

# Piggott Schools



**Parent-Student  
High School Handbook  
2019-2020**



# PIGGOTT HIGH SCHOOL

“ALMA MATER”

*Hail to the Red*

*And Black*

*Hail Piggott High*

*Hail Alma Mater*

*Ours ‘til we die*

*We love no other*

*All together we*

*Dear Piggott High*

*School*

*VICTORY!*

# **PLEDGE OF ALLEGIANCE**

“I pledge allegiance to the Flag of  
The United States of America, and to  
The Republic for which it stands, one  
Nation under God, indivisible, with  
Liberty and justice for all”



# Piggott School District Handbook

## TABLE OF CONTENTS

<b>Piggott School District Handbook.....</b>	<b>2</b>
Act 80-1656 .....	5
AIP Policy.....	5
Cyber-Bullying.....	5
Anti-Bullying .....	6 – 7
Sexual Harassment .....	7 – 8
Terroristic Threatening.....	8 – 9
Corporal Punishment .....	9 – 10
Computer Use Policy.....	10 – 12
Student Internet/Network Use Agreement.....	12 – 14
Media Release Agreement.....	14 – 15
Transportation Policy .....	15 – 17
School Health Program.....	17 – 20
Emergency Dismissal .....	20
Enrollment Requirements.....	21
Students Expelled from Another School .....	22 – 23
Suspension .....	23
Due Process .....	23 – 24
Closed-Campus.....	24
Parental Involvement Plan.....	25
Piggott High School Handbook .....	26

# **Piggott School District Handbook**

## **2019 - 2020 School Year**

### **FIRST SEMESTER**

AUGUST 9 <sup>th</sup>	Pre-School Workshops
AUGUST 14 <sup>th</sup>	First Day for Students
SEPTEMBER 2 <sup>nd</sup>	Labor Day
OCOTBER 16 <sup>th</sup>	End of 1 <sup>ST</sup> Quarter (45 Days)
OCOTBER 17 <sup>th</sup>	2 <sup>nd</sup> Quarter Starts
OCTOBER 22 <sup>nd</sup>	Dismiss at 3:15 PTC 3:30-7:00
OCTOBER 25 <sup>th</sup>	No School
NOVEMBER 25-29 <sup>th</sup>	Thanksgiving Break
DECEMBER 18-20 <sup>th</sup>	Semester Tests
DECEMBER 20 <sup>th</sup>	End of 2 <sup>nd</sup> Quarter (41 Days)
DECEMBER 23 - JANUARY 3 <sup>rd</sup>	Christmas Break

**TOTAL 1<sup>st</sup> SEMESTER - 86 DAYS**

### **SECOND SEMESTER**

JANUARY 6 <sup>th</sup>	2 <sup>nd</sup> Semester Begins
JANUARY 20 <sup>th</sup>	No School - Martin Luther King Day
FEBRUARY 17 <sup>th</sup>	No School - President's Day
MARCH 10 <sup>th</sup>	End of 3 <sup>rd</sup> Quarter (45 Days)
MARCH 11 <sup>th</sup>	4 <sup>th</sup> Quarter Starts
MARCH 19 <sup>th</sup>	Dismiss at 3:15 PTC 3:30-7:00
MARCH 23-27 <sup>th</sup>	Spring Break
APRIL 10 <sup>th</sup>	No School - Good Friday
MAY 22 <sup>th</sup>	Last Day for Students
MAY 26 <sup>th</sup>	Last Day for Teachers
	End of 4 <sup>th</sup> Quarter (47 Days)

**TOTAL 2<sup>nd</sup> SEMESTER - 92 DAYS**

Students - 178 Days

Teachers - 190 Days

**\* The first day to report will be August 3rd. Teachers will be responsible for getting 3 days during the summer on their own.**

**TENTATIVE TESTING CALENDAR 2019 - 2020**

Sept. 2 - Sept. 27 .....K - 2nd, Renaissance STAR window

Nov. 18 - Dec. 20 .....K - 2nd, Renaissance STAR window

March 30 - April 24.....K - 2nd, Renaissance STAR window

\*\*\*\*\*

Feb. 25..... 11th grade, ACT, paper version

March 31 ..... 11th grade, ACT paper makeup

\*\*\*\*\*

Sept. 9 - Dec. 20.....Fall DLM ELA, Math and Science

\*\*\*\*\*

Jan. 27 - March 6 ..... English Learners K-12

\*\*\*\*\*

Feb. 3 - May 8..... Spring DLM ELA, Math and Science

\*\*\*\*\*

April 6 - May 8 ..... Grades 3 -10, ACT Aspire window

\*\* I will update & send out later with final dates.

## **BOARD OF EDUCATION**

Piggott Public School complies with all applicable state and federal regulations regarding equality, equity, and civil rights as they pertain to students, employees, and patrons. It is the policy of the Piggott School District not to discriminate on the basis of sex, race, color, national origin, creed, age or disability in its educational programs, activities, or employment policies as required by Title VI, Section 601, and Title VII of the Civil Rights Act of 1964 as amended, Title IX, Section 901, Educational Amendments of 1962, Order 11246 as amended, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with equal opportunity, equity, race, and civil rights laws and regulations, and assistance in filing a 505 referral, or grievance, or other related information may be directed to the equity coordinator, Piggott Public School, Piggott, AR 72454. Phone 870-598-2572.

**Barry DeHart, Superintendent**

## **School Board Members**

Jennifer Rahn, President  
Jim Threatt, Vice-President  
Hope Burns, Secretary  
Brad Dunlap, Member  
Chris Roberts, Member

## **MISSION STATEMENT**

The faculty and staff of the Piggott School District believe that all students can learn and master basic academic skills regardless of their previous academic performance, family background, socio-economic status, race, or gender. The faculty and staff accept the responsibility for providing strong instructional leadership, a positive school climate, and a safe and orderly school environment. We foster strong parent and community involvement.

## **Piggott School District Handbook**

### **ARKANSAS ACT 80-1656**

#### **RULES AND REGULATIONS FOR ORDERLY OPERATION OF SCHOOLS**

Nothing in ACT 80-1656 shall limit a local school district's power to adopt reasonable rules, regulations, and policies, not inconsistent with the ACT, to insure continued orderly operation of schools, including adult education and area vocational-technical high schools, and such powers are deemed to include the right of expulsion for student(s) participation in any activity which tend, in the opinion of the board, to disrupt, obstruct, or interfere with orderly education processes.

ACT 888 requires principals to report acts of students on school property, which constitute a felony and to report assaults or other violent act by students against a teacher on school property to law officials.

ACT 397 and 539 allow a provision for a period of silence.

### **ACT 930 OF 2017**

#### **STUDENT SUCCESS PLAN**

A personalized education plan intended to assist students with achieving readiness for college, career, and community engagement. Each eighth grade student shall have a Student Success Plan in place that is developed by school personnel in collaboration with parent and student. The plan must be updated annually thereafter.

### **CYBER BULLYING**

#### **ACT 115**

Students using any electronic devices including telephone, cell phone, wireless communication devices, computer, or pager as a means to harass another student member.

ACT 115 applies to electronic act whether or not it originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel.

This punishment will take the form of suspension, a recommendation for expulsion, and notification of the police if necessary.

## Piggott School District Handbook

### **ANTI-BULLYING POLICY**

The Piggott School District has an obligation and a commitment to provide a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs and/or educational materials regarding the nature of bullying and its consequences should a child choose to engage in this type of behavior. The programs and/or materials will emphasize that this district will not tolerate bullying, and that school employees, volunteers, and students are encouraged to report any instance of bullying without fear of consequences. Any report will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying.

After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior.

For the purposes of this policy, bullying is defined as any expression (written or verbal), physical act (gesture, contact, staring, etc.) or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found violating this policy if his conduct has been found to have the effect of humiliation, embarrassment, or other detrimental results on a fellow student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in or benefit from an educational program or activity.

Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully, are encouraged to file a complaint by contacting a school counselor, teacher, or administrator who will assist them in getting help for the child and take appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a

## Piggott School District Handbook

bully, will not be subject to retaliation or reprisal in any form.

Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

The school will make every reasonable effort to contact, as soon as possible, the parents of any student who is reported to have been the subject of bullying.

Legal References: ACT 681 (2003 – 84<sup>th</sup> General Assembly)

*For minimum and maximum punishments regarding bullying, please see Piggott Elementary School and Piggott High School sections of this handbook.*

### **SEXUAL HARASSMENT**

Any student at Piggott School District is entitled to the same protection against sexual harassment as an employee in the workplace as stated in Title VII of the Civil Rights Act of 1964 and Peer Sexual Harassment by the Arkansas School Board Association. (Copies may be found in the superintendent's office.)

Sexual harassment is deliberate or repeated sexual behavior, or a sex-based nature, that is unwelcome, not asked for, not returned, and that creates an intimidating, hostile or offensive environment. The behavior can be verbal nonverbal, or physical. It is deliberate, not happening by accident, but by someone's intent and/or it is repeatedly happening more than once. The victim, as well as the harasser, may be a female or a male. The victim does not have to be of the opposite sex.

