

# PARIS HIGH SCHOOL

2017-2018 Handbook



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**Paris High School is a member of the National High School Association and  
Arkansas Activities Association**

The PHS Handbook Committee including Clint Baxter (Teacher), Teresa Inman (Parent), Wes Davis (Teacher), Vicki Schneider (Teacher), Bryan Hutson (Athletic Director), Rene Kiefer (Counselor), Carrie Brewton (Wellness Center Nurse), Vicki Churchman (Food Service Manager) revised the policies contained in this Student Handbook on May 22, 2017

Adopted by the Board of Education of the Paris School District 6/22/2017

**To: Teachers, Students and Parents**

No student in the Paris School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. Inquiries concerning application of this policy may be referred to:

Dr. Netilla Cureton, Equity Coordinator  
Paris School District  
602 North 10<sup>th</sup> Street, Paris, AR 72855  
1(844) 963-3243

**School Colors**

The colors of Paris High School are royal blue and white. These are used in all letters given by the school and on uniforms worn by athletic teams, band, spirit squad members and other representatives of the school.

**Emblem**

The school emblem is an Eagle, and is applied in some form to the yearbook, school paper, athletic teams, and to other groups representing the school. The Eagle is also the motif for the design used on class rings, pins, invitations, and other school insignia.

**School Vision**

“College Ready, Career Ready, Life Ready”

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## **SECTION I**

### **Introduction to Student Handbook**

The purpose of education at Paris High School is to help you prepare for life. This could be to enter college, vocational technical school, or the world of work. We hope to provide an environment that is conducive to learning, and helps you in your selection of goals that are appropriate and suitable for you as an individual.

### **Educational Philosophy**

The Paris School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

- The District's vision statement will be developed with input from students, parents, business leaders, and other community members.
- All students can be successful learners.
- Students learn at different rates and in different ways.
- A primary goal shall be to give students the skills they need to be life-long learners.
- The education of all citizens is basic to our community's well-being.
- Student achievement is affected positively by the involvement of parents and the community in the schools.
- The District is responsible for helping cultivate good citizenship skills in its students.
- Students reflect the moral and ethical values of their environment.
- All people have a right to a safe environment.
- Each person is responsible for his/her own actions.
- Innovation involves taking risks.
- Schools are responsible for creating the conditions that promote success.
- Each person is entitled to retain his/her dignity.
- All people have the right to be treated with respect and the responsibility to treat others respectfully.
- For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

### **Mission Statement**

The staff of Paris High School is dedicated to providing a positive learning experience in order to help students realize their full learning potential, gain a life-long love of learning, and become productive members of society.

### **Title IX**

It is hereby declared the intent of the Board of Education of the Paris School District to comply with Title IX regulations of 1975 prohibiting sex discrimination in any educational program or activity receiving federal financial assistance.

Discrimination is prohibited. No person, in the United States, shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal, financial assistance, or be so treated on the basis of gender under most education programs or activities receiving federal assistance.

The District recognizes that the United States Constitution guarantees students full rights of citizenship and these rights may not be denied except in accordance with due process of law.

The District further recognizes that with these rights there are responsibilities, which are designed to help all participants acquire the full benefit of the educational program, regardless of race, sex, creed, or national origin.

It is impossible to list in this Handbook all of the rules and guidelines for student and staff use. Therefore, the contents of this Handbook should not be construed to limit or deny your rights or responsibilities on your own campus, as a member of the student body, or as a citizen; neither should it be construed as limiting or denying your Principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

## **SECTION II**

### **Discipline Policies & Procedures**

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

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

The District's Personnel Policy Committee shall review the student disciplinary policies annually and may recommend changes in the policies to the Paris School Board. The Board shall approve any changes to student discipline policies.

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

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

## **Alcoholic Beverages, Drugs, and Counterfeit Drugs**

No student shall possess, use, or be under the influence of alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants or any ingestible matter, or other controlled substances or counterfeit substances purported to be a controlled substance, or beverage containing alcohol or intoxicant of any kind. Any student involved in transmitting, buying, attempting to buy, attempting to sell, passing, distributing, or selling alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or counterfeit substance purported to be a controlled substance or beverage containing alcohol or intoxicant and any kind, shall be suspended and may be subject to expulsion. Law enforcement officials shall be informed, charges will be filed, and parents shall be required to meet with school officials. In addition, students shall not possess drug paraphernalia at any time.

