student to any witness presented by the other, and the witness will answer those which the board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath, and no sanctions for perjury, at proceedings such as these.

At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in an open meeting.

Arkansas Statute 80-1516 provides that the director of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other students. ACA 6-18-507

TARDY POLICY

Students are expected to be prompt in arriving at school. Students having business in the office will be required to arrive at school early enough to care for the business before school begins. Standing in line for an admission to class slip will not be an excused tardy.

Tardies for first through ninth period shall be defined as a student not being in his/her assigned learning stations or seated when the tardy bell rings.

Each student is given a tardy card at the beginning of each semester or when he/she enrolls in school. When the student is tardy, the card must be presented to the teacher to be signed and dated. When the card has been signed four (4) times, the student is sent to the office. The student will be assigned 1 day of detention hall and receive another tardy card. After the second card has been signed two (2) times, the student is sent to the office and assigned 3 days detention. Every tardy after will result in disciplinary actions ranging from Saturday School to a maximum of suspension.

If students lose their cards or do not have them when they are tardy, they are to be sent to the office and receive disciplinary action.

A student who is more than 10 minutes late to class will be considered absent.

TECHNOLOGY USE POLICY

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was coursework). Students who violate technology user agreements are also subject to the penalties outlined in the agreement. Students who violate the technology policy will receive disciplinary action ranging from Saturday School to suspension.

Students who use technology to violate others policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening email to another student. This student would be disciplined for misusing technology as well as threatening another student.

The Technology Coordinator may close an account any time as required. The administration, faculty, and staff at Rose Bud School District may request the Technology Coordinator to deny, revoke, or suspend specific user accounts.

Policy

The Rose Bud School District recognizes the need to effectively use computer technology to further enhance educational goals by facilitating resource sharing, innovation, and communication. However, protection and security

of the various information networks and computer systems are necessary. Users are 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 students to share confidential information about other students or individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on district servers would be private.

Rose Bud 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 member of the administration. 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 Technology Coordinator.

Rose Bud 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 obscene or 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.

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 hardware, including cables or peripherals, may be moved without authorization from the Technology Coordinator.
4. It is the responsibility of the faculty member to whom the computer is checked out to turn off the computer and peripherals at the end of the day.
5. It is the responsibility of the faculty and then students, staff, and 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 faculty member to whom the computer is checked out to report malfunctions of the hardware to the Principal and/or Technology Coordinator.

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.
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 the penalty provisions of the computer/network use policy.
6. Any individual who installs any type of file sharing program will have Internet access removed for the remainder of the semester. Access to district email and network programs will still be granted.
7. 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 confidential information about students or other individuals.
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 (i.e., loading files that may introduce a virus)
7. Violating copyright laws
8. Using anyone's email account other than your own.
9. Trespassing in another's folders, documents, or files
10. Violating any regulation 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.

Rose Bud School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rose Bud School District will not be responsible for any damages you suffer. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by negligence, errors, or omission. Use of any information obtained via RBHSNet is at your own risk. Rose Bud School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is high priority especially when the system involves many users. If you feel you can identify a security problem on RBHSNet you must notify the Technology Coordinator. Do not demonstrate the problem to users. Do not use another individual's account without written permission from the individual. Attempts to login to the system as any other user will result in cancellation.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, RBHSNet, or any of the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.

IV. Updating Your User Information

RBHSNet may occasionally require new registration and account information for you to continue the service. You must notify RBHSNet of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

V. Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Rose Bud School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Arkansas, United States of America. I understand and will abide by the Terms and Conditions for RBHSNet. I further understand that violation of the network regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Parent or Guardian

Parent or guardian must also read and sign this agreement. As the parent or guardian of this student, I have read the Terms and Conditions for RBHSNet. I understand that this access is designed for educational purposes and Rose Bud School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Rose Bud School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct

THEFT

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat. The offense or theft of anything will be viewed as serious misconduct and discipline will range from a minimum of a suspension to a maximum of expulsion from the school. In addition, authorities may be notified and prosecution in the courts may result. Students shall make restitution of any property stolen by them.

THREATENING BEHAVIOR

Threats of physical harm to any person will not be tolerated. Insinuations of death or harm to another are prohibited. Threats may be considered as criminal acts in which law-enforcement involvement will occur. Appropriate action will be taken upon reports of all threats. This includes oral, written, physical or electronic communication (phone, Internet, etc.). Any person who communicates an intention of bringing a weapon to school to inflict harm to another will be immediately referred to the appropriate law enforcement agency. Violation of this policy will result in consequences ranging from conference to expulsion.

TRASH

Do not drop paper, candy wrappers, cold drink containers, or other waste materials on the floor, halls, passageways, or grounds, but place them in conveniently located containers for that purpose. Students violating this rule will be subject to discipline ranging from a minimum of detention hall to a maximum of suspension.

TRUANCY

Truancy is defined as being absent from class, lunch, or school without previous knowledge of a parent or school official, being on campus and not being in the assigned class, or leaving school without proper checkout. Students found guilty of truancy will be subject to discipline ranging from a minimum of Saturday School to a maximum of suspension.

VIOLATIONS OF THE LAST DAY OF SCHOOL

Violations on the last day of school that cannot be addressed on that date will result in disciplinary action the next school year.

ACADEMIC POLICIES

AP, IB, CONCURRENT, and COLLEGIATE COURSES

For the purpose of determining weighted grade point averages, the numeric value of each letter grade shall be:

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 0 points

Classes in which students may earn college credit while they are in high school are available at Rose Bud High School. Advanced Placement (AP) are recognized by Rose Bud High School and are offered in AP English Language and Composition, AP English Literature and Composition, AP Biology, AP United States History, and AP Calculus. Weighted grades (5-point 'A' grading scale) are given to students who take the AP exam given by the College Board. Weighted grades awarded by another Arkansas accredited school in AP Courses will be recognized for students who transfer into the Rose Bud School District. Students not enrolled in AP classes may take an AP

exam, but will be required to pay for the exam. All Advanced Placement teachers are trained to instruct Advanced Placement Classes. International Baccalaureate (IB), Concurrent, and Collegiate courses taught on campus, in Virtual Arkansas, or at a college approved by the RBHS counselor and principal will receive weighted credit.

ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY

1. Player must be under 20 years of age.
2. Player may participate only during the first eight semesters' attendance in high school.
3. Player must be passing four subjects (other than physical education, music, extra-curricular activities) at the time of participation in athletics and must have passed four subjects the previous semester.
4. A player must maintain academic standards as set by the Arkansas Activities Association. In addition to the academic standards of the Arkansas Activities Association, all players in grades 7-12 must have had a 2.0 GPA the previous semester.
5. Unless legally adopted by other persons, the residence of a player is taken to be that of his/her family.
6. Physical examinations are required for participation in athletics.

CLASSIFICATION OF STUDENTS

Students are classified by the number of credits he/she has accumulated.

- Sophomore-passed 5 units, 2 of which must be required ninth grade core(math, English, science, social studies) courses. Both semester of 2 core courses passed.
- Junior-passed 11 units, which must include at least 2 required 10th grade core courses passed in their entirety.
- Senior-passed 17 units, which must include at least 2 required 11th grade core courses passed in their entirety.