Type of Conduct	Sexual Conduct Associated with Sexual Harassment
Physical	Touching
	Patting
	Pinching
	Hugging
	Grabbing
Verbal	Propositions
	Sexual jokes
	Obscene language that is gender-specific or sexual in

## Piggott School District Handbook

	nature
	Sexual remarks
Other	Pictures, drawings, and cartoons that are offensive in a sexual nature
	Jokes, verse, etc. that may be offensive in a sexual nature
	Staring, ogling, leering

Any student who believes that he or she has been sexually harassed shall:

1. tell the offender that his or her conduct is offensive and unwelcome
2. report the conduct to the appropriate school personnel

The school personnel shall:

1. take the appropriate action as the situation warrants
2. report the harassment in the form of written documentation to the principal

Repeated offenses and severe harassment shall be reported to and taken care of by the principal.

Consequences shall include corporal punishment, suspension and/or recommendation of expulsion.

### **TERRORISTIC THREATENING (5-13-301, 1-17-97)**

1. A person commits the offense of terroristic threatening in the first degree if:
  - a. With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person; or
  - b. With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.
  - c. Terroristic threatening in the first degree is a Class D felony.
2. A person commits the offense of terroristic threatening in the second degree if, with the purpose of terrorizing another person, he threatens to cause physical injury or property damage to another person.
  - a. Terroristic threatening in the second degree is a Class A misdemeanor.



## Piggott School District Handbook

3. A judicial officer, upon pretrial release of defendant, shall enter a no contact order in writing consistent with Rules 9.3 and 9.4 of the Arkansas Rules of Criminal Procedure and shall give notice to the defendant of penalties contained in Rule 9.5 of the Arkansas Rules of Criminal Procedure.
  - a. This no contact order shall remain in effect during the pendency of any appeal of a conviction under this section.
  - b. The judicial officer or prosecuting attorney shall provide a copy of this no contact order to the victim and arresting agency without unnecessary delay.
  - c. If the judicial officer has reason to believe that mental disease or defect of the defendant will or has become an issue in the cause, the judicial officer shall enter such orders as are consistent with 5-2-305.

### **CORPORAL PUNISHMENT**

Corporal punishment will always be administered according to the following procedures:

- a. It will be used only after other alternatives, including but not limited to counseling, have failed. Unusual circumstances will necessitate the use of corporal punishment prior to a counseling session.
- b. It will be administered in the presence of at least one certified employee in addition to the person dispensing the punishment.
- c. It will not be administered in the presence of other students; it will not be administered with malice, anger, or in excess.
- d. Previous to administration of corporal punishment, the student will have been advised of the reasons the punishment is being given and a full discussion of the options open to both the administrator/teacher and student will have been explored. In the presence of the witness, the reason(s) for the punishment will be given, and the student will be allowed to make a statement. School officials are not required to conduct formal hearings prior to administering corporal punishment.
- e. This punishment will be administered only on the student's buttocks; when the student is resisting, moving

## Piggott School District Handbook

about, or placing hands in the area, punishment will be stopped.

- f. Failure to cooperate or refusal to take this type of punishment will result in some other disciplinary measure.

### COMPUTER USE POLICY

The Piggott School District makes computers and/or computer Internet access available to students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.<sup>1</sup>

No student will be granted Internet access until and unless a computer use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook. Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Notes: <sup>1</sup> The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

### STUDENT GOOGLE APPS AND GMAIL PERMISSION FORM FOR PIGGOTT SCHOOL DISTRICT

Piggott School District has the ability to create accounts for all students to allow

## Piggott School District Handbook

for collaborative sharing using Google Apps and Gmail for Education. These accounts will be needed and used for school related projects and assignments. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are in the student handbook. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), Gmail addresses, calendar, plus additional services. This will allow your student to collaborate with teachers and other students for intended educational purposes.

**Official Email** - Students will be assigned an email account. This account will be considered the student's official Piggott School District email address until such time as the student is no longer enrolled.

**Conduct** - Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

**Access – Restricted Access** to and use of Google Apps for Education is considered a privilege accorded at the discretion of the Piggott School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Handbook and related District Policies.

**Security & Content Filtering** – Piggott School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School cannot assure that users will not be exposed to non-educational material.

**Privacy** - As with any other school resource, the School reserves the right to access and review content in the Google Apps for Education system at any time.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.

## **Piggott School District Handbook**

Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip to the main office of your child's school.

### **STUDENT INTERNET/NETWORK USE AGREEMENT**

The Piggott School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet/Network under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. **Conditional Privilege:** The Student's use of the district's access to the Internet/Network is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet/Network whether through a District or student owned technology 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/Network access for educational purposes only. In using the Internet/Network, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet/Network 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/Network, the Student shall be subject to disciplinary action.
  1. **First Offense** - Warning up to corporal punishment. Possible loss of computer privileges.
  2. **Second Offense** - Warning up to corporal punishment or suspension. Temporary loss of computer privileges.
  3. **Third Offense** - Suspension up to expulsion and loss of computer privileges.
4. **"Misuse of the District's access to the Internet/Network"** includes, but is not limited to, the following:

## Piggott School District Handbook

- a. using the Internet/Network for other than educational purposes: (playing online games or downloading games, streaming music or videos that are not class related)
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas Law;
- c. using the Internet/Network 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 any means to bypass filter or security setting in place by the school district or state of Arkansas.
- i. wasteful use of limited resources provided by the school including paper, toner, and Bandwidth;
- 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; (teacher or network passwords)
- 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/Network or in an email. 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/Network Access to unauthorized individuals;

## Piggott School District Handbook

- x. failing to obey school or classroom Internet\Network use rules; or
  - y. taking part in any activity related to Internet\Network use which creates 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 technology director or his/her designee.
  - aa. sharing passwords or logging in with another's password.
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\Network including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet\Network 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\Network Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter, which may be on the Internet\Network. 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.

### **PUBLICATIONS, VIDEO, INTERNET CONSENT AND RELEASE AGREEMENT**

Students who attend school in the Piggott Public School District are occasionally asked to be a part of school and/or district publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the district asks that you sign this form and return a form to the school for each of your students. The form referenced at the end of the handbook indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or district publications, videos or on the district's web site. For example, pictures and articles about school activities may appear in local newspapers



## Piggott School District Handbook

or district publications. These pictures and articles may or may not personally identify the student. The district may use the pictures and/or videos in subsequent years.

### Agreement

Student and Parent/Guardian release to Piggott Public School District the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Piggott Public School District.

Piggott Public School District agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction. Student and Parent/Guardian understand and agree that:

No monetary consideration shall be paid; Consent and release have been given without coercion or duress; this agreement is binding upon heirs and/or future legal representatives; the photo, video or student statements may be used in subsequent years. If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

### TRANSPORTATION POLICY

It is the belief of the Piggott School District that proper conduct by the students is essential if buses are to operate safely; therefore, only behaved students shall be allowed to ride the buses. Students will not be permitted to ride if they willingly or through negligence cause damage to the bus or if their behavior is such that it causes pain or embarrassment to the driver or other students or in any way interferes with the safety or well being of anyone riding the school bus. Therefore, in the interest of maximum safety, the following regulations will apply to all students riding school buses in the Piggott School District:

1. Students are considered in school from the time they reach the bus stop in the morning until they are let off the bus in the afternoon. Stand back about ten (10) feet from the 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 a ride or walk to or from school without the permission/knowledge of your parents or guardians. If you get on the wrong bus, ride it until it returns to the bus garage.

## Piggott School District Handbook

2. Students going to and from the bus stop should walk on the left side of the highway or road, or on the shoulder, and when a car approaches, move several feet from the road.
3. Pupils must be on time at their pick-up points. Drivers may wait for students who are in sight of the stop if they are hurrying. Drivers will not otherwise wait for students who are not on time.
4. If a student has not been riding their regular bus for 2 consecutive days, the driver does not have to go by your house on the third (3rd) day. An adult must call the bus garage (598-3092) to resume the regular bus schedule.
5. Students may not have in their possession any weapons, explosives, fireworks, knives, unsheathed sharp pointed articles, or any other article, which might cause pain or damage to other students. No pets or other live animals will be transported on the buses. Toys must be in bags and not taken out on the bus. No balloons are allowed on the bus.
6. Students must not try to get on or off the bus while it is in motion. Pupils must remain seated even while the bus is stopped unless the driver directs them otherwise. Riders are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at people outside the bus. Always stay in your seat while the bus is moving.
7. Students are required to exit the bus at the campus of their first hour class. When entering and leaving the bus, please move in an orderly and rapid manner.
8. While riding the bus, students are under the supervision of the driver and must obey him/her at all times. The administration, with notice to the parents, has the authority to suspend a student from riding the bus.
9. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders. This includes keeping hands to yourself, attending to your own matters, leaving other pupils alone, and being reasonably quiet.
10. Students are not to tamper with any of the safety devices or equipment.
11. No food or drinks, or containers for such, will be allowed on the bus. No tobacco or drugs may be used on the bus by either the rider or the driver.
12. Students may be assigned to specific seats by the driver or the administration. If this is done, those students are responsible to sit in those assigned seats.