All Principals are instructed to cooperate fully with law enforcement agencies and are required to report to them any and all information that would be considered beneficial in their efforts to fully investigate and stem the use of illegal substances by Paris High School students. The administrative staff is also instructed to take immediate steps to prevent any person from coming upon the campus of any school in the Paris Public School District who is in possession of or under the influence of alcohol, marijuana, or hallucinogenic drugs of any kind.

## **Articles Prohibited at School**

Firearms, water pistols, sling shots, fireworks of any kind, caps or cap guns, air soft guns, paint ball guns, knives of any kind, skateboards, horns or other noise making devices are prohibited.

## **Bomb Threat**

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat and will be turned over to law enforcement authorities by the Paris School District for investigation as well as turned over to the proper legal authorities for prosecution.

## **Bus Behavior**

Because of the potential for harm to students, additional behavioral guidelines are necessary for students who are riding school buses. The following additional guidelines will apply:

- The individual driver, the transport-station supervisor, and the school Principal have the authority to assign seats to individual students.
- Bus drivers are instructed not to wait on students so it is imperative that students be at assigned bus stops when the bus arrives.
- Food or drinks are not allowed on buses unless they are brought as part of the student's lunch to be consumed in the cafeteria.
- Students are not allowed to get off at any stop other than their own unless the student has a note from a parent/guardian and signed by the building Principal/designee. The student is responsible for showing the note to the driver.
- Students are not to use the back door of the school bus, except in case of emergencies or drills
- If necessary for a student to cross the road, he/she must cross in front of the bus.
- Students are prohibited from throwing objects on or out of the bus.
- Act 1744 of 2001 requires that students remain seated while the bus is in motion.

It is important for parents and students to understand that bus transportation is a service that the school district provides. If a student's behavior creates the potential for danger to themselves or

others, the school district reserves the right to suspend a student from a school bus. In general, a student would receive a warning from the district that their behavior is jeopardizing their right to ride a bus. If disruptive behavior continues, the student will face suspension from the bus for an increasing number of days. During a bus suspension, the student is required to attend school and is responsible for their work. Transportation to and from school will be the responsibility of the student and their parents.

## **Cell Phones and Electronic Devices**

**Paris High School takes no responsibility for lost/stolen/damaged electronic devices or cellphones. It is the student's responsibility to protect and care for their own devices.**

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

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

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

- Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor.
- Permitting any audible sound to come from the device when not being used for reason #1 above.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
- Using the device to take photographs in locker rooms or bathrooms, or any other area where personal privacy might reasonably be expected.
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

**The teacher, principal, or other school personnel may confiscate any of these types of articles.**

The following disciplinary procedures will be followed upon confiscation of cell phones and other electronic devices:

1<sup>st</sup> Offense – take the phone and return it to the student at the end of the school day.

2<sup>nd</sup> Offense – take the phone and the parent may pick it up at the end of the school day.

3<sup>rd</sup> Offense – take the phone and return it to the parent at the end of one week and completion of one Saturday School assignment.

4<sup>th</sup> Offense and beyond – take the phone and keep it until the end of the semester and completion of two Saturday School assignments.

If electronic device/cell phone infractions exceed the four offenses listed above, then administrator discretion will be used to determine whether the infractions are to be considered insubordination. Insubordination carries a minimum punishment of ISS/Saturday with a maximum of OSS/Expulsion from School.

Students will be able to use their cellphones before and after school, during lunch, and in between passing periods. The use of the phones during lunch and between classes during a passing period are privileges that can be taken away on a case by case basis, or as a student body as a whole.

The use of cell phones and electronic devices can cause a hindrance on classroom instruction; however, when used correctly, these devices can be a powerful instructional tool. Students are expected to follow polite technology etiquette and be responsible digital citizens.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

### **Complaints and Grievances Procedures**

It is the stated policy of the Paris School District that a grievance procedure, which provides for an orderly method of resolving concerns raised by an employee or patron be handled at the lowest possible administrative level. The following steps are to be used by district employees or patrons to resolve any complaint or grievance:

1. Attempt to resolve the matter informally by phone or conference between involved parties.
2. If step one fails to resolve, the complaint will begin the grievance procedure in written form at the appropriate level of supervisory personnel.
3. Any person involved in this procedure is entitled to third party representation at any level if an advance notice of five (5) days is given to both the other party and the administrator.