Transfer students will be classified on a temporary basis until proper confirmation of grade placement is received from the school from which the student has withdrawn. BIG period assignments will be based on classification of students. Students must attend class meetings and assemblies according to WIN period assignments.

CONCURRENT CREDIT

A student at Rose Bud High School may enroll in courses at a publicly supported community college or four-year college or university and receive academic credit at both the college and at the high school. A student who chooses to enroll in college courses:

1. Must have completed 8th grade.
2. Must be enrolled as a full-time student in the 9th, 10th, 11th, or 12th grade.
3. Meet the admission requirements for the college or university he or she plans to attend and take responsibility for initiating such admission
4. Will receive an additional one half elective credit toward high school graduation for each 3 hour college-level course successfully completed.

CORRESPONDENCE CREDIT

Correspondence courses, taken for the purpose of making up failed work, may be accepted for credit if approved by the principal and taken under the supervision of the counselor. All correspondence courses should be completed and grades received by May 1.

CREDIT RECOVERY

Rose Bud High School offers academic credit recovery. Credit recovery is offered through the APEX computer program.

1. Student must have been previously enrolled for the entire semester class in which they are attempting credit recovery, and failed due to attendance or a final grade of F.
2. Rose Bud High School Administration will determine courses offered.
3. Students enrolled in a credit recovery course through APEX will be placed in the computer lab during SLT or scheduled class time to work on the course unless remediation is required for state-mandated testing.

CURRICULUM

Students have the right to a meaningful curriculum, to express their opinion in its development, and to have access to guides and course outlines. They have the right to know what is expected of them in class and to be informed of their progress.

Rose Bud High School offers the 38 courses required by the Standards for Accreditation as well as a variety of other classes that are not required by the State Department of Education. Rose Bud High School offers a broad curriculum in hopes that students can be prepared for further studies in college or technical schools or for joining the workforce or military after high school graduation.

Courses offered by RBHS are as follows:

English

English 9
 English 10
 Pre-AP English 10
 English 11
 AP Language and Composition

Transitional English 12
 English 12
 AP Literature and Composition
 Oral Communications
 Dramatic Literature

Social Studies

World History
 Pre-AP World History
 AP World History
 American History
 AP United States History

Psychology/Sociology

 Civics
 World Geography
 Economics

Mathematics

Algebra I
 Bridge to Algebra II
 Geometry
 Trans Ready Math

Algebra II
 AP Calculus
 Pre-AP Trig/Pre-Calculus

Science

Physical Science
 AP Chemistry
 Chemistry
 Anatomy and Physiology

Pre-AP Biology
 Biology
 Environmental Science
 Physics

Foreign Language

Spanish I, II, III

Career Technical

Accounting
 Banking Services
 Insurance and Risk Management
 Securities and Investments

Family and Consumer Science
 Child Development
 Child Care Guidance
 Family CSI
 Family Dynamics

Career Orientation
Mobile App Development
Animal Science
Survey of Ag System
Ag Structure Systems
Ag Metals
Forestry
Intro to World Agriculture
Ag Mechanics
Beef Science

Financial Literacy
Food and Nutrition
Food Safety
Housing and Interior Design
Human Relations
Nutrition and Wellness
Parenting
Medical Professions
Construction Trades
Natural resources

Fine Arts

Choir I, II
Band I, II, III
Theatre I, II, III

Art I, II
Visual Art

Other

Physical Education
Basketball
Cross Country
Health & Safety (CPR training)
Softball Essentials

Football
Volleyball
Track
Baseball

DROPPING A CLASS

If a student should drop a class before completion, he will receive an “F” in the course. This includes removal from athletics, work programs, academic classes, etc.

A student taking a concurrent credit class in conjunction with a Rose Bud High School Advanced Placement (AP) class will be allowed to drop the concurrent credit through the post-secondary institution; however, a student may not drop the Advanced Placement (AP) class. IMPORTANT: Post-secondary institutions require a specific drop date, beyond which the student must accept the grade he/she has at the time. Students that drop all concurrent credit classes, for which they are enrolled for the term, must formally withdraw from the post-secondary institution, or they will still receive an “F” in each class. Dropping a concurrent class and formally withdrawing from the post-secondary institution is the student’s responsibility.

GRADING SCALE

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Grades that reflect other educational objectives, such as those contained in the learner outcomes and curriculum frameworks, will also be given. The professional staff is directed to establish a process designed to implement and document this policy. Students will receive one homework or classwork grade per week per class, and grades will be posted weekly to the Home Access Center. Homework/classroom work will be worth a minimum of 25% of the students final grade.

The following grading scale shall be used for all courses offered.

A -- 90-100	A Superior
B -- 80-89	B Above Average
C -- 70-79	C Average
D -- 60-69	D Below Average
F -- 0-59	F Failure

Each letter grade shall be given a numeric value for the purpose of determining grade average. A student that takes a course over because of failure or to remove a non-desirable grade will have the lower grade removed from E-School and will not have the lower grade used in figuring GPA. Credit Recovery on Apex Curriculum software will be scored as assignments and quizzes 50% of the final grade, and semester exam(s) 50% of the final grade. Except for AP, IP, or ADE approved honors courses, the numeric value for each letter grade shall be:

A=4 points

B=3 points

C=2 points

D=1 point

F=0 points

GRADE POINT AVERAGE

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

1. A student's GPA will be determined by the grades received on all solid subjects (unless otherwise noted) credited toward graduation attempted in grades 9, 10, 11, 12. Eighth grade algebra will also be a part of GPA. GPA will be calculated at the end of each term.
2. All solid subjects attempted at Rose Bud High School in grades 9-12, along with 8th grade Algebra I, will be counted in the GPA. These include all subjects except athletics. Concurrent credit classes taken in conjunction with Advanced Placement classes will be recorded on post-secondary transcripts only.
3. GPA will be used in determining class rank with the exception of those students with a modified curriculum.

GRADUATION REQUIREMENTS

The Standards for Accreditation of Arkansas Public Schools, enacted by the Legislature in the First Extraordinary Session, 1985, and adopted by the State Board of Education, became effective June 1, 1987. These standards were revised in July 2009. These standards set the precedence for future graduation requirements for all public schools in the State of Arkansas.

All students graduating from Rose Bud Schools must acquire 24 Carnegie units, which include the 22 required by the State Department of Education.

Students must meet all the requirements to receive a diploma in order to participate in the graduation ceremony.

Students who receive direct special education services must complete the Individualized Education Plan as determined by the Special Education IEP Team.

A minimum of twenty-four (24) units is required for graduation.

1. A minimum of twenty-four(24) credits earned in grades nine (9) through twelve (12) shall be required for graduation. Exception: Credit earned in eighth grade Algebra I will also count toward graduation credits.