## Piggott School District Handbook

Students disobeying transportation rules will be subject to appropriate discipline through the administrative offices.

### Discipline Procedures: School Bus Incidents

The first admonitions in misbehavior will come from the bus driver. He/she will warn the student one or more times depending on the nature of the infraction. If the problem or problems with any student continue, the driver should report students in grades K-6 to the elementary principal; students in grades 7-12 to the secondary principal. The superintendent may become involved in serious or continuing disciplinary problems.

FIRST OFFENSE:	Warning by the principal.
SECOND OFFENSE:	Three (3) day suspension from the bus.
THIRD OFFENSE:	Five (5) day suspension from the bus.
FOURTH OFFENSE:	Ten (10) day suspension from the bus.
FIFTH OFFENSE:	Suspension from the bus for the remainder of the semester.

Corporal punishment is permissible if administered in the office of the building principal. If in the judgment of the driver and the principal, this punishment is more suitable than suspension from the bus, it may substitute through the third offense. There must be a witness to any corporal punishment.

A "Transportation Disciplinary Report" should be completed for each incident, which involves the school administration. A copy is mailed to the parent/guardian; a copy is kept on file in the principal's office.

### SCHOOL HEALTH PROGRAM

The general health and welfare of the student is recognized as an integral part of the school program. Health services provided by the school nurse are primarily inspectional rather than diagnostic in nature. Those provided by the school include:

1. A school nurse at each campus.
2. A nurse's station adequately supplied with first aid supplies,
3. The maintenance of a cumulative health folder for each student which contains a personal data sheet giving the medical history of the student, an emergency clause signed by the parent for use in case of serious illness or injury, and a completed immunization form.

## Piggott School District Handbook

4. The health nurse will conduct the following programs:
  - a. Annual screening tests for vision and hearing.
  - b. Scoliosis screening for upper elementary grades.
  - c. Dental health program.
  - d. Head lice policy.
  - e. BMI screening for all students as required by state law.When a student becomes ill at school, the parent is called immediately. If contact with the parent cannot be made, the principal and nurse will do what is expedient and safe for the injured and/or seriously ill student, which may include taking/sending the student to the emergency room of a hospital. The school assumes no responsibility for treatment.

### Medication Administration

The approved and accepted items (i.e. hydrocortisone cream, peroxide, Bactine, Band-aids, anti-bacterial cream, sting away) used in first aid may be given to students at school when required.

Ideally all medication should be given at home. However, it is recognized that some children are able to attend school regularly because some medicines can be taken at school. If at all possible, medication should be given at home before the child comes to school and/or after the child returns home from school. Any student who is required to take medication during regular school hours must comply with the following school regulations:

### Medication Policy Guidelines

1. The approved and accepted items used in First Aid may be given to students at school when required.
2. Students who have special medical problems such as hyperactivity, epilepsy, asthma, etc. may be given medication under the following conditions:
  - a. A standard form from the office must be signed before medication will be given at school. The form will consist of a statement that the school and school personnel will not be held responsible for any reaction the medication may cause or for any ambulance service that may be required should the child have a reaction to the medication. The form will also list the child's name, name of medication and dosage, phone numbers of parents and doctor. All medication will be given according to labeling direction on

## Piggott School District Handbook

- the container. Deviation from label direction will require a written provider order.
- b. Medications must be brought to school by parent or guardian in the original container with the child's name on the label. No medication will be given if brought to school in any other container, such as plastic wrap, foil or sandwich bags. Do not send medication to school with a child. All medication for behavior disorder must be counted each time it is brought in.
    - c. The first dose of a new medication must be given at home at least 24 hours before the school dose will be given.
  3. A doctor statement is required for medications that are given long-term, stating the necessity for taking the medication during school hours. The statement will also include possible side effects or reaction to the medication. The classroom teacher will be informed of these side effects.
  4. Medication that is to be given at home and school, is to be in two bottles, one for home and one for school. (This can be done by your pharmacist when filling the prescription.) Medication cannot be transported to and from school every day. This is for your child's safety and the safety of all the other children.
  5. Non-prescription medications such as cough syrup, Tylenol, etc., can be given at school under the following guidelines
    - a. A parent or guardian must bring the non-prescription medication to the office and sign the medication form. No form signed – No medication will be given.
    - b. The non-prescription medication can only be given for three (3) days. A doctor's statement is required for more than three (3) days.
  6. Medications that are ordered three times a day or less should not be given at school unless there is a doctor's statement requiring the medication be given a specific hour of the day.
  7. If your child has an allergy to bee or wasp stings that require medication, please bring the required medication to the school.
  8. The school nurse or designee will administer and watch the student take the medication.

## DISTRICT HEAD LICE/NITS POLICY

All students entering our school will be checked by the school as soon as possible for head lice/nits.

## **Piggott School District Handbook**

**Step #1: First Dismissal:** If lice/nits are found on a child, parents will be notified to pick the child up immediately. Parents will be given the school's attendance and head lice/nits policy, instructive literature, and counseling so they will be aware of how to treat the problem. It is recommended that a shampoo prescribed by a physician be used if possible.

**Step #2: Second Dismissal:** When a child is sent home the second time with head lice/nits, he/she must be brought back to school by an adult to be checked before returning to class.

**Step #3: Third Dismissal:** The Child Abuse the Neglect Hotline may be notified at this time and the FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office.

### **USE OF DISTRICT TELEPHONES**

Only in case of emergency will students be called to the telephone during class time. The office telephone is for school business; therefore, requests for its use should be made only when absolutely necessary.

Parents should phone students only when absolutely necessary. Students will not be called out of class to talk on the phone. A message may be given to the office staff to be given to the student as soon as possible. The office staff will make a phone call for a student only in case of an emergency.

### **INSURANCE**

The Piggott School District provides supplemental insurance, accidental, medical, and dental coverage for students during school hours and/or at school sponsored events. No pets are to be brought to school functions unless requested by a student's teacher.

### **EMERGENCY DISMISSAL**

When the decision is made to dismiss school early, these radio and television stations will be notified:

KAIT	TV Channel 8
KTHV	TV Channel 11
KARK	TV Channel 4
KATV	TV Channel 7
KFIN	107.9 FM
Clear 94	94.5 FM
Z95 The Bone	95.5 FM
Today's Talk	930 AM

## Piggott School District Handbook

Please do not call the school directors or bus garage to find out whether school is being dismissed. If it seems we might dismiss early, please listen to one of the above stations so you will be aware of and plan for your child(ren)'s early arrival at home. You can also check our school website for updates and expect to receive a School Reach Call and/or Notification on Website App. If it is not possible for you to listen, make arrangements for someone to be responsible for handling the situation. Please talk with your child, in advance, so that he/she will know what to do and what to expect in case school is dismissed early. When we dismiss early, and you must get a message to your child, call the elementary or high school office and a message will be delivered. Send a note to the teacher with your child(ren) on the morning of any day if the weather is questionable telling your child(ren) what to do in case of early dismissal due to bad weather.

### ENROLLMENT REQUIREMENTS

1. Prior to a child's admission to the Piggott School District we ask the parent, guardian, or other responsible person for the child's social security number (optional), but they may request that the school district assign the child a nine digit number designated by the Department of Education.
2. Admission to Piggott School District a parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:
  - 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; or
  - g. A United States military identification.

### TRANSFER BETWEEN SCHOOLS

#### Transfer

Any student transferring from a school accredited by the Department of Education to Piggott School District shall be placed into the same grade the student would have been in had the student remained at the former school.

# Piggott School District Handbook

## Home School

Students transferring from a home school to a school, which is accredited by the Arkansas Department of Education, shall be evaluated by the staff of the accredited school to determine proper placement.

1. Each local school district shall have authority to assess any home-schooled student who enrolls or reenrolls in the district in order to determine proper educational placement.
2. In order to access and determine proper educational placement, Piggott School District must have:
  - a. Location of the home school
  - b. The basic core curriculum that was offered.
  - c. The paperwork and grades that were given to the student.
3. Any home schooled student who enrolls or reenrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district.

## STUDENT SCHOOL RECORDS

All academic and personal records pertaining to students are confidential and can only be inspected by the student, his/her parent/ guardian, and by school officials. Written permission (consent) to release records is not always required, but as a courtesy, the school will obtain a written release from parents before releasing personally identifiable data. There are two specific instances where permission is not required:

1. Certified personnel within the student's school may examine the student's records.
2. Officials of other schools or school systems, in which the student has enrolled, may request and receive the student's records.

Please see the district's full statement of policy on student records.

## STUDENTS EXPELLED IN THEIR FORMER DISTRICT

### Act 574 of 1995

It shall be the policy of the Piggott School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the school board shall be held before that student may be enrolled. This hearing may be closed at the request of the student's parent, pursuant to Ark. Code Ann. 6-18-507. See also 28 U.S.C. 1232 g.