The following time lines are to be used. The time lines may be shortened but not lengthened unless by mutual agreement of all parties.

Inquiries concerning application of this policy may be referred to:

Grievance Officer, Netella Cureton  
Paris School District  
602 North 10<sup>th</sup> Street  
Paris, AR 72855  
1-844-963-3243

### **Paris School District Grievance Procedure**

The following steps will be used in any complaint or grievance:

**Step #1** --The complaint must be presented in written form within ten days (two working weeks) of the complaint to the responsible person designated as the grievance officer.

**Step #2** -- The responsible person has five days (one working week) in which to investigate and respond.

**Step #3** -- If not satisfied, the complainant may appeal within ten days (two working weeks) to the Superintendent or his designated officer.

**Step #4** -- Response from the district officer must be given within five days (one working week).

**Step #5** -- If the complaint is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the Paris School District Board of Education, which will hear the complaint at the next regular meeting or within thirty (30) calendar days. Paris Board of Education hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charges, right of counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the Board shall be by majority of the members at a meeting, which shall be public.

**Step #6** -- The Paris Board of Education will respond to the complainant within thirty (30) calendar days.

**Step #7** -- If the complainant is not satisfied with the Paris Board of Education's decision, an appeal may be made, within thirty (30) calendar days after receipt of the written decision, to the State Board of Education.

### **Conduct**

Students must maintain a pattern of conduct that is consistent with the school's policies and procedures. Students shall be required to take part in class work by preparing their assignments and participating in the class activities. All rules of conduct apply to students at school, on school-provided transportation, and at school sponsored events that may occur either on or off the school campus. The Principal or his/her designee will temporarily suspend any student, whose actions are abnormal or irrational, from class by the teacher and/or from the school.

Paris High School students are to follow the behavior code below:

- Students are to be in their assigned seats when the tardy bell begins to ring.
- Students are to treat all school property with respect, as parents/ students are responsible for costs associated with destruction of school property.
- Students are to bring adequate school-related study materials to class each day and participate cooperatively and fully in all planned activities.
- Students are to comply immediately, courteously, and fully with any/all reasonable requests or directions from all school personnel. This includes rules/guidelines established by the classroom teacher for his/her classroom.
- Students are to treat all school personnel, visitors, and fellow students with respect at all times.
- Students are to behave in a cooperative and non-disruptive manner at all times.

Students are not to duplicate, alter, or falsify school records or information. In addition, students may not falsify signatures on school records or notes that are sent to or from home.

### **Conduct Not Permitted**

Paris High School students shall not engage in the following types of behavior:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication device including cell phones on the school campus during normal school hours unless specifically exempted by

administration for health or other compelling reasons;

- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.
- Inappropriate public displays of affection: (Holding hands is the only appropriate PDA allowed. Hugging, arms around each other, kissing, etc. are not acceptable.
- Cheating, copying, plagiarism, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- Hazing, or aiding in the hazing of another student;
- Gangs, or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated are prohibited;
- Sexual harassment; and
- Bullying of other students.
- Operating a vehicle on school grounds while using a wireless communication device

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

Parents and students are reminded that Paris Public Schools adheres to a "hands-off" policy. Students should keep their hands and feet to themselves. Often times there have been cases where so called "horseplay" has led to serious fights and injury. The "hands-off" policy includes the use of feet, throwing objects, or other types of physical contact.

## **Consequences**

The following consequences, in no particular order of severity, may be used in the course of correcting student's misbehavior: verbal reprimand, corporal punishment, mandatory reporting, detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. In every case, school officials should use their best judgments to apply appropriate and consistent consequences for rules violations. When, in the opinion of the Principal/Assistant Principal, the student's presence would present a hazard to themselves or to other students, or would adversely affect the learning environment, a student may be suspended for any first severe offense.