2. Specific graduation requirements include the following (grades 9-12):

4 units English

English 9, 10, 11, & 12

4 units Math

3 units Science

3 units Social Studies (½ Economics, ½ Civics, World History, A. History required)

1 unit Computer Applications

1/2 unit Health & Safety

1/2 unit Physical Education
1/2 unit Fine Arts
1/2 unit Oral Communication
7 Career Focus/electives
1 unit must be digital learning

HOMEWORK POLICY

The Rose Bud School District believes homework to be an integral, positive part of each student's educational program. The district recommends a reasonable amount of homework which will vary from day to day with each student, commensurate with the individual's capacity, potential, and need. Homework assignments shall be worthy of the time necessary for being corrected and discussed by the teacher with the individual student or class. Homework will be accepted late up until the Friday of the eighth week of a nine-week grading period for up to 75% credit. This policy does not apply to classwork, tests, and research papers.

HONOR GRADUATES

All graduating seniors having a 3.6 or better cumulative grade-point average through the first 9 weeks grading period of Semester II of the senior year shall be designated as Honor Graduates (providing they have maintained a 3.6 average for the last one or more semesters in attendance on campus at Rose Bud High School in addition to the grades transferred from another school.)

Graduating seniors with a 4.0 or more GPA will be designated as Highest Honors. Grades shall be averaged on the basis of 4 points for each A, 3 points for each B, 2 for each C, 1 for each D, and 0 for F. Beginning with the graduating class of 2021, only Advanced Placement (AP), International Baccalaureate (IB), or ADE approved honors courses will be given weighted credit toward a student's GPA.

HONOR ROLL

At the end of each semester, an honor roll will be compiled by the administration of students having all B's or better. It will be printed in the school and local newspaper.

LUNCH DETENTION

In an effort to instill student responsibility and provide meaningful continuation of the classroom, we are expecting all students in grades 7-12 to adhere to the classroom rules set forth in this handbook and by the classroom teacher. At the discretion of the teacher, a teacher may hold lunch detention in their classroom..

Students will go to the cafeteria to pick up a to-go lunch, and then report to the teacher's classroom for lunch detention. Students will be required to bring the materials needed to complete any missing assignments. Students will remain in lunch detention until dismissed by the teacher.

MAKE-UP WORK

It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time.

Students should be aware of the following guidelines:

1. The student will receive a '0' in each subject for missed assignments until work is made up.
2. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if a student is absent from school on Monday and returns to school on Tuesday, the student will be required to makeup all work missed by Wednesday or a zero may be applied for the missed work. An exception to this policy shall be that pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence provided the student was present in class on the day the assignment was first announced by the teacher. A student is also expected to take a pre-announced test if the student had prior knowledge of the test and was present for the majority of the instruction as determined by the

teacher; students should not assume that they do not have to take a test simply because they were absent the day prior to the test.

3. If a student has an extended absence of six (6) days or more days, the office should be contacted to make arrangements to pick up assignments.
4. Make-up work is allowed for suspension only on the first one-day offense.
5. Late work will be accepted late at the teacher's discretion

PROMOTION/RETENTION/COURSE CREDIT

The teacher will communicate student progress at regular intervals. A student will be retained if, in the judgment of the teacher and principal, the interest of the student is best served. The parent has a right to a conference with the teacher and principal before final determination is made. Students will be promoted if satisfactory achievement and social behavior has been made.

Grades 7 & 8

Students may be recommended for academic retention if he/she fails 4 of the 8 required semester of Math, English, Science, and Social Studies. The student will be retained if 5 semesters are failed. Students who fail 4 semesters may be promoted if they do not fail both semesters of Math and English. Algebra grades have no bearing on the 8 required semesters.

Parents will be notified of the date for a conference if their child is recommended for retention within two weeks after the conclusion of school.

REPORT CARDS

A computerized report card will be available on Thursday following the end of a 9 week grading period. A progress report will be sent home during each 9 week grading period.

SCHEDULE CHANGE

Students who desire a schedule change need to complete a Request for Schedule Change form from the guidance office. The counselor and administration will take these under advisement and notify the student if the request has been granted. At the discretion of the principal schedule changes may occur at the end of a nine week period for logistical purposes.

Schedule Change Policy

Schedule changes will be considered during the first 2 weeks of a semester for the following reasons only:

- Student is a senior not scheduled in a course needed for graduation
- Student has already earned credit for a course in which he/she is currently scheduled
- Student does not have the prerequisite(s) for a class listed on his/her schedule
- Student does not have a full schedule
- Data entry error (class listed twice, free period, etc...) has occurred
- A class is listed that the student did not request

SCHOLARSHIPS

Local, state and national scholarships are available to Rose Bud High School students.

To apply for all Arkansas Department of Education Scholarships, including the Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, etc., go to www.adhe.edu and click on the link for their YOUiversal application.

The Free Application for Federal Student Aid (FAFSA) website is www.fafsa.ed.gov. This application must be completed for students to qualify for the Pell Grant and/or student loans, as well as some scholarships. For general information, go to <http://studentaid.ed.gov>.

SEMESTER TESTS

A semester test schedule will be prepared by the principal and delivered to the staff and students. No test will be given before the scheduled time. The following rules apply to students taking semester tests.

1. All students taking semester tests must stay in the room until the class period is over.
2. Students at school who are not being tested must report to a designated area and be prepared to study for the next test they are to take.
3. Students may report to school at the time they are to be tested and remain on campus, in the proper place, until they have taken their last test for the day.
4. Students who have completed testing for the day may be signed out and exit the campus.
5. Each quarter will count for 40% of the semester grade and the semester test will count 20%.

In an effort to promote better student attendance and achievement, students with no more than 2 absences for any reason for the semester and a C average, no more than 3 absences for any reason for the semester and a B average, or 4 absences for any reason and an A average based on the two nine weeks grades will be exempt from semester exams. Suspension from school, whether in-school or out-of-school, will disqualify a student from exemptions. Students enrolling after the third day of the semester will be required to take the semester tests.

TEXTBOOKS

School textbooks will be furnished by the local district. Students are asked to take care of their textbooks as others will have to use them during the coming years. New textbooks are scheduled to be adopted every five years. Students who lose or damage their textbooks will be expected to pay for the loss or damage.

TRANSFER/HOMESCHOOL STUDENTS

- A. Any student in grades 7 and 8 transferring from a school accredited by the State Department of Education shall be placed in the same grade the student would have been in had the student remained at the former school. Students in grades 9-12 will be placed according to the number of appropriate credits previously acquired as outlined in this handbook.
- B. Any student transferring from a school that is not accredited by the State Department of Education (including home schools) shall be evaluated by the staff to determine the student's proper placement in this school district. The granting of credits will be left to the discretion of the administration.
- C. The Rose Bud School District has established the following guidelines for implementing (B) above:
 1. A copy of standardized test scores administered or approved by the Arkansas Department of Education (out-of-state students by appropriate certifying state education agency) must be presented at the time of enrollment.
 2. Students in kindergarten through eighth whose scores are eight(8) months below the norm group on the standardized test administered may be placed in the grade level for which the test was administered unless exceptional circumstances are present.
 3. Students in grades nine(9) through twelve(12) whose scores are nine(9) months below the norm group on any subtest may be placed in the individual subject for the grade for which the test was administered unless exceptional circumstances are present.
 4. Parents who have provided home school for their child must present a written list of subjects taught and textbooks used to the principal or counselor at the time of enrollment. Comparable information must be provided for non-accredited private school instruction.