Prior to the hearing, the superintendent shall obtain a full report from the



## **Piggott School District Handbook**

former district concerning the expulsion. At the hearing the board shall review the report from the former district, and have an opportunity to question the student and his or her parents concerning the alleged misconduct. The board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

### **SUSPENSION FROM SCHOOL**

The school board recognizes its authority to maintain good order and discipline within the schools of the district; therefore, the board gives the school principals the discretion to suspend a student for up to five days for good cause until a satisfactory conference can be arranged with the parents or guardians. The principal will promptly advise the superintendent of all suspensions and of the circumstances involved in choosing this punishment. No student placed on suspension will be allowed to leave the school premises during the school day until a parent, guardian, or designated adult assumes responsibility for him/her.

The principal will suspend students from school for immorality, insubordination, and for other offenses deemed inappropriate or when counseling and other forms of discipline have failed. Infectious diseases or habitual uncleanness will result in a student being sent home, but disciplinary suspension is inappropriate in these causes. All suspensions will be in accordance with procedural due process guidelines.

Suspensions may be appealed to the superintendent.

### **DISCIPLINE FOR THE HANDICAPPED**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free and appropriate education. See the district policy statement on discipline of handicapped students.

### **DUE PROCESS**

The area of procedural due process within the school district shall relate primarily to the area of discipline and disciplinary measures such as corporal punishment, short- and long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent on two factors: (1) the gravity of the offense a student is alleged to have committed, and (2) the severity of the contemplated penalty. Under due process each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and a notice of his/her right to appeal. This is applicable to the serious penalties such as suspension.

## Piggott School District Handbook

The full panoply of procedural due process shall be afforded any student facing long-term suspension or expulsion. In both of these situations, the school board shall follow an adversary type procedure with legal counsel permitted, cross examination, transcribed record of the hearing, and related safeguards. The due process rights of students and parents are as follows:

1. Prior to any suspension, the school principal shall advise the pupil in question of the particular charges; the administrator will also present the evidence on which the charges are based.
2. The pupil shall be given an opportunity at that time to explain his/her version of the events which led to the charges; this explanation should be given to the administrator.
3. Written notice of suspension and the reasons for the suspension shall be given to the parents of the student.
4. The student's parents or legal guardians have the right to appeal a suspension to the superintendent and ultimately to the school board.

### **CLOSED CAMPUS**

Once a student arrives on campus, whether by walking, riding a bus, riding with a parent, etc., he is considered to be in attendance and cannot leave the campus unless checked out through the office. A student who rides a bus is considered on campus when he arrives at the pick-up area in the morning and cannot leave campus when he arrives at school unless checked out through the office. The bus is considered a part of the school campus.

Checkout procedures for each campus are listed in their respective sections of this handbook.

Exception of seniors leaving campus for lunch.

### **SCHOOL LUNCH PRICING**

#### Paid

Breakfast	\$ .75
Lunch	\$2.00

#### Reduced Price

Breakfast	\$ .30
Lunch	\$ .40

#### Adult Lunch Price

Breakfast	\$2.10
Lunch	\$3.55



## **PARENT INVOLVEMENT POLICY**

The Piggott School district understands the importance of involving parents in the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents and the community. To achieve such ends, the district shall work to:

1. Involve parents and the community in the development of the long range planning of the district's parent involvement plan by having a public meeting and getting parent input.
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities.
3. Have a coordinated involvement program in the district by planning parent involvement activities with preschool.
4. Explain to parents and the community the State's content and achievement standards, state and local student assessments and how the district's curriculum is aligned with the assessments and standards and how parents can work with the district to improve their child's academic achievement.
5. Provide parents with the materials and training they need to be better able to help their child achieve.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents.
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their affect on promoting higher student achievement by surveying parents and teachers on the effectiveness of the parent involvement programs and identifying any barriers that prevent maximum parent involvement.

# PIGGOTT HIGH SCHOOL



Rules and Regulations  
2018 - 2019

# Piggott High School Handbook

## TABLE OF CONTENTS

<b>Piggott High School Handbook.....</b>	<b>26</b>
Discipline Policy.....	29
Classroom Rules .....	29
Major Violations .....	29-31
Other Conduct not Permitted .....	31-34
Graduation.....	34-35
Lunch Period and Cafeteria .....	35
Extracurricular Activities .....	36
School Sponsored Trips .....	36-37
Attendance Policy .....	37
Checkout Procerure.....	37
Homework Policy .....	38
Absences .....	38-40
Tardy Policy .....	40-41
Saturday School .....	41
Bell Schedule .....	41-42
Exemption Policy.....	42-43
Vehicles.....	43
Graduation Requirements .....	44-48
Common Core.....	44
Honor Graduates .....	45-46
Smart Coire.....	46-49
Chemical Screen Test Policy.....	49-56
Parental Involvement Plan .....	56-58
PHS Handbook Signature Page .....	59
Permission for Disclosure .....	60

# Piggott High School Handbook

## WELCOME

Whether you are a new student this school year or a returning student, welcome to a new school year at Piggott High School. Once again you have a chance to participate and make a difference because every student counts on this campus. Be involved with your classmates. Make your best effort at your schoolwork. Never, never say that campus life is for someone else. You are the reason Piggott High School exists.

HIGH SCHOOL PRINCIPAL	Paul Seegraves
GRADES 7-8 COUNSELOR	Faith Conley
GRADES 9-12 COUNSELOR	Amber Harrell
ADMINISTRATIVE ASSISTANT	Shamala McCluskey
E-SCHOOL SECRETARY	Angie Mauldin

## MISSION STATEMENT

The faculty and staff of the Piggott School District believe that all students can learn and master basic academic skills regardless of their previous academic performance, family background, socio-economic status, race, or gender. The faculty and staff accept the responsibility for providing strong instructional leadership, a positive school climate, and a safe and orderly school environment. We foster strong parent and community involvement.

## **DISCIPLINE POLICY PIGGOTT HIGH SCHOOL**

This statement of disciplinary policy is not intended to encompass the full range of district policy. A copy of the full and official manual on student discipline is available in the principal's office. The policies are provided to the parents and students to advise them of the rules and procedures by which district policy on student discipline is administered.

Discipline usually follows a sequential order of penalty, but may vary due to the principal's discretion. The following examples could vary depending on the particular violation(s) and the teacher's classroom rules and consequences. Usually the order of penalty will follow a "minimum to maximum" consequences; where minimum is a warning and maximum is expulsion.

## **CLASSROOM RULES**

1. Students will be in the classroom when the tardy bell rings.
2. Students will keep their hands, feet and objects to themselves. Please respect the property of others by leaving it alone.
3. Acts of misbehavior such as disruptive talking, horseplay, profanity, etc. which result in disrupting the learning process are considered inappropriate.
4. Students will not run, push others, or speak loudly in the halls or classrooms.
5. Students will show respect to all school employees and school guests.
6. Students will follow the directions of the teachers.
7. Students will not have food or drink in the classrooms without prior approval from the principal.

Classroom rules and procedures and penalties for violation of these rules will be taught to the students. Each teacher will be allowed to adopt additional rules to govern special problem areas. These rules will be approved by the principal prior to implementation. **Disciplinary action for violation of classroom rules will be a warning, detention (Before/After School or Lunch), parent notification and conference, corporal punishment, extra work, or suspension.**

# Piggott High School Handbook

## MAJOR VIOLATIONS

These violations are considered severe and will result in severe punishment. This punishment will take the form of suspension, a recommendation for expulsion, and notification of the police if necessary.

### ACT 67113

1. Willfully and intentionally assaulting or threatening to assault or abuse any teacher, principal, superintendent, or other employee of the school district. School time and school events are included in this statement. Action of this type by students during times not involving the school but which action results from some events related to the school will be reported to the local police or sheriff for disposition.
2. Possession by students of any firearms, weapons, or other objects which might be considered a weapon and dangerous to the public welfare is prohibited. Pocketknives are also prohibited. State law, Act 968 of 1995, requires the student to be expelled for a period not less than one year. Non-students found on campus or at school events in this category will be reported to appropriate local authorities.
3. Students shall not possess drug paraphernalia or possess, use or be under the influence of alcohol or any other controlled substance while on school premises, going to and from different campuses, or while attending any school-sponsored function. Students will receive an out-of-school suspension for 10 days with a possibility of expulsion. Determination of the penalty will be based on the severity of the infraction and if the student is a repeat offender.
4. Any student attempting to sell, trade, give, or otherwise transmit drugs or alcohol to anyone else on the school grounds, or at a school activity, whether on campus or off campus, will be expelled for the expelled for the rest of the school year and receive no credit. All drug and alcohol cases involving the Piggott School will also be turned over to the county sheriff's office, the local police, and the state police for further investigation and possible charges.
5. Willfully or intentionally damaging, destroying, or stealing school property or the property of others during school activities. Parents of any minor student will be liable for damages and restitution. The student will be suspended from school and recommended for expulsion.

## Piggott High School Handbook

Any senior who willfully commits any or all of the major violations during the last week of school loses his/her privilege of participating in the graduation ceremony.

Any student who is found guilty of a major violation according to the handbook will not be exempt from any semester tests at the end of the semester.