## **Corporal Punishment**

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

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Students may receive corporal punishment in accordance with the following guidelines:

- Punishment shall be for just cause;
- Punishment shall be given only after warnings that the behavior will not be tolerated;
- Punishment shall be given in the presence of a school administrator; and
- Punishment shall be given only after consultation with parent either verbally, by note, or phone conversation.

### **Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage to school property or steal, or attempt to steal school property. This applies to all school property including textbooks. The school District will attempt to recover damages from the student and parents of students destroying school property. Parents of any minor student (under 18 years of age) will be held liable for any damages caused by their child.

### **Detention**

Detention consists of morning, lunch, and after school detentions. Morning detention will begin at 7:15 a.m.-7:45 a.m. Lunch Detention consists of the first fifteen minutes of lunch. After-school Detention will begin at 3:15 and end at 3:45. Administrator discretion will be used to determine which type of detention is to be assigned.

### **Discipline Chart**

The following guideline of discipline offenses, minimum and maximum consequences may be followed by school administration.

#### Abuse of tardies

Minimum: Warning/Parent contact/Lunch Detention/ISS

Maximum: Saturday School/Suspension

#### Assault on Student

Minimum: 5 Day Suspension

Maximum: Up to 10 Day Suspension, Recommend Expulsion, Police Contact

#### Bomb Threat:

Minimum: Out of School Suspension

Maximum: Recommended Expulsion, Up to 10 Day Suspension, Police Contact

#### Cheating

Minimum: Automatic Parent Notification/Detention/Saturday School/ ISS

Maximum: Saturday School/Suspension

#### Cursing/swearing/profanity

Minimum: Corporal punishment/Saturday School

Maximum: ISS/Suspension

#### Closed campus/leaving

Minimum: Saturday School

Maximum Suspension

#### Continual violations of handbook policies

Minimum: Long-term suspension

Maximum: Recommend expulsion

#### Dress code violation

Minimum: Warning & Change of Clothes/Parent contact

Maximum: ISS/Suspension

Destruction of property

Minimum: Payment/Suspension/Parent Contact

Maximum: Payment/Suspension/Recommend Expulsion

Disregard of directions

Minimum: Warning/Corporal punishment/ Saturday School

Maximum: Suspension

Lack of class materials

Minimum: Warning/Corporal punishment/ISS

Maximum: Recommend expulsion

Disruption of teaching by demonstration

Minimum: Suspension

Maximum: Recommend expulsion

Fighting

Minimum: 2-5 day suspension/Subject to charges filed on 2<sup>nd</sup> offense & beyond

Maximum: Recommend expulsion

Fireworks

Minimum: ISS/3-Day suspension

Maximum: Recommend expulsion

Forgery

Minimum: Detention/Saturday School/Suspension

Maximum: Suspension

Gambling

Minimum: Warning/Saturday School

Maximum: Suspension

Gang activity

Minimum: 5-day suspension

Maximum: Recommend expulsion

Harassment/bullying

Minimum: Warning/Bullying Contract/ISS/Suspension/Police Contact

Maximum: Long-term suspension

Harassment/sexual

Minimum: Warning/Suspension/Police contact

Maximum: Recommend expulsion

Horseplay/hall conduct

Minimum: Warning/Detention/ISS

Maximum: Saturday School/Suspension

Hugging/kissing/display of affection

Minimum: Warning/Parent contact/Detention/ISS

Maximum: Saturday School/Suspension

Inappropriate physical contact to private area

Minimum: 2-Day Suspension

Maximum: Long-term suspension

Insubordination

Minimum: ISS/Saturday School

Maximum: Recommend expulsion

Knives

Minimum: Confiscate/Saturday School/Suspension/Police contact

Maximum: Suspension/Police contact/Recommend expulsion

Laser pointers

Minimum: Confiscate/Saturday School

Maximum: Suspension

Electronic devices/cell phones

Minimum: Confiscate/Warning/ISS

Maximum: Saturday School/Suspension

Physical abuse/assault on school staff

Minimum: None

Maximum: Police contact/Recommend expulsion

Pornography possession

Minimum: Corporal punishment/Saturday School/Parent contact

Maximum: Suspension

Possession, use, being under the influence of drugs, alcohol, controlled substances, or possession of drug paraphernalia