5. Students who have received home school or non-accredited private school instruction will not have letter grades entered on permanent records for such work. "Home Schooling" or "Credit" will be entered for years of instruction or for individual subjects completed.
6. The maximum number of credits accepted for each school year of homeschooling or non-accredited instruction cannot exceed the number of credits which could be earned by a student enrolled in the Rose Bud School District for a comparable period of time.
7. Grade point averages will be determined by dividing the cumulative points earned in grades nine(9) through twelve (12) by the number of credits earned in accredited schools only. Home school or non-accredited school credits will not affect grade point averages.
8. A student must attend an accredited public or private school a minimum of (6) semesters (ninth grade and above) to be considered for recognition as an honor graduate.
9. The Rose Bud School District will not award a diploma to any person who has not been in attendance during the last semester of the senior year.
10. A student must meet all curriculum requirements of the Rose Bud School District as well as attendance requirements to receive a diploma.

GENERAL POLICIES

ACCIDENTS AND ILLNESS

Any accident in the school building or on the school grounds is to be reported to the teacher on duty or to the principal's office as soon as possible. The school assumes no financial responsibility for treatment; and school personnel will dispense internal medicines with written permission of a physician or parent. Parents will be notified by phone if possible when their child has been injured or becomes ill while at school.

ASSEMBLY PROGRAM OR PEP RALLY

A visitor will quickly form an impression of a school from what is observed during a single assembly period. An orderly and well-behaved student body always denotes a well-conducted school.

The rules of conduct are very simple: all students need to go quietly and orderly to their seats in the assembly area and give their entire attention to the program that is being given. Throwing objects of any kind during any assembly or pep rally will not be tolerated. Never boo anyone during a pep rally or assembly.

In leaving the assembly area, practice the rules of good manners and courtesy. Make sure there is no pushing or jostling.

ATHLETICS

We are proud of our athletic teams and coaches. All students are asked to support them each time they enter competition. The young men and women who represent our school deserve and expect your support. The Rose Bud Athletic Program consists of football, cheer, volleyball, golf, cross country, basketball, baseball, softball, and track & field. We are proud to offer these activities to the student body of Rose Bud Schools.

Rose Bud Athletic Rules

1. No drinking of alcoholic beverages or use of illegal drugs by any player. Any violation of this rule will result in immediate expulsion from the team.
2. All players must be on the court and dressed 3 minutes after the tardy bell. No fighting or horseplay.
3. No foul or abusive language at any time.
4. Each player will respect the privacy of all players. At times boys and girls will be in the gym at the same time.

5. Shirts must be worn by all players at all times while in the gym. Players must follow all other rules in the Rose Bud handbook.
6. Players will dress in a responsible manner at all ball games. There will be no t-shirts, shorts, or torn clothing worn.
7. Students who are injured and need medical attention will need a doctor's release or written permission before they can participate in athletics at Rose Bud.
8. Students must ride the bus to all athletic events. Students not riding the bus home from a game must be signed out by the parent.

ATTENDANCE/COMPULSORY ATTENDANCE

Students have the right to attend school in the Rose Bud Public School in accordance with state law (Arkansas Statutes 80-1502 to 1504, amended act 1069 of 1985), Board of Education policies, and individual school procedures. Students and parents have the right to be informed of school assignment and attendance policies and policies pertaining to scheduling, grading, make-up work, and behavior expected for continued attendance. ACA 6-18-209

Students have the responsibility to maintain prompt, regular attendance in school in accordance with Board of Education policy. Parents have the responsibility to require attendance and to familiarize themselves with policies pertaining to school assignment for their place of residence, the education program of the school, and rules regarding student behavior.

Students who are absent from school should be aware of these guidelines:

Students covered by Arkansas Compulsory Attendance Laws:

1. ACA 6-18-201 Every parent, guardian, or other person residing within the state of Arkansas, having custody or charge of any child or children aged five (5) on or before August 1, through seventeen (17), both inclusive, shall send such child or children to a public, private or parochial school under such penalty for noncompliance as shall be set by law. Age for attending public school is 5 to 21. To enter kindergarten students must be five (5) years old on or before August 1.
2. (Section 1 of Act 70, 1989, 6-18-209) The Board of Directors of each school district in this state shall adopt student attendance policy which may include excessive absences as a mandatory basis for denial of promotion or graduation.

BACKPACKS

To prevent damage to textbooks and provide for a safer school environment, Rose Bud High School allows the use of backpacks/bags/totes/oversized purses for the transport of books and school related items to and from school. At school, all backpacks/bags/totes/oversize bags or purses should remain in the student's locker throughout the day, or if taken to class, all backpacks/bags/totes/oversize bags or purses must be kept under your seat. Please make sure all backpacks/bags/totes/etc. will fit in the school lockers, for we are lacking in storage space for oversized items during the school day.

BELL SCHEDULE

Traditional Bell Schedule - M,T,W,R,F	
Detention Hall	7:00 - 7:50
First Bell	7:50
1st Period	7:55 - 8:38
SLT	8:42 - 9:07
2nd Period	9:11 - 9:54
3rd Period	9:58 - 10:41
4th Period	10:45 - 11:28
5th Period	11:32 - 12:15
Lunch	12:15 - 12:45
6th Period	12:49 - 1:32
7th Period	1:36 - 2:19
8th Period	2:23 - 3:06

The student counseling service is one of the services Rose Bud Public School offers students. The counselor works with the students in an attempt to help grow in self-understanding and self-direction and to move toward better educational, vocational and personal adjustment. In guidance, your counselor will meet with you in individual interviews and will try to assist you with any educational, vocational, or personal problem.

DISTRIBUTION OF LITERATURE

Students shall have the rights to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities:

The time, place, and the manner of student distribution of literature may be reasonably regulated by the district provided such regulations:

- a. Are uniformly applied to all forms of literature;
- b. Allow distribution at times and places where no interferences with school activities will occur;
- c. Are specific as to places and times where distribution is prohibited; and
- d. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Students are required to have all literature for distribution cleared by sponsoring teachers or principals.

DRIVER'S LICENSE

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

DRIVES AND PETITIONS

No solicitation of funds, circulation of petitions or drives may be conducted without the written approval of the superintendent and building principal.

EMERGENCY EVACUATION PROCEDURE

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment may be conducted for all District schools in collaboration with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

FEES IN SCHOOL

There are no required fees for any course carrying credit toward graduation. Voluntary fees (FCCLA, FFA, FBLA, etc.) are set by the clubs and sponsors.

FOREIGN EXCHANGE RESIDENCY

Foreign exchange students who live with persons residing in the Rose Bud School district may attend RBHS High School. The following restrictions pertain to these students.

1. All foreign exchange students for the current school year, must enroll by September 1.
2. Foreign exchange students may attend Rose Bud High School no more or no less than one (1) academic year.
3. The student will receive credit for the courses which he/she completes, but is not eligible to graduate from Rose Bud High School.
4. Exchange students will enter as juniors.
5. Student must have satisfactory biography, including a student profile, high school transcript, and good command of English language.
6. Host parents must provide proof of residency in the Rose Bud School District.