### OTHER CONDUCT NOT PERMITTED

Violation of these rules will result in discipline as outlined below. Any of these violations deemed as severe will result in suspension and/or recommendation of expulsion.

1. **Insubordination** - It will be considered insubordination when a student refuses to obey rules of the school or reasonable instructions of school district personnel.

#### **Disciplinary Actions**

1st offense - warning

2nd offense - corporal punishment, detention, ISS or suspension

#### *ACT 1281*

*If a teacher removes a student twice during a 9-week period, he/she has the right to not allow the student to return to class without having a meeting with the principal, school counselor, teacher, and parents/guardian.*

2. **Skiping Class** - Students are not to leave the campus or skip class without permission from the principal.

#### **Disciplinary Actions**

1st offense - corporal punishment or ISS

2nd offense - three (3) days out of school

3rd offense - five (5) days out of school

3. **Smoking and Smokeless Tobacco**

High school students are not to be in possession of tobacco products. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, Juuls, or under any other name or description.

1st possession only - two (2) days ISS

2nd offense - three (3) days out of school

3rd offense - five (5) days out of school

4. **Appearance and Dress Code**

Inappropriate distracting forms of dress by either boys or girls will not be permitted at school or at school sponsored events.

Fashions or styles which are dangerous to the individual in

## Piggott High School Handbook

certain classes or present a health hazard are forbidden. Specific regulations are as follows:

- A. Clothing that bears writings or slogans that may be considered profane, indecent, or promotes the use of narcotics, drugs, alcohol, or tobacco will not be tolerated.
- B. Hats/Hoods are not to be worn on campus.
- C. No spaghetti straps, tube tops, halter tops, crop tops, and strapless blouses/dresses will be allowed. Shirts or blouses that expose a person's midriff will not be allowed. To determine if shirts/blouses are too short, students will be asked to stand and extend their arms out to the side and parallel to the floor. If in this position the midriff is exposed, the shirt/blouse is considered too short and therefore not permissible at school.
- D. Pajama bottoms, pajama tops, house shoes, and blankets are NOT permitted.
- E. All jean shorts must be dollar bill length with no holes. Athletic shorts will be allowed.
- F. Shirts worn with leggings must be fingertip length.
- G. Any clothing deemed questionable or suggestive by school administrators will be forbidden.
- H. *According to House Bill 1936, The General Assembly finds that the wearing of clothing that exposes underwear, buttock, or the breast of a female by students in the public schools often preoccupies and distracts students from their major purpose for being in school, that of becoming educated in Math, Science, English, History, and other subjects. Public schools should encourage and train students to dress in a manner that would be acceptable in a workplace.*

Students who do not conform to the dress code will be asked to call a parent/guardian to bring them proper clothing that will comply with the above rules and regulations. Students will remain in the office until proper school attire is delivered. If a student refuses to contact a parent/guardian or the parent or guardian cannot bring proper clothing to school, they will be required to wear clothing provided by the school until the end of the school day.



## Piggott High School Handbook

Students who continually do not meet dress code or refuse to wear clothing provided by the school in instances when parents or guardians cannot bring proper attire to school will be subject to discipline including, but not limited to detention, in-school suspension, Saturday School, corporal punishment, out-of-school suspension, or expulsion.

### **Disciplinary Actions**

1st offense – conference-change and/or confiscation

2nd offense – one day ISS

3rd offense – suspension

5. **Fighting** - Fights will be investigated thoroughly to establish if either or both parties are at fault. One or both parties will be punished according to the situation. In the event that fault cannot be established, both parties will be punished. Police may be notified at the Administrator's discretion. Cameras in the hallways and classrooms will be used in investigating the situation.

### **Disciplinary Actions**

1st offense – three-day suspension

2nd offense – five-day suspension

3rd offense – 10 day suspension with a recommendation  
the suspension be extended expulsion

4th offense – expulsion

- a. The administrator has the authority to lessen the suspension days if it is determined the student was not the aggressor and/or was only defending himself/herself.
- b. Fight in the classroom: add two more days to the suspension.

6. **Hall and Sidewalk Behavior** - Running and pushing in the halls or on the sidewalks can be dangerous and disruptive; it is, therefore, prohibited. Punishment will be a warning, corporal punishment, or ISS. (Skateboarding will not be allowed at anytime on campus.)

Tampering of the Magnetic Doors will result in the following disciplinary actions:

### **Disciplinary Actions**

1st offense - Warning

2nd offense - 1 day ISS

3rd offense - 3 days of OSS

4th offense - 5 days of OSS

## Piggott High School Handbook

7. **Theft** - A student will not steal or attempt to steal property belonging to the school or private individuals. Students and/or their parents will be required to make restitution.  
**Disciplinary Actions**
  - 1st offense – corporal punishment, ISS, or suspension
  - 2nd offense – suspension, a recommendation for expulsion, and notification of police
8. **Gambling** - Gambling or wagering is prohibited.  
**Disciplinary Actions**
  - 1st offense – warning
  - 2nd offense - ISS, corporal punishment or suspension and parent notification and conference
9. **Public Display of Affection** - Public display of affection is not appropriate behavior for students at school.  
**Disciplinary Actions**
  - 1st offense - warning
  - 2nd offense - ISS or suspension, parent notification and conference

Indecent or immoral acts of behavior may result in more severe punishment.
10. **Chronic Misbehavior** - Repeated violation of rules or constant disruption or trouble making will result in suspension or a recommendation for expulsion.
11. **Use** of cell phones and ear buds other than in the cafeteria is prohibited. Students may only use their cell phones during breakfast and their lunch break. Students are not allowed to use phones in hallways and classrooms. Cell phones used during statewide testing will result in the harsher disciplinary actions. Approved use in the classroom by the principal. (\*Students may carry cell phones on school trips.)  
**Disciplinary Actions**
  - 1st offense - 1 day ISS
  - 2nd offense - 3 days of OSS
  - 3rd offense - 5 days of OSS
12. **Bullying** - Refer to Piggott School District section of this handbook for policy  
**Disciplinary Actions**
  - 1st offense - warning, corporal punishment, ISS, or suspension
  - 2nd offense - five (5) day suspension and police notification
  - 3rd offense - ten (10) day suspension or expulsion, police notification
  - 4th offense - expulsion and police notification

## Piggott High School Handbook

13. **Behavior Not Specifically Covered** - The Administration reserves the right to punish behavior which is not conducive to good order in the schools even though such behavior is not specified in the preceding written rules.

### **GRADUATION**

In order for a senior to participate in the Piggott High School graduation ceremony, the senior will have completed all academic requirements prior to graduation. All coursework will be completed and grades recorded. Also, all correspondence courses must be completed, the test administered, passed, and a grade (s) recorded. In addition, all financial obligations with the school will be fulfilled. Graduation attire will consist of the PHS cap, gown, tassel, honor cord, and Beta sash. Honor codes and sashes are presented to seniors fulfilling the requirements. No decorating of Caps will be allowed.

### **DRESS CODE FOR GRADUATION**

Senior Sponsors will determine appropriate attire. Failure to abide will result in the senior not walking out to receive the diploma.

### **POLICY ON SPEECHES**

Any student with a GPA of 4.00 and higher will be permitted to give a speech. Cords may be worn if they represent achievement in a pre-approved school sponsored club or activity.

### **LOCKERS**

Lockers for keeping books and other personal property will be assigned to students at the beginning of each school year. Students are not to change or share the assigned lockers. The school cannot be responsible for articles lost from lockers. Lockers must be kept in a tidy condition, free of inappropriate materials, markings and debris. The lockers remain the property of the school and may be searched at anytime with just cause.

### **ACTIVITY PERIOD**

Students will stay in their classroom unless in a meeting or prior approval from the principal.

## **AMI (ALTERNATE METHOD OF INSTRUCTION) DAYS**

AMI work not completed will result in absences counted in class. Students will have 5 days to complete their work. AMI absences will count toward semester test exemptions and perfect attendance days.

## **LUNCH PERIOD AND CAFETERIA**

Each student will empty his or her own tray and clean up all napkins, silverware, etc. from his/her area, orderly, decent behavior is expected of every student while in the cafeteria.

Students are not to carry food out of the cafeteria (example: crackers, oranges, apples, etc.). All food must be eaten in the cafeteria.

Students who bring their lunch from home must eat in the cafeteria.

All students will go to the cafeteria at lunchtime each day, unless otherwise directed by school personnel. All students will remain in the cafeteria until dismissed by principal or teacher.

All food brought on campus for students must be brought in through the office and must be eaten in the cafeteria.

Students/faculty may not accumulate more than \$50 lunch charges. Said charges must be paid in full before the individual's account can be activated.

## **STUDENT POLICY FOR LUNCH CHARGES**

A. If you owe any money, then you can only eat in the hot lunch line.

## **EXTRACURRICULAR ACTIVITIES**

All school debt of \$50 or more must be paid in order to be involved in extracurricular activities.

Students participating in extracurricular activities are not to miss class more than is absolutely necessary and particularly when an absence will affect his/her academic performance.