Minimum: 5-10 day suspension/Police contact

Maximum: Recommend expulsion

Possession of device to shoot water

Minimum: Confiscate/Warning

Maximum: Saturday School/Suspension

Prescription drugs/dispensing

Minimum: Saturday School/Suspension/Police contact

Maximum: Suspension/Recommend expulsion/Police contact

Pretend drugs

Minimum: Saturday School/Suspension/Police contact

Maximum: Suspension/Recommend expulsion/Police contact

Reckless driving

Minimum: Warning/Saturday School

Maximum: Loss of privilege

Selling of illegal drugs

Minimum: Long-term suspension/Police contact

Maximum: Recommend expulsion/Police contact

Setting fires

Minimum: Long-term suspension/Police contact

Maximum: Recommend expulsion/Police contact

Sleeping in Class

Minimum: Warning/Detention/ISS

Maximum: Saturday School/Suspension

Theft

Minimum: Payment/Saturday School

Maximum: Suspension/Recommend expulsion/Police contact

Tobacco/Tobacco Products/E-Cigarettes/Liquid Nicotine

Minimum: 3-Day ISS/Subject to charges filed on 2<sup>nd</sup> offense & beyond/Suspension/Notify juvenile authorities

Maximum: 10-day suspension/Recommend expulsion/Charges filed

Truancy

Minimum: Parent conference/Saturday School/ISS/3-day suspension

Maximum: Recommend expulsion

Verbal abuse of faculty

Minimum: Suspension

Maximum: Recommend expulsion

Verbal abuse of students

Minimum: Warning/ISS/Saturday School  
Maximum: Suspension

### **Discipline of Disabled Students**

Students identified as disabled under the Individuals with Disabilities Act (IDEA) will be subject to all school policies and rules unless otherwise directed by the student's Individual Education Plan (IEP). Further, discipline of IDEA students will conform to laws and regulations as enumerated under IDEA.

### **Expulsion**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specific length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not earlier than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

### **In-School Suspension (ISS)**

In-School Suspension is an on-campus educational setting provided as an alternative to Out-Of-School Suspension (OSS). Students are to report to the front office at the beginning of first period. In-School Suspension is used for more serious disciplinary problems or if a student has had continual minor problems with behavior. Students assigned to ISS may be placed in there for certain periods, an entire day, or multiple days. Once a student has been assigned ISS for a total of ten (10) days during a semester, more serious consequences may be assigned.

While attending ISS, the student is to complete all assigned work sent by each of his/her teachers. The work will be graded, recorded, and become part of the student's nine weeks' grade. If a student refuses to be cooperative with the ISS teacher or complete assignments as requested, the ISS teacher can add to the number of days that the student is required to spend in ISS after consulting with the building administrator. If the student continues to be uncooperative, the building administrator has the option of changing the time remaining to Out-Of-School Suspension (OSS)

### **Mandatory Reporting**

In accordance with Act 1520 of 1999, whenever the Principal/Assistant Principal, or other person in charge of a public school has direct knowledge, or has received information leading to a reasonable belief that a student enrolled in the public school, has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the Principal, or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. This report may be made to the District's School Resource Officer.

Police notification of an illegal act does not waive the district's right to discipline action against a student by the Principal/Assistant Principal. The Principal/Assistant Principal shall make a reasonable, good faith effort to contact the student's parents, legal guardian, or other person having lawful control of the student by court order, or person acting *in loco parentis* listed on the student enrollment forms if a student is reported to, interviewed by, or taken into custody by law enforcement officials.

### **Out-Of-School Suspension (OSS)**

A teacher has the authority to temporarily remove a student from class by sending them to the office. Students should not be left in the hallway for an extended period of time. The teacher should not escort a student to the office and leave students unattended. If a student needs to be removed from the classroom, the teacher should contact the office and ask for an administrator to assist. A discipline report should be filed with the Principal/Assistant Principal stating the reasons for the removal from class. The Principal/Assistant Principal shall determine whether to reinstate the student in class, take disciplinary action, or reassign the student to another class.

Act 159 – Schools will notify parents or legal guardians when a student is suspended, specifying contact information parents must provide the school.