FOOD SERVICE

Breakfast and lunches are served every day. In the past, children have been allowed to charge in the case that they had forgotten their lunch money or other various reasons. Federal and State Child Nutrition guidelines prohibit the school from allowing students to accrue excessive charges.

The district will allow up to \$20.00 in charges for paid students and \$10.00 for reduced students. Only meals may be charged, not ala carte items example: extra milk

Once students have exceeded this limit, parents should send a lunch with the student. For those students that do not bring a lunch from home, the district will provide a courtesy meal containing a cheese sandwich and juice until full payment is received or arrangements have been made.

We understand that unforeseen circumstances happen. Please contact the school if you are unable to pay charges. We will be glad to work with you.

Parents are encouraged to fill out a free/reduced meal from each year. Also if your income decreases or if additions have been made to the number in your household, a new form may be filled out. Meal forms can be found on the school web site, or requested by contacting Melissa Crews mcrews@rbsd.k12.ar.us

Negative balances must be paid before the end of each school year. Any negative balance not paid will be carried from year to year, and must be paid before a student can walk at graduation.

The district will do it's best to inform parents of charges by sending charge slips home on Monday. Please notice the date on these bills.

We feel that it is the parent's responsibility to check with their child(ren) for these slips. We encourage parents to enroll in the online payment system. This system not only allows for online payments, but parents may also monitor their child's meal account.

For parents convenience the district has a pay online system, which accepts debit and credit cards. A fee of \$1.90 is charged by the company. This fee is not charged by the school. A link can be found for this site under "Resources for Parents", on the district website. To obtain your child(ren)'s ID number please email Melissa Crews at mcrews@rbsd.k12.ar.us. The district will accept cash and checks paid in person, as well. The district cannot accept credit or debit cards in person, only online.

All students are expected to eat lunch and not share food whether they buy their lunch or bring it from home. Courtesy is always commendable and we need to be courteous in our cafeteria.

FOOD DAYS

Nine (9) school days in the year, Arkansas public school are permitted to serve students food, snacks, and beverages that do not meet state and federal dietary restrictions. In an effort to ensure all classrooms and clubs are able to celebrate student accomplishments through the reward of food, snacks, and beverages, nine (9) food days will be determined by the building principal and announced to the staff. During these days, if a classroom teacher permits, a class may bring and consume food in the classroom.

HOMECOMING POLICY

Each year, the homecoming committee (a team made up of teachers, paraprofessionals, and administrators) will plan homecoming festivities and the policies that shall ensure a fair election of Homecoming Queen and equal representation of students from all backgrounds. The public will be notified of homecoming festivities in advance and will be given opportunities to volunteer and help ensure that homecoming is a success in the Rose Bud community.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to homeschool. Notice shall be given:

1. At the beginning of each school year, but not later than August 15;
2. By December 15 for parents who decide to start homeschooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to excessive absences and at the beginning of each school year thereafter).

HOMELESS POLICY

The school board of the Rose Bud School District has reviewed all policies on attendance, transmittal of records, and eligibility for special programs. Such programs include free food program, special education, gifted and talented, Title I and other federal programs, before and after school care programs, transportation, immunization time requirements and the request of homeless parents to allow their children in the school of origin.

All policies that would have in the past provided barriers for the attendance of homeless children in the district have been removed.

INFECTIOUS/COMMUNICABLE DISEASES POLICY

1. All Students and staff in Arkansas public schools have a constitutional right to a free, suitable program of educational experience and employment. The school(s) shall provide a sanitary environment and adhere to the established routines for the handling of any body fluids as recommended by the Centers for Disease Control.
2. Staff members/students identified as HIV positive will follow the following guidelines:
 - a. Notify the Arkansas Department of Health and the Arkansas Department of Education before any action is taken by the local district.
 - b. The AIDS advisory board will interact from the notification and assist the local district with a case-by-case action plan (Ref.2)
 - c. The physician of the staff member/student will determine if secondary infections, such as tuberculosis, constitutes a recognized risk of transmission in the school setting. Should this be the case, the superintendent shall determine the proper and correct action to be taken. This decision will be consistent with state and federal statutes.
 - d. The process must be subject to periodic review in accordance with state and federal statutes, including due process and appeal.
 - e. Confidentiality of HIV persons, staff/student, shall be observed to the utmost. The following people will be

aware of the medical condition of the infected person:

- Superintendent or his/her designee
 - The personal physician
 - A public health official
 - School nurse will be the liaison with the student and their physician
 - The school nurse will coordinate all services for the student
 - The teacher(s) of the infected student
3. Students guidelines for HIV/AIDS or AIDS Related Complex (ARC):
 - a. The student with AIDS/ARC may attend classes with proper personal physician consent.
 - b. The confidentiality guarantees will be observed.
 - c. Special Education can/will be provided if determined to be necessary.
 - d. Any student with AIDS/ARC that lacks toilet training, has open sores or has demonstrated behavior(e.g. Biting, etc.) which could infect others, will not be allowed to remain in attendance in a regular classroom setting.
 - e. A student with AIDS/ARC will automatically be dismissed if an outbreak of measles, chicken pox, or other childhood diseases is occurring in the school population.
 4. The Board of Education hereby authorizes the superintendent to make the determination of exclusion of the staff/student suffering from a reportable disease, as defined by the Arkansas Department of Health, on a temporary basis not to exceed ten (10) school days. Any exclusion longer than ten (10) school days must be brought before the Board of Education in a regular or special meeting with the infected individual having the opportunity for a hearing. Due process will be followed in each case.
 5. Any school staff member who violates confidentiality will be disciplined according to procedures listed in the personnel policy (Ref.3)
 6. Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school re-entry or attendance or for employment or continued employment (Ref.1)

References

1. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals who have handicaps, including those with AIDS and/or HIV positive, as long as they are "otherwise qualified" for their jobs.
2. Minutes of Arkansas State Board of Education: January 13, 1992
3. Family Education Rights and Privacy Act. (34 Code of Federal Regulations Part 99 and Sub Chapter 9, Section 20-15-904 of the laws of Arkansas. Both acts speak of confidentiality).

Admittance After Contagious Disease

If a student becomes too ill to remain in class, a school official will attempt to reach the parent/guardian by phone and recommend that the parent/guardian come to school and pick up the student. This is why it is so important that the school has an updated, working number on the emergency contact form. If you child is ill, please do not send him/her to school. A student that contracts a contagious disease or a condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice), will be sent home from school and must remain home until the condition or disease is corrected.

A student of the Rose Bud Public School System who has suffered a contagious disease shall be readmitted only upon the presentation of a permit from a physician. (Chapter 6, Section 3, Rules and Regulations of the State Board of Health).

Influenza

If a student is diagnosed with influenza, they will not be permitted to return to school for 5 days. Days missed for influenza diagnosis, will not count against a student for semester exam exemption purposes.

MEDICAL INFORMATION

Medication

Written parental consent for non-prescription medication or physician consent for prescription medication will be required prior to the administration of any medication to any student under the age of eighteen (18). A Medical/Medication Administration Release Form will also have to be completed and signed by the parent/guardian before medication can be given. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Non-prescription medication

Non-prescription medications (this is to include pain reliever, topical ointments/lotions, eye drops, ear drops, cough drops, cough syrup) at school are strongly discouraged. The school nurse will not give the first dose of any medication. The parent/guardian will give the first dose of all medications to prevent adverse reactions at school. All medications should be brought to school in the original container. Medications brought in baggies, unmarked containers or expired containers will not be given. No more than a 30-day supply of the non-prescription medication for a student shall be stored at the school.