A student must follow the Arkansas Activities Association's academic guidelines to participate in competitive interscholastic activities.

It is the student's and parent's responsibility to see that the students have a way home after extracurricular activities. (Example: band trips, basketball games, etc.)

## **Piggott High School Handbook**

All school rules are in effect for any extracurricular function of the school. This includes student spectators and participants. Any teacher attending any extracurricular activity, such as plays or sporting events has the authority to discipline or correct a student. All students will be under the authority of the teacher and the administrator on duty and will obey their directions even though their parents are at the event.

### **SCHOOL SPONSORED TRIPS**

Students who represent the school as participants or spectators or who accompany school groups or school-sponsored trips are expected to abide by the policies of Piggott Public Schools at all times. The school will have full authority over these students. All rules of the school and of safety and good conduct are to be observed. Students riding in school vehicles are expected to return in these vehicles unless otherwise given permission by the principal or his/her designee. Any student going on a school sponsored event when transportation is provided by the school must ride to and from the event on the bus unless the sponsor receives a written note from the parent or legal guardian releasing the Piggott School District from any liability.

### **ATTENDANCE POLICY**

The public schools of any district in this state shall be open and free through completion of the secondary program to all person in this state between the ages of 5 and 21 years whose parents, legal guardians, or other persons reside within the school district.

Students may enter kindergarten if they will attain the age of 5 years on or before August 1st of the year in which they are seeking initial enrollment.

### **THE SCHOOL DAY**

A student must be in school for a total of six hours during a day to be counted present for a complete day. A student must be in school for a total of three full hours to be counted present for one-half of a school day.

## Piggott High School Handbook

### **CLASS ATTENDANCE AND CHECKOUT PROCEDURE**

A student is required to be in class for at least 30 minutes to be considered present for that class. Students who find it necessary to leave during the school day due to medical or other extenuating circumstances must check out through the principal's office. The checkout procedure includes the following:

1. A parent or guardian will be present to sign the student out of school; or
2. Student will present a note from a parent or guardian to the principal between 7:45 a.m. and 8:00 a.m. that morning; or
3. An emergency telephone call will be made to a parent or guardian from the principal's office. The principal or designee will determine the validity of the emergency.

(In above items #2 and #3, the student will sign the checkout sheet in the office before he/ she leaves school.)

4. A parent or guardian **MUST** be present to sign a student out in the office between 11:00 a.m. – 1:00 p.m. unless it can be proved it is an emergency situation. Students missing more than 15 minutes of classes will be counted as absent for that class if checked out early from the class or if returning late to the class.

Permission notes for extenuating circumstances must be approved by the principal that keep a parent from checking out their student.

### **ABSENCES**

Students interested in obtaining a good education should be present and on time in assigned classes. The attendance policy is designed for absences such as personal illness, serious personal or family problems, and professional appointments, which cannot be scheduled after school. When a student is absent, his/her parent/guardian is asked to telephone the principal's office the morning of the absence.

Students who are absent more than six (6) times in a class during a semester shall not receive credit in that class. Any absences over six (6) days must be for personal illness, a death in the immediate family, or a required court appearance (subpoena).

Students who are absent from school on the day of a social activity, an athletic contest or any school sponsored activity, will not be able to attend that activity during the day or evening unless prior arrangement has been made with the office.

Students must be in school 4 periods to participate in the evening extracurricular activities.

## Piggott High School Handbook

\*Notes will not be accepted after the second day of the student's return to school.

\*Any student absence not covered by policy will be based on the principal's decision.

### **HOMEWORK POLICY**

Piggott High School recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should be reinforcement, a practical application, or an enrichment of what has been taught. Consideration should be given to the time involved in completing the assignment. Each school faculty should cooperatively develop a policy relative to homework that insures students do not spend an unreasonable amount of time outside of school doing homework.

When a student misses school, it is the sole responsibility of the student and/or the parents of the student to check with the teacher(s) to make arrangements to make up missed work. For an absence, the student will have three (3) days to turn in all make-up work. Additional time for completion may be granted for extenuating circumstances with approval of the teacher(s) and the building principal. Any make-up work not turned in to the respective teacher(s) without making other arrangements with the teacher(s) will receive "0" credit.

A student will be required to take any make-up test on the day he/she returns from an absence if the test was scheduled prior to his/her absence.

Students on a school-sponsored activity shall not be counted absent. All work missed during the activity must be made up in accordance with the policy outlined in the above paragraphs.

### **DISCIPLINARY ABSENCES**

Disciplinary absences are those where the student has been removed from classes by an administrator because of the student's behavior in school or school sponsored activities.

1. Out-of-School Suspension from school is an absence imposed upon the student by the district as a result of the student's inappropriate behavior that cannot be handled by other means. Absence from school for this type of suspension will be designated as unexcused.



## **ABSENCE PROCEDURES**

On the 3rd absence in any semester from school, the principal will notify the parent/guardian of the student to verify that the absences are known and to remind the responsible adults of the school policy and state laws concerning school attendances. This notice may be made by telephone or by certified mail with a return receipt required sent no later than the following school day. Written documentation of this notice must be kept in the student's record.

1. On the 6th absence in any semester, a conference will be held involving the student, a parent, the teacher(s) involved, the counselor, and the principal to determine the validity of the absences and the relationship of the absences to the student's performance. Goals will be agreed on that will encourage regular school attendance.
2. A student must attend class 90% (80-89 days) of the semester to receive credit.
3. When a student has been denied credit due to absences, the prosecuting attorney will be notified that the student is in violation of Act 572 of 1995 and a letter will be sent to the family in need of services.
4. If a student, between ages 14 through 18 and has not graduated from high school, stops attending school, the Arkansas Department of Finance and Administration is required by Act 572 of 1995 as amended to suspend the motor vehicle operator's license of a student that is not attending school.

**NOTE:** Any student who is receiving homebound services for medical reasons (injury, pregnancy, etc...) will not be allowed to attend extra-curricular activities after school hours.

## **UNEXCUSED ABSENCE**

Subsequent absences will be unexcused except for one of the following reasons with proper documentation as indicated:

1. Personal illness or medical appointments — doctor's note
2. Death or serious illness of family member — parent or guardian phone call to principal
3. Court appearance — note from court official
4. School-sponsored activities - sponsor's roster (Students participating in school-sponsored activities will be marked present)
5. College visits (for seniors) up to two (2) if visit will not cause student to exceed maximum days absent for loss of credit — must bring note from college official verifying visit

## Piggott High School Handbook

### TARDIES

Tardies both at the beginning of the day and during the day will be handled in the following manner:

Students who are tardy for 1st period will sign-in when arriving in the classroom. A student who is tardy for more than 15 minutes will be considered absent. Tardies are not classified as excused or unexcused.

### TARDY DISCIPLINE LADDER

3rd Tardy:	1 Day of ISS
4th Tardy:	2 Days of ISS
5th Tardy:	Saturday School
6th Tardy:	1 Day of Out of School

\*3 Tardies in one class will count as an absence towards semester test for that class.

### SATURDAY SCHOOL

Saturday school would be from 8:00 a.m. until 12:00 p.m. on Saturdays scheduled by the administration.

The following rules would be in force at all Saturday schools:

1. All Saturday school students must report before 8:00 a.m.  
**Consequence:** 1 additional Saturday school.
2. All Saturday School students are to report with some type of schoolwork that will keep them busy during the four hours of Saturday school.  
**Consequence:** Removal from Saturday school - 3 day Out-of-School Suspension.
3. No sleeping will be allowed during Saturday school.  
**Consequence:** Removal from Saturday school - 3 day Out-of-School Suspension.
4. No talking without permission or any other disruption to the Saturday school will be allowed.  
**Consequence:** Removal from Saturday school - 3 day Out-of-School Suspension.

Any student who fails to attend an assigned Saturday school will receive a 3-day Out-of-School Suspension.

### SENIOR PRIVILEGES

A student cannot owe any lunch charges, book fines, or any other charges to receive Senior Privileges.

## Piggott High School Handbook

### 2018 - 2019 BELL SCHEDULE

7:47	1st Bell
7:50 - 8:35	1st Period
8:39 - 9:24	2nd Period
9:24 - 9:47	Activity Period
9:51 - 10:36	3rd Period
10:40 - 11:25	4th Period
11:29 - 11:59	1st Lunch
11:29 - 12:14	5th Period
12:18 - 12:48	2nd Lunch
12:03 - 12:48	5th Period
12:52 - 1:37	6th Period
1:41 - 2:26	7th Period
2:30 - 3:15	8th Period

### GRADING SCALE

Grades assigned to students reflect only educational objectives.

100 - 90	A	Advanced Placement (AP) is on a 5-point weighted scale
80 - 89	B	5 - A
70 - 79	C	4 - B
60 - 69	D	3 - C
Below 60	F	2 - D

\* All 7th and 8th grade students must pass 4 classes, 3 out of 4 in the core curriculum.