The Principal/Assistant Principal is authorized to temporarily suspend a student (OSS) for a period

not to exceed ten (10) days, and to require a student-parent-principal conference by notifying the parents. The Principal/Assistant Principal may make and retain a record for the conference. If, in the conference, no decision is reached for the reinstatement of the student, or if the parent expresses feelings that the Principal/Assistant Principal is unfair, then the Principal/Assistant Principal shall extend the suspension and furnish the Superintendent with a full report of the situation. A parent or student may request a hearing with the Superintendent of Schools. The decision of the Superintendent is final.

During the period of their suspension, students serving out-of-school suspension shall not be permitted on campus except to attend a student/parent/administrator conference.

**The Paris School District Board of Education will not hear an appeal of any disciplinary matter except those resulting in expulsion.**

While serving suspension days, the student may request the schedule of work for the class. This is available so that the student has the opportunity not to fall behind in their work during suspension.

### **Possession of Firearms, Fireworks, or Other Weapons**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, laser pointers, shotgun, pellet/BB gun, or any other object that can be considered a weapon or dangerous instrument on the school grounds, school buses, or at a school-sponsored activity. A student shall not possess, handle, or store contraband materials while on school property or school sponsored activity. This includes fireworks in any form as well as matches or cigarette lighters.

### **Saturday School**

Saturday School Suspension is an on-campus educational setting provided as an alternative to Out of School Suspension (OSS) or In-School Suspension (ISS). Students assigned Saturday School will be assigned regular classroom work under the supervision of a certified teacher. Students are responsible for obtaining work assignments from their teachers on the Friday before Saturday School begins. Saturday School work will count as part of the student's class grade, and the student is to hand in the work to their classroom teachers on the Monday following the Saturday School.

Students will report to the designated area prior to 8:00 a.m. and remain until noon, and follow all rules and regulations for Saturday School. The doors are locked at 8:00 according to the teacher's time, so it is highly suggested to arrive 5-10 minutes early. Students who fail to report to Saturday School or are late will attend Saturday School the next time it is held. Any further missing of Saturday School will be dealt with at the administrator's discretion.

Any student showing up late, or without sufficient work, will be turned away. It will be up to the discretion of the building administrator whether to suspend or add to the number of days that the student must attend Saturday School Suspension. Students are reminded that they will not be able to go to lockers and will need to take their Saturday School Suspension assignments home with them on Friday.

### **Search, Seizure, and Interrogations**

The District respects the rights of students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare

of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, Principal, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authorities.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, Principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex will be present to assist in conducting personal searches.

Question of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency (excluding School Resource Officer) due to a court order, the Principal or the Principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting *in loco parentis* on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of a Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

## **Sexual Harassment**

As with other forms of discrimination, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972 that protects the teen from sex discrimination at school. The Supreme Court has mandated that schools provide a safe environment for students.

- Paris High School is committed to the eradication of sexual harassment in the school. Such harassment is illegal and will not be tolerated.
- Sexual harassment consists of verbal, written, or physical conduct of a sexual nature that disrupts the right of equal education by interfering with the student's psychological, social and physical well-being.
- Specific behaviors that are unwanted and sexual in nature may constitute sexual harassment.
- If a student feels that he/she has been sexually harassed, they should inform a teacher, counselor, or administrator. An investigation will be conducted to determine what, if any, action is warranted. Actions taken may include appropriate administrative discipline or a

report filed with law enforcement officials or both.

### **Tardy/Late to School**

Students will be required to check in the office for any tardy.

Tardies will be counted for each nine-week period. The consequences for tardies are as follows:

- Warning
- Warning
- One Detention
- One Detention
- Two Detentions
- Three Detentions
- One Saturday School
- One Saturday School
- One Day of ISS
- Two Days of ISS
- Tardies and beyond will be by administrator discretion

A pattern of excessive late arrivals to school shall result in disciplinary action. A student is tardy within the first ten minutes after the tardy bell rings. A tardy is defined as not being in the classroom when the tardy bell rings, or not arriving with appropriate books and materials. **HOWEVER**, each teacher may determine a student tardy if his/her classroom procedures state that a student must be in their seat when the bell rings. If a teacher delays a student after class, the student needs to ask the teacher for a note to present to the office for a pass to the next class. If a student is absent more than ten minutes from class, the absence will be unexcused.