Parents must provide all medication with a note stating student's name, dose to be given, frequency, route, and length of time to be given. The district will not purchase or supply any medication for students to protect from litigation. Dispensing and administering over the counter medications to students constitutes practicing medicine without a license because it assumes diagnosis and treatment of a patient, practice for which the school nurse/designees are not licensed. The school nurse will not give Tylenol or any non-prescription medications at school unless a physician prescribes the medication to be given at school or verbal/written consent is obtained from the parent/guardian prior to dosage of oral medication.

If the physician feels that a student will require these medications at school on a continuous basis, then a note from the doctor is needed. Additional information accompanying the medication shall state the purpose for the medication and any other pertinent instructions such as storage requirements or warnings. All medications will be given according to the labeling directions found on the container. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the designated times(s). All medications will be kept in a locked container in the nurse's office. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guideline.

If a child becomes ill with fever of 101.0 degrees or greater and the parent/guardian cannot be notified, attempts will then be made to contact the emergency numbers or physician provided on the Medical/Medication Administration Release Form and the medication will be given. At this point, the student will need to be sent home and fever free for 24 hours.

Prescription Medication

Prescription medication should be in the pharmacy container labeled with the student's legal name (on record with the facility), date prescription was filled, ordering provider name, name of medication, dose, route, frequency of the medication to be given and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. It is preferred that medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. For example, an antibiotic which is to be given three times daily could be given before the student leaves for school, when he or she gets home, and at bedtime. The school nurse or designee will not give the first dose of any medication to prevent adverse reactions at school. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or

designee will give this medication at the prescribed times(s). The nurse or school is not responsible for missed doses. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

Asthma Inhaler and Epinephrine Injectable Use

The parent/guardian of a student who wishes their child to carry an asthma inhaler or auto-injectable epinephrine, or both, while at school or school sponsored activities, shall provide the school nurse with written authorization on the Medical/Medication Release Form (Alex's Law 6-18-707). Students are prohibited from sharing, transferring, or in anyway diverting his/her medications to any other person. The parent/guardian who elects not to allow their child to possess an asthma inhaler or auto-injectable epinephrine shall provide the school with the appropriate medication to be stored in the nursing office. Medication shall be immediately available to the student in an emergency situation. A written authorization on the Medical/Medication Release Form shall contain the following:

- a. Student's legal name (on record at the facility)
- b. Date of birth
- c. Age
- d. Parent information
- e. Address
- f. Emergency contact information
- g. Name of medication
- h. Dosage
- i. Frequency to be given
- j. Prescriber's name, phone number, date of order
- k. Instructions to follow after administration of rescue medication
- l. Specific adverse reactions to be aware of

A Medical Release Form is valid for one (1) school year only. The school shall not keep outdated medications or any medications past the end of the school year. Parents will be notified before the end of the school year to pick the medication up. All medication left at the school will be sent to the Pharmacy Services at the Arkansas Department of Health and Human Services for destruction.

In accordance with Act 1565 of 1999, students with special health care needs will have an Individual Health Care Plan developed and monitored by school health personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under Section 504 of the Rehabilitation Counseling Act of 1973 and/or the Individuals with Disabilities Act.

By filling out the Medical/Medication Release Form you are allowing the school nurse to share health information with educators on a "need to know" basis for "legitimate educational interests" as defined in FERPA (Family Educational Right to Privacy Act). All health information will be kept in a confidential manner.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 123g; 34 CFR Part 99), by signing the medical release form, you are giving permission for your child's personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

NONDISCRIMINATORY POLICY

It is the policy of the Rose Bud Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to: Equity Coordinator, 124 School Rd., Rose Bud, AR 72137.

ORGANIZATIONS/CLUBS/EXTRACURRICULAR ACTIVITIES

Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria.

Students may, however, be restricted from membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are:

1. Voluntary youth service organizations
2. Tax exempt under Section 501(a) of the 1954 Internal Revenue code (religious and charitable organizations)
3. Single sex by tradition, or
4. Principally composed of members under the age of 19.

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

Clubs and extracurricular activities are important, but the main purpose of school is to learn in the various subject areas. Students are advised to participate in only one or two extracurricular activities. If a student should wish to join, he/she should do his/her part. No student can contribute much if he/she belongs to several different organizations.

Students who miss more than four (4) periods shall not participate in any school activity on that day or night unless permission is granted through the Principal's office.

Students who are going to miss a class or classes for an extracurricular activity should notify the teacher ahead of time. They should obtain any assignments they will miss and be ready for the next class upon returning from the activity.

Students who participate in interscholastic competitive events or any other club or organization's extracurricular activities must maintain academic standards as set by the Arkansas Activities Association.

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals.

Although cognizant of the value of extracurricular and interscholastic programs, the Board believes the following points should be used by principals in determining whether or not students may participate in such activities:

1. That participation in the activities will not deprive pupils of the instructional time needed to successfully complete academic coursework.
2. That all due care will be taken to ensure that extracurricular programs not interfere with the instructional school day.
3. That students and/or organizations activities may be curtailed or modified due to those activities infringements on the instructional time needed by students to perform their academic work to satisfaction.
4. Eligibility requirements for the District conform to the Arkansas Activity Association as listed in the current official handbook. The principal of each school is responsible for applying these rules.

Student participating in co-curricular or extracurricular programs will be subject to random drug testing. Students not consenting to be tested are allowed to join clubs and organizations, but are not allowed to attend after school meetings and functions or participate in off campus trips.

Dances

Any current Rose Bud High School student shall be allowed to attend. They are allowed to bring one date from off campus if the date is pre-registered in the Principal's office the week of the dance. All dances are come and stay affairs. If you leave, you will not be allowed to return. Extenuating circumstances will be evaluated on a case by

case basis. A nominal fee may be charged to cover expenses.

Alumni will be allowed to attend Homecoming if they meet the following criteria:

1. They are recognized by the faculty or
2. They give their name, date of graduation, and some form of identification.
3. These are come and stay affairs. If you leave, you will not be allowed to return.

PARENT / TEACHER COMMUNICATION

Parent/Teacher communication is important to the well-being of our students. Teachers are obligated to communicate with the parent(s) or guardian(s) of students to discuss each student's progress. Teachers meet this requirement through the following: Parent/Teacher Conferences and CAP Conferences. Other ways teachers are accessible are through emails and telephone calls. Parents of students not performing at the level expected for their grade are also notified through mid-term progress reports.

Each morning the school news bulletin will be read to students. Students are advised that only school news will be placed in the morning bulletin. School announcements will be posted on the district website, as well as, emailed to the parent contact list.

PARENT TEACHER CONFERENCES

Parent visitation will be held twice a year at the end of the first grading period, and during the third nine week grading period. All parents are urged to come to the school for the purpose of meeting the faculty members and furthering the opportunity for the best education possible for the student(s) involved.