### EXEMPTION POLICY

Students who have a school debt of \$50 or more will not be exempt from semester tests. Students must turn in text books to be exempt. If a student is exempt from a semester exam and chooses to take the test, the test score will not count if it lowers the average. If a student is required to take a semester test and does not attend without prior permission from an administrator, the student will receive an "Incomplete" for the class until the test has been taken.

All semester tests will count 1/5 or 20% of a student's final grade. If a student misses the review for a semester test, he/she will receive a zero on the semester test unless prior arrangements have been made.

Exemptions for semester tests: \*

1. Any student having 95% or more.
2. AMI absences will count toward semester test exemptions and perfect attendance days.
3. Any student having no more than three (3) absences in a class in which he/she has an A average for the two nine week grading periods of the semester shall be exempt. Exception: If a student with an "A" average in a class has had a serious illness or lengthy hospital stay this student may still be exempt based on the principal's decision.
4. Any student having no more than two (2) absences in a class in which he/she has a B average for the two nine weeks grading periods of the semester shall be exempt.

## Piggott High School Handbook

5. Any student having no more than one (1) absence in a class in which he/she has a C average for the two nine weeks grading periods of the semester shall be exempt.
6. Any student having perfect attendance in a class in which he/she has a 60% or higher average for the two nine weeks grading periods of the semester shall be exempt.

**\* Exception (based on the principal's decision) only applies for students with an "A" average.**

### **NOTE:**

1. Each class will be computed separately.
2. Any day away from school for a school sponsored activity will NOT be considered an absence.
3. Three (3) tardies in one class will count as an absence towards semester the test for that class.

**Any student that is suspended during the semester tests will receive zeros for his/her tests.**

## **VEHICLES**

Driving to school is a privilege.

All students driving to school must have a valid driver's license and purchase a parking permit tag. Parking spaces will be numbered and students may be assigned a number for a designated area determined by class or Honor Roll status.

Senior High Football players can park at the Old Gym.  
Senior High Band members can park at the Middle Gym.

### **Disciplinary Actions**

- |              |               |
|--------------|---------------|
| 1st offense: | warning       |
| 2nd offense: | 1 day of ISS  |
| 3rd offense: | 1 day of OSS  |
| 4th offense: | 3 days of OSS |

**NOTE:** Student vehicles are subject to searches by school personnel if there is just cause.

## SMART CORE

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

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core Curriculum. The parent must sign a separate Smart Core Waiver Form to do so.

### **SMART CORE: (16 units)**

**English:** 4 units - 9th, 10th, 11th, and 12th

**Oral Communications:** 1/2 unit

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

1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9.

2) Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10.

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

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic & Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable) or;
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

**Natural Science:** a total of 3 units with lab experience chosen from

One unit of Biology; and either:

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

Physical Science

Chemistry

Animal Science/Plant Science

Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science & Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

**Social Studies:** 3 units

Civics: 1/2 unit

World History: 1 unit

American History: 1 unit

Physical Education: 1/2 unit

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

**Health & Safety:** 1/2 unit

**Economics:** 1/2 unit-dependent upon the licensure of the teacher teaching the course, this can count toward the required 3 social studies credits or the 6 required Career Focus elective credits.<sup>7</sup>

**Fine Arts:** 1/2 unit

## **CAREER FOCUS: 6 UNITS**

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

## **Core: 16 units**

**English:** 4 units - 9, 10, 11, 12

**Oral Communications:** 1/2 unit

**Mathematics:** 4 units

- Algebra or it's equivalent\*: 1 unit

- Geometry or it's equivalent\*: 1 unit

All math units must build on the base of algebra and geometry knowledge and skills. (Comparable concurrent credit college courses may be substituted where applicable).

- 1 unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics,

## PIGGOTT HIGH SCHOOL

AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry.

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

**Science: 3 units**

at least 1 unit of biology or its equivalent; and

Two units chosen from the following categories;

Physical Science

Chemistry

Animal Science/Plant Science

Physics; or

One unit from the three categories above and one unit of computer science chose from ADE Essentials of Computer Programming, ADE Computer Science & Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

(Comparable concurrent credit may be substituted where applicable). Please note Smart Core requires 22 credits, however, the Piggott School District requires 24 credits to graduate.

The Smart Core consent form is located at the end of the Piggott High School section of this handbook.

## IN-SCHOOL SUSPENSION PROGRAM

### GUIDELINES

#### **PURPOSE**

The purpose of the in-school suspension (ISS) program is to *hold students accountable for their behavior and their school assignments while they remain in school after having committed a violation of the Piggott High School Handbook.*

#### **OFFENSES**

Offenses that result in ISS are typically the violations of the rules covered under the heading of Other Conduct Not Permitted located in Piggott High School's Parent-Student Handbook. ISS will not be used if a Major Violation, as defined in the handbook, has occurred or for a student who has violated the fighting or cell phone policy (2<sup>nd</sup> time).

#### **PROGRAM DESCRIPTION**

In-school suspension is one component of a continuum of discipline. The first level of discipline should be at the classroom management level with the goal of keeping the student in class. In-school suspension should not be a first resort to a behavior problem or rule infringement.

## Piggott High School Handbook

### REFERRAL PROCESS

A school administrator shall make referrals to ISS.

### NUMBER OF REFERRALS

Students may be referred to ISS from one to five days. Most students are initially referred for a period of one to two days depending on the offense. A referral may be for as many as five days. The Principal may assign students to ISS for a portion of the day.

It is recommended that students not be referred to ISS more than three times in a class. After being referred to ISS more than three times out of class, out-of-school suspension is recommended. It is recommended that students who are placed in ISS cumulatively (all classes) more than 6 times will be given OSS.

### Academic Dishonesty Policy

Cheating - Students caught cheating, copying homework, or cheating during tests will receive the following disciplinary actions:

- 1st offense: "0" and official warning
- 2nd offense: "0" and 3 days ISS
- 3rd offense: "0" and 5 days ISS

\* This includes students who allow another student to cheat or copy.

Plagiarism is a serious form of cheating which is not allowed. Students who submit work which is not their own will receive a "0" and possible disciplinary action.

### GRADUATION REQUIREMENTS

The District shall offer one or more digital learning course(s) through District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least (1) digital learning course for credit while in high school. This starts with 9th grade class of 2016-2017.

Piggott High School graduates must complete 24 credits consisting of the common core curriculum and electives and CPR.

### COMMON CORE CURRICULUM (24 CREDITS)

4 credits English

3 credits Social Studies:

- 1 unit of World History
- 1 unit of U.S. History
- 1/2 unit of Civics
- 1/2 unit of Economics



## Piggott High School Handbook

3 credits Science:	1 unit of Physical Science 1 unit of Biology or its equivalent 1 unit of Science elective
4 credits Mathematics:	1 unit of Algebra or its equivalent- Algebra A & B 1 unit of Geometry or its equivalent- Geometry A & B 1 unit of Mathematics elective, Algebra II, Pre Calculus
1/2 credit Speech	
1/2 credit Health	
1/2 credit Fine Arts	1/2 unit of Band, Art, Choir, or Fine Arts Survey
1/2 credit Physical Education	
1 credit	Personal and Family Finance and Civics Citizenship test must be taken and passed before graduation.

8 credits electives based on the student's career focus.

A student may not repeat a class that has already been taken and passed.

Special permission to repeat the whole year may be given if only the second semester has been failed. No credit will be given for the semester already passed.

### **ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP**

Recipients must have an ACT score of 19.

### **GPA COMPUTATION**

To determine class rank, the GPA will be computed by averaging each class from 9th through 12 grade that counts toward graduation. All credit courses count toward the GPA. Only a failed course can be repeated for credit, and both credits will be used in figuring GPA.

### **CONCURRENT CREDIT**

Any student enrolled in Piggott High School in grades 9-12 shall be eligible to enroll in a publicly supported community college, technical college, four-year college or university, or private institution in accordance with the rules and regulations adopted by the college or university. Three semester hours of college credit taken by a student in grades 9-12 shall be the equivalent of one (1) high school credit. Students participating in concurrent credit must comply with the enrollment for graduation requirements of Piggott High School. Piggott High School encourages prior approval of college classes to ensure that the class or classes is equivalent to or exceeds the Arkansas

## Piggott High School Handbook

frameworks in order to receive replacement credit for required courses. Otherwise, all courses will be given elective credit. All costs of higher education courses taken for concurrent college credit are the student's responsibility.

### **HONOR GRADUATES**

1. Honor graduates of Piggott High school must have an overall grade point average of 3.0, scored a minimum of 19 in English, Math, and Reading on the ACT, and have completed the Smart Core Curriculum.
2. Honor graduates will be provided a white honor cord, which the students will be allowed to keep after graduation.
3. The top ten students must have completed the requirements for an honor graduate.
4. Valedictorian and salutatorian must have completed his/her last four semesters at Piggott High School. Valedictorian and Salutatorian will only be recognized until the Class of 2021 when we will recognize Top Honor Students.

Exception for students in an extenuating situation (which must be approved by the board).

### **CHEMICAL SCREEN TEST POLICY PIGGOTT SCHOOL DISTRICT**

The Piggott 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 development of each individual. The Piggott 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 the legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To allow the students of Piggott Schools to know that the school is concerned about their well-being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of 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 Piggott 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 Piggott Schools who are considered leaders and standard bearers among their peers.