### **Teacher's Removal of Student from Classroom**

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

- Place the student into another appropriate classroom;
- Place the student into in-school suspension;
- Place the student into the District's alternative learning environment in accordance with Policy 5.26- Alternative Learning Environments.
- Return the student to the class; or
- Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

- The principal or the principal's designee;
- The teacher;
- The school counselor;
- The parents, guardians, or persons in loco parentis; and
- The student, if appropriate.

**However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.**

### **Tobacco**

Consumption or possession of tobacco in any form is not allowed. Cigarette lighters and matches are not permitted and will be confiscated and not returned to the student.

E-Cigarettes and Liquid Nicotine are considered tobacco products and will face the same consequences.

Consequences: First offense will result in a 3-day in-school suspension. Second offense will result in an out of school suspension and notification of juvenile authorities (Act 1331 of 1999) and be subject to charges filed. Third offense will result in a 10 day out of school suspension and charges filed. Any subsequent offense may result in expulsion and charges being filed.

Any person serving as a “look out” for those smoking will serve the same set of consequences as the person with the product. Parents will be notified following each offense.

Act 1331 of 1999 was enacted to protect the rights of non-smokers on property owned or leased by public school districts. Any person violating the provisions of this act shall be guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than ten dollars (\$10.00), nor more than one hundred dollars (\$100.00).

### **Truancy**

**Students are not to leave campus for any reason without checking out through the office.**

Truancy is defined as not being in your assigned classroom for that period. If a student has not properly checked out of school according to proper procedures, and/or is not in their assigned classroom, the student will be considered truant. The first offense for truancy is two days of In-School Suspension. A second offense will result in three days of In-School Suspension. A third instance of truancy will result in five days of In-School Suspension. Any further instances of truancy may result in longer suspensions or a recommendation for expulsion. In addition, the student will be reported to the juvenile authorities in accordance with state law regarding mandatory attendance.

### **Weapons and Dangerous Instruments**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; nun chucks; pepper spray, mace, or other noxious spray; explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an

area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>1</sup> Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>2</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

<sup>2</sup> The statute that specifies the parents' penalties is A.C.A. § 5-27-210, but it is also helpful to have A.C.A. § 5-4-201 and A.C.A. § 5-4-401 available which spell out the fines and possible imprisonment for a class B misdemeanor offense.

### **SECTION III**

#### **School Procedures**

When you leave for school in the morning, whether you walk or ride the bus, the school day begins. Plan to arrive at school before the first bell for the first class. Give yourself time to get your books, organize for the morning, and be ready to meet your first class on time. Once you come on the school campus, you cannot leave without following the proper procedures for checking out.

#### **Absences**

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

Education is more than the grades students receive in their courses. Students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment. Absences should be for personal illness and personal or family problems. Regular attendance shall be required as stated by Arkansas annotated 6-18-201, which states that every parent, guardian, or other persons residing within the state of Arkansas having custody or charge of any child or children the age of 5 through 17, both inclusive, shall send such child or children to a public, private, or parochial school, or provide a home school for the child or children as prescribed in Arkansas annotated 6-15-501 et. seq. under penalty for non-compliance as shall be set by law.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school by the parent or legal guardian stating such reason:

- Students illness or when attendance could jeopardize the health of other students (with doctor notes only);
- Death or serious illness in their immediate family (with documentation of death in the family);
- Observance of recognized holidays observed by their faith (with documentation of religious observance);
- Attendance at an appointment with a government agency (with document-station from agency);
- Student's medical appointment (with doctor notes);
- Exceptional circumstances with prior approval of the principal; or
- Participation in 4-H or other school sanctioned activity.
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.<sup>3</sup>

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

A note written by the parent will not excuse the student. Absences will be unexcused until proper documentation by doctor, court or funeral is received.

### **Unexcused Absences**

Absences not defined above, or not having proper documentation shall be considered unexcused.

When a student has five (5) unexcused absences, his/her parents, guardian, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

When a student has exceeded nine (9) unexcused absences in a semester, the district shall notify the prosecuting attorney and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. In addition the school Attendance Committee may deny credit.