All teachers, except those on duty or completing classroom materials, are required to be in their rooms by 7:40 a.m. The teachers are here to help students with any problems that may arise. If you feel that you need to have additional help on class work, make an appointment to meet with the teacher during this time before school. Parents requesting a conference with a classroom teacher are asked to make arrangements through the principal's office 24 hours in advance with stated reason.

PARENTAL INVOLVEMENT PLAN

COMPACT

As part of the improving America's Schools Act of 1994 and ACT 603 of 2003 the Rose Bud School District is required to implement a compact between students, parents, staff and administrators. The purpose is to outline our combined responsibilities in the effort to educate the children so that they can achieve their educational goals.

Through careful consideration, the following has been developed for the Rose Bud School District. Please review and discuss this compact with your child so that he/she may understand our combined commitment to his/her education.

STUDENT AGREEMENT:

- It is important that I work to the best of my ability. Therefore, I will strive to do the following:
- Attend school regularly.
- Come to school each day with pencils, paper and other necessary tools for learning.
- Complete and return homework assignments.
- Learn as much as I can each and every day.
- Will not waste time.
- Conform to the rules of student conduct.

PARENT/GUARDIAN AGREEMENT:

- I want my child to achieve. Therefore, I will encourage him/her by doing the following:
- See that my child is punctual and attends school regularly.
- Read with my child and let my child see me read.
- Insist that all homework assignments are done each night.

- Discuss at a designated time, what my child has learned at school.
- Remind my child of the necessity of discipline in the classroom, especially self-discipline.
- Provide a quiet well-lighted place for study and homework.

TEACHER AGREEMENT:

- It is important that students achieve. Therefore, I will strive to do the following:
- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

PRINCIPAL AGREEMENT:

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

PARKING SPACE RESERVATION

Seniors may reserve a parking space for the school year. The fee is \$20. There are 70 spaces available and the spaces will be reserved for seniors on a first come, first serve basis. Their reserved space may also be painted. The paintings must follow guidelines on the application available in the front office.

PLEDGE OF ALLEGIANCE

In accordance with A.C.A 6-16-108, all students in grades kindergarten through twelve (K-12) will participate in a daily recitation of the Pledge of Allegiance during the first class of each school day. Students shall stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts. Students who wish to be exempt from this policy must deliver, to the principal, a statement in writing, by the student and the student's parent, before being exempt from this policy. Students who are exempt from reciting the Pledge of Allegiance shall be required to remain quietly standing or sitting at their desks.

PRIVACY OF STUDENT RECORDS

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the Rose Bud School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

Those rights are explained in the Family Educational Rights and Privacy Act. The laws and regulations require school systems such as Rose Bud to:

- Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
- Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right of privacy. This does not apply to grades.
- Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as Rose Bud officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the Rose Bud School District have not proved satisfactory. Complaints should be addressed: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

PROCESS TO ADDRESSING STUDENT AND/OR PARENT CONCERNS

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

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complaint.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the principal. If the complaint is directed toward the principal and involves either an academic problem or disciplinary action, the immediate superior would be the superintendent. The principal shall review the original action which was taken and render the decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint.

PROM

The junior/senior prom will be held within a thirty (30) mile radius of Rose Bud at the facility that has been approved by administration. Students attending junior/senior prom must be at least in the 9th grade but no older than 20. Guest not from Rose Bud High School must be approved.

SCHOOL CHOICE

Rose Bud Public Schools would like to remind patrons who do not live within our district boundaries of the opportunity to attend our district through Public School choice. The deadline to apply is on or before May 1st prior to the fall term for which the parent/legal guardian is requesting their child to begin attendance. The application can be downloaded from the district website or obtained from the district superintendent's office.

The Rose Bud School District will not allow any student who is currently under expulsion from another school to enroll in a District school.

SCHOOL PHONE

Students will not be called to the phone except on urgent matters or in case of an emergency. Parents and friends are asked to cooperate with the school in this matter. Students' use of the school phone is discouraged. Only in case of emergencies may students use the office phones.

SCHOOL SPONSORED TRIPS

Field trips are planned to extend learning. You will be notified in advance when your child is scheduled to go on a field trip. We will ask that you sign permission for him/her to go on field trips.

Field trips must be arranged two weeks in advance by the sponsor and approved by the administration.

When parents are asked to assist with field trips, they are responsible for helping with students in the class.

Students who are unable to attend field trips may be required to do assignments pertaining to the subject or subjects covered during the field trip.

Students may be excluded from field trips if they have previously exhibited poor behavior.

Field trips should not be scheduled two weeks prior to a student's semester tests. Students that have more than six absences for any reason during a semester shall not be allowed to participate in field trips unless permission is granted through the principal's office.

SIGNS AND POSTERS

No posters, signs, etc. are allowed any place except on bulletin boards. This shall include spirit signs, campaign signs, and all other type posters or announcements.

Permission to post any material must be obtained from the principal.

STUDENT PUBLICATIONS POLICY

Purpose

School sponsored publications are produced as part of the Rose Bud School District's educational curriculum to provide a supervised learning experience for journalism students (and are taught as a regular classroom activity).

Principles

Truth, fairness, accuracy, and responsibility are essential to the practice of journalism. The following types of publications by students are not authorized:

- a. Publications that are obscene to minors, as defined by state law;
- b. Publications that are libelous or slanderous, as defined by state law;
- c. Publications that constitute an unwarranted invasion of privacy, as defined by state law;
- d. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

Review of the Content by School Officials

In order to reserve student publications for their education purpose, school officials shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school-sponsored publication. The publications advisor (journalism teacher) in conjunction with student editors will determine what material shall be considered by school officials for publication. All materials selected in this way shall be submitted to the building principal. The building principal shall review the material, taking into account such things as emotional maturity of the intended audience; whether the material associates the school with non-neutral position in a political controversy; whether the material might be perceived as advocating drug or alcohol use, irresponsible sex or conduct inconsistent with the shared values of the larger community.

Any material that the building principal deems to be inconsistent with the educational purpose of the publication shall be modified and resubmitted or withdrawn from consideration for publication. The decision of the building principal shall be final, and there shall be no appeal. Any material that has been approved by the building principal may be published.

Distribution

School officials shall direct the distribution of student publications to ensure that school operations are not disrupted. Reference: Act 1109 of 1995 requires that a student publications policy be in effect by January 1, 1996. ACA 6-18-1201-1204

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

In accordance with Act 1565 of 1999, students with special health care needs will have individual health care plans developed and monitored by a school health care personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under Section 504 of the Rehabilitation Counseling Act of 1973 and/or the Individuals with Disabilities Education Act. ACA 6-18-1005

VISITORS

Non-Adult: Visiting school age students are not permitted during the school day.

Parents or other adults: Parents are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose, but an appointment should first be made through the principal's office 24 hours in advance. Parents or adult visitors are asked not to go to classrooms without first clearing through the principal's office.

WITHDRAWALS

If a student is planning to attend another school, a withdrawal form must be obtained from the principal's office. The locker must be emptied, and all textbooks must be returned. All bills must be paid before credits will be sent to the receiving school.