## Piggott High School Handbook

6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
7. To provide referrals for students 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 students in Piggott Schools in grades seven through twelve whose parent/guardian sign Consent Form "A" of the Chemical Screen Policy.

### General Provisions

*Illegal drugs* are defined as drugs, or synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroine, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed for the user. Illegal drugs include steroids and its derivatives 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 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 is abusing or misusing prescription medications on District property or at a District-sponsored event while under the influence of the prescribed medication.

## Piggott High School Handbook

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 Piggott 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 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 Piggott Schools.

*Selection 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 (15%) 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 testing equals the number representing the percentage of students designated for random testing.

## Piggott High School Handbook

*Refusal to Submit to Testing.* Students not considering to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings 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. 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 trips, Band festival, Decorating for Prom, Cheerleading, Dances, Quiz Bowl, Prom, Dance, Driving a Car, Homecoming Maid, Prom Committee, Sports, etc.

*Use of Positive Tests.* Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The urine specimen used in the original test shall be retested if the student requests a retest.

The Superintendent or designee shall notify the student and the student's custodial parents/ legal guardians.

The Superintendent or designee shall schedule a conference with the student's custodial parents/legal guardians to explain the results.

Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

The student will be suspended from any school activity for twenty days. After twenty-one days, the student will be tested again at the student's own expense and a written copy of the results will be given to the Superintendent or designee. If the test is negative, the suspension 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 Piggott schools. To regain eligibility for participation in activities for the next year, a student must have a negative Chemical Screening Test. This must be administered by school's testing agent at the student's expense.

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

## Piggott High School Handbook

### 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 positive results. The confirmation test will be at the student's expense with the original urine specimen being used in the retest. Gas Chromatography/mass spectrometry, GC/MS, shall be conducted on the specimen. The student may be retested at the end of the 20-day suspension period at his/her expense. If the result of the GC/MS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the superintendent or designee.

To ensure proper testing procedure, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated rest room. 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 of 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.



## Piggott High School Handbook

5. At the collection site, toilet bluing agents shall be placed in 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 the chain of custody procedures and determine whether it contains at least 60 milliliters of urine. If there is not at least 60 milliliters, 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, and have the observer initial the specimen label.
11. The identification label on the specimen container shall contain:
  - The date
  - The student's name
  - The student's assigned number
12. The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the record book. Both the observer and the student shall sign the permanent record book next to the identifying information.
13. 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 a specific drug(s).

### Consent Form

## Piggott High School Handbook

### 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 consigned 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 the student and custodial parent/legal guardian and returned to the principal.

#### Substances Tested

The substances for which students will be tested include:

BARBITUATES	AMPHETAMINES	BENZODIAZEPINES
Amobarbital	Amphetimine	Alprazolam
Butabarbital	Methamphetamine	Chlordiazepoxide
Butalbital	Clorazepate	Pentobarbital
Diazepam	Phenobarbital	Halazepam
Secobarbital	Prazepam	Trizolam
Cocaine Metabolites	Propoxyphenes	Phencyclidine
Qualitative THC	Opiates	Ethyl Alcohol
Codeine	Heroin	Morphine

The cut off levels or initial screens shall be 100 nanograms per milliliter (nm/ml) for marijuana metabolites (THC), 300 ng/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for amphetamines. The cut off level for ethyl alcohol shall be four one-hundredths of one percent (.04%) by weight of alcohol in the student's breath or blood. Cut off levels are determined by the National Institute on Drug Abuse.

The cut off levels for confirmation tests shall be 15 mg/ml for amphetamines, and 25 ng/ ml for phencyclidines.

#### Cost

The tests to be given during random selection will be paid 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 outlined as reasonable suspicion may be tested separately from the times of 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.



# Piggott High School Handbook

## 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 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 their chemical abuse testing records upon written request.

## Grievances

The procedure for appealing is found in the Piggott Student Handbook.

"Consent Form A" can be found at the end of the Piggott High School section of this handbook..

## PARENTAL INVOLVEMENT PLAN

Piggott High School is dedicated to promoting academic excellence and preparing all students to become active participants in the world. We recognize that family is the primary influence in a child's life. We recognize the importance of the role that families play in providing for student success. We also realize that the responsibility for a child's education is shared by both the family and the school staff the entire time the child is in school. Thus, family and school must work together as informed, cooperative partners in order to gain maximum success. PHS is firmly committed to effective parental involvement.

### I. Program Components

Because parental involvement is so crucial to student success, parents, teachers, and community members must be knowledgeable partners. In accordance with Act 603 of 2003 and Act 307 of 2007, the Piggott High School Parental Involvement Plan will include, but not be limited to the following components:

#### A. Parent and Community Involvement

1. Develop a Parent, Teacher, Student Organization Committee (PTSO)
  - a. The aforementioned committee will develop a Parental Involvement Plan.
  - b. The plan will be disseminated to all patrons.
  - c. PTSO will meet on a regular basis to work together to improve the success of our students and to address specific needs.

## Piggott High School Handbook

### 2. Volunteer Plan

- a. Parents will continue to participate in various Booster Clubs that support specific organizations.
- b. Parents will be invited to participate in club and organization activities.
- c. Parents will be asked to share expertise in content related areas.
- d. Parent Facilitator will conduct a needs assessment at the building level. This survey will be the basis of a parent survey regarding said parents abilities and interests as volunteers.
- e. Parent volunteers will be asked to serve on ACSIP committee and to continue to develop and implement the Parental Involvement Plan.

### B. Activities and Events

- a. Information about student performance and/or activities will be provided.
- b. Parents will receive information about school entry orientation as well as improvement through such activities as Open House, 7<sup>th</sup> grade/New Student Orientation, etc.
- c. Parent Coordinator, will be responsible for organizing PTSO meetings and disseminating this information through student flyers and the local newspaper. PTSO will meet a minimum of once per month.
- d. PTSO will work closely with the Renaissance committee in regard to student incentives and recognition of excellence.

### C. Resource Materials

- a. Counseling Center, Media Center, and school offices will provide parents with information to assist students with educational planning.
- b. Parenting Center has information on parenting skills. Intervention, and healthy lifestyles. This information is also available through the Counseling Center.

### D. Recognition of Volunteers

- a. Parent/ Community Volunteers will be recognized through various events designed to thank the volunteers for their service.
- b. Thanks to volunteers will also be posted on the marquee.

## II.. Parent Center

A. Hours, weekly schedule, and location of Parenting Center will be identified.

B. A Parent Center that contains books, videos, and pamphlets will be located in the Media Center.

## Piggott High School Handbook

- c. Piggott High School's Parent Facilitator is the Parent Coordinator.

### IV. School Policies

- A. School policies and procedures encourage a parent from visiting the school. Guidelines for both parent and community volunteers will be developed.
  - B. Staff development requirements include a minimum of two hours for teachers and three hours for administrators in effective parent involvement strategies.
- V. Arkansas Act 307**
- A. All components of Act 307 will be implemented.
  - B. These components include the following: parental involvement meetings, informational packets, volunteer resource book, seminars to inform parents about how to be involved with decisions, maintain an active Parent, Teacher, Student Organization (PTSO), and appoint a parent facilitator.

# Piggott High School Handbook

## PIGGOTT HIGH SCHOOL

### Signature Page

The Piggott School District handbook is posted on the Piggott School District website under the district information section: <http://www.piggottschools.net>. If you require a printed handbook, please call the superintendent's office. Handbooks may be picked up or mailed home.

The parent/guardian and student must sign and return the handbook form during the first week of school for each child attending school.

The parent/guardian and student have received the **transportation policy** of the district.

The parent/guardian and student agree to the **Internet/Network, Gmail and Google Apps for Education Use Authorization**.

The parent/guardian and student have been informed of the requirements and implementation of the **Smart Core curriculum** and are choosing the Smart Core curriculum. Parents/guardians may waive the right for a student to participate in the Smart Core and to instead participate in the Core Curriculum. The parent may request and sign a separate Smart Core Waiver form to do so.

The parent/guardian and student understand that we are responsible for this handbook as long as he/she remains at student at Piggott School. We have examined the handbook and, although we may not agree with the regulations, we understand they must be adhered to while the student is enrolled in Piggott School. Please call the office for clarification if you have any questions.

Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please indicate your agreement to one of the following by checking the statement that applies to you and your child regarding the **Media Release Agreement** found in the District section of this handbook.

Accept Media Form \_\_\_\_\_ Decline Media Form \_\_\_\_\_

### **Chemical Screen Consent Form "A"**

Piggott School is providing an opportunity to help students be drug free. The school solicits your support through your voluntarily signing this form. The parent/guardian and student consent to abide by and comply with the policy regarding chemical screen testing for Piggott School District.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Piggott High School Handbook

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §.123g; 34 CFR Part 99)

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_'s  
(Parent/Guardian Name) (First and Last Name)

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.

\_\_\_\_\_  
Printed Name of Parent /Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

John Doe .....