The School reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. The school also reserves the right to increase disciplinary penalties when a threat to disrupt or interfere with the educational process is present. Consequences for behavior not covered will range from a minimum warning/conference to a maximum expulsion.

CONSENT FORM "A"

Rose Bud School is providing an opportunity to help students be drug free. The school solicits your support through your voluntary signature of this form. Each parent's support is need for the children to succeed.

I/We, _____ and _____,

Parents of _____, do hereby consent, to abide by,

and comply with the policy regarding Chemical Screen Testing for Rose Bud

Public Schools.

I, _____, a student of Rose Bud School

District do hereby consent to, abide by, and comply with the Chemical Screen Test

policy of the Rose Bud School District.

Student _____

Parent/Guardian _____

Date _____

STATEMENT OF RECEIPT

This is to verify that, in accordance with compliance guidelines issued under Act 105 of 1983 Special Session of the Arkansas General Assembly, I have this date been given a copy of the student handbook covering Student Attendance, Discipline, Parental Involvement, and Technology Use policies of the Rose Bud Public Schools:

Date _____

Student Signature _____

This is to verify that as parent of guardian of the above student, I acknowledge receipt of the above described policies and information relating to the school program.

Date _____

Parent Signature _____

Page 17 of the RBHS Handbook includes administering of corporal punishment. Please check one of the following:

_____ I give the RBHS permission to administer corporal punishment under the guidelines of the student handbook. Imposition of any further guidelines will be considered a denial of permission.

_____ I do not wish my child to receive corporal punishment

Date _____

Parent Signature _____

Please detach and return this sheet to the high school office to be filed in the student's permanent record folder.

Thank you for your cooperation and support in our efforts to meet the needs of the children of the Rose Bud School District.

Parental Involvement

Rose Bud School District recognizes the need for strong parental involvement. To accomplish our goal, we have provided a sampling of parental activities that are available in our district.

- Open House-High School/Elementary/ABC School
- 2 Parent/Teacher Conferences
- Throughout the year-Family Nights, Poetry Slam, Benchmark Bash, Smart Core
- Curriculum Meeting
- PTO Meetings, HIPPY Meetings
- Watch D.O.G.S.
- Website which provides information, such as, breakfast/lunch menu, school board minutes, etc.
- Variety of Committees (Wellness, Handbook, Alumni)
- Parent Center (located in the Elementary Library) where parents can checkout books, videos, and educational games.
- Elementary-Daily assignment sheets
- Marquee-provides running of current events
- Provide opportunities for volunteering

Parent Survey

If you would be interested in more information concerning volunteering, please mark the following interest:

- _____ volunteering one time per school year
- _____ volunteering _____ hours per year
- _____ volunteering _____ hours per month
- _____ volunteering _____ hours per day
- _____ volunteering from home, for example: cutting out, coloring, collecting materials, etc,

Name _____ Phone Number _____

Your child's name _____

Your child's grade and homeroom teacher _____

How Welcome Do You Feel In Our School?

Directions Thank you for taking a few minutes to give us feedback on your experience with our school. Please be honest. Your responses are anonymous and will be used to improve our school.

Circle one for each

question

When I come to this school, signs help me find parking areas and the main office.

Yes No Don't Know

This school is clean and kept in good repair.

Yes No Don't Know

School bulletin boards and displays are up-to-date and attractive.

Yes No Don't Know

I am satisfied with the way the school included me in programs.

Yes No Don't Know

The school keeps me informed about school rules, classroom policies, and school schedules.

Yes No Don't Know

The school staff actively encourages parent and community involvement.

Yes No Don't Know

I feel welcome at this school.

Yes No Don't Know

When I come to this school, receive prompt and friendly attention.

Yes No Don't Know

When call this school, staff is courteous and helpful on the phone.

Yes No Don't Know

This school provides useful information for parents and community members.

Yes No Don't Know

This school does a good job of communicating to limited-English speaking parents/community members.

Yes No Don't Know

School staff returns my phone calls promptly.

Yes No Don't Know

When volunteer at this school, feel appreciated.

Yes No Don't Know

I am a...

Student Parent Community Member

Other Comments or suggestions

Rose Bud School District Parental Involvement Survey

Number of Children: _____ (check one) _____Elementary _____High School

The Rose Bud Public School system is working to strengthen partnerships between schools and families in order to help children perform better in school. The purpose of this survey is to get your opinion on how well the school has met your family's and children's needs. There is no right or wrong answers. We are only interested in your opinions. The findings of the survey will be summarized and used to make improvements.

Directions: Please circle or check the selection that most closely matches your answer for each item. The last page provides room for written comments.

As a parent, how satisfied were you with your child's progress this school year?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

As a parent, how satisfied were you with your child's progress in activity (PE, Music, Library, GT, Art) classes?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

As a parent, do you feel teachers/administrators make sure they share good as well as bad news about your child's progress or behavior with you?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

Do you feel teachers/administrators provide parents with valuable feedback about their child(ren)'s performance and/or behavior?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

Do you feel teachers/administrators are eager to provide parents/guardians with ideas on how they can help their child do better in school?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

As a parent, do you feel that you are able to talk to your child's teachers?

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Completely Satisfied	Very Satisfied	Somewhat Satisfied	A Little Satisfied	Not at all Satisfied

Comments or suggestions:

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) _____

Grade Level _____

Date _____

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

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 whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[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 unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;

- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

Chromebook Repair Costs		
Keyboards	LCD Screens	Chargers
\$65	\$40	\$40

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 email, 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 _____

4.35—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication

Other instructions _____

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

Parent or legal guardian signature _____

Date _____

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

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

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

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

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

Parent or legal guardian signature _____

Date _____

schools, and information about events, activities, achievements, etc. We do this each year through a variety of methods, including printed publications, newsletters, calendars, media releases, website stories, videos, and social media.

Some examples of news we may share include honor roll lists, unique classroom activities and lessons, artistic awards and performance, academic recognitions and more. Information about your child, including his or her name, grade, age, photograph and comments may be published if he or she is part of one of these activities. In addition, photos/videos of students taken throughout the school year may be randomly placed on the pages of the printed and web versions of district publications as well as shared with the media.

In the past, RBSD has used an “opt in” system for our media releases. This year, the district has an “opt out” media policy only. This means that unless your child’s school has a signed “opt out” form on file (below), your child’s information and/or photo may be used in any of the prior stated media capacities.

Should you wish to “opt out” and NOT permit your child's photo and /or information to be shared please complete the form below and return it to the Principal’s Office by August 28, 2017 or within one week of receiving this handbook. **Please note, if you permit your child’s photo/information to be shared, you do NOT have to fill out this form.**

If you have any questions, please call your child’s school.

OPT-IN/OUT MEDIA FORM

_____ I elect to **NOT** have the directory information/photo of my child used in district publication, media releases, on the district web site, or its social media pages.

_____ I elect to **HAVE** the directory information/photo of my child used in district publication, media releases, on the district web site, or its social media pages.

This form must be filled out completely to ensure that your child's information is kept private. Please print clearly.

Child's Full Name _____

School & Grade _____

Parent / Guardian Full Name (Printed) _____

Signature of Parent / Guardian _____

Contact Telephone Number _____ Date _____