Students who miss ten consecutive school days will be dropped from enrollment. This action will result in suspension of driver's license, referral to the Department of Human Services, Juvenile Intake Officer and the Prosecuting Attorney. The only exception will be documentation provided by the student's doctor, or other extenuating circumstance approved by the principal.

Students who attend in-school suspension (ISS) shall not be counted absent for those days.

The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the student's driver's license unless he/she meets certain requirements specified in the code. (6-18-222)

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

### **Absences regarding promotion or credit – Attendance Committee**

Whenever a student has exceeded nine (9) unexcused absences in a semester the student and the guardian shall meet with the attendance committee to discuss the student's promotion and or credit of a grade or class. After the ninth (9<sup>th</sup>) unexcused absence, the student may be denied credit for given class (es) or promotion or graduation. The attendance committee may be made up of the principal, assistant principal, counselor, teachers and or necessary school employees. The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents and students responsibility to attend an attendance committee conference. The committee will make the decision on the basis of the information that is presented. The decision of the committee may be appealed to the administration.

### **Admission to the Building**

All classrooms are open at 7:55 a.m. For students who wish to study, the cafeteria is available at 7:30 a.m. The office is not a gathering place. Do not come to the office unless you have business. Students should be out of the building ten minutes after dismissal unless on supervised teacher sponsored activities.

### **Address & Telephone Changes**

Students with a change in address, telephone number, and/or living arrangements should give the information to the office personnel so that appropriate changes can be made in the student's school records.

### **Advanced Placement Courses (AP) – Weighted Courses**

All AP, IB, and ADE Approved Honors Courses are given a 5.0 weight in grade point average at the Paris High School. All students enrolled in an AP Class at PHS are required to take the AP Exam. Weighted credit will be awarded only upon completion of the AP exam and approved ADE AP teacher training. Students must complete the entire course in order to receive the AP weighted course credit.

Weighting is permanent and will be sent to colleges as actual grade point. A student will receive the following points for AP courses (this includes AP course credit transferred from another school recognized by the State Department of Education).

A = 5 points    B = 4 points

C = 3 points    D = 2 points    F = 0 points

### **After-School Activity and Attendance (Participation Eligibility)**

In order for a student to participate in an after-school activity, the student must have been recorded present for a minimum of one-half day. Exceptions for emergencies may be made with the principal.

### **Attendance Policy for Students in Grades 9-12**

The Paris School District has adopted the following attendance policy (Policy 4.7): Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as adults. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement.

Students in grades 9-12 shall be required to schedule and attend a full school day.

Students are allowed no more than one (1) class period scheduled each day for an office aide, credit recovery, or organized remediation without prior approval by the principal.

If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

The Paris School District may grant a waiver for a full day of attendance to any student in grade twelve that:

- Meets the federal guidelines for free or reduced food prices,
- Or can document other financial hardships, and
- Secures employment that requires attendance before the student would normally be released from school.

Enrollment and attendance in a vocational-educational training courses, college courses, state approved school work programs, and other department-sanctioned educational programs may be used to satisfy the requirements of this policy even if the programs are not located at the public school.

Nothing precludes a student who has met all graduation requirements from graduating early.

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

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy have been met.
- The child will not be age six (6) on or before August 1<sup>st</sup> of that particular year (unless the child was enrolled in a state approved pre-K program for at least 100 days) and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is sixteen (16) or seventeen (17) and has met the requirements to enroll in an

adult education program as defined by A.C.A 6-18-201 (b).

### **Assemblies**

Assemblies are a part of the school program. Check out during assemblies will be permitted only for medical, dental, or court appearances.

### **Automobiles & Parking**

All students who attend PHS and drive to school are required to park on the high school campus. Students who drive must apply for a parking tag from the office that must be displayed on their vehicle while on campus. Students must provide a copy of their driver's license, vehicle registration, and proof of insurance before receiving a parking tag. Students are required to maintain current liability insurance throughout the school year.

Students who drive to school will also be required to sign the school district's Chemical Screen Test Consent Form. Those who choose not to participate in the random chemical screen tests will not be allowed to drive to school. If a permit has already been issued for the 2013-2014 school year, it will be revoked, and the student will not be allowed to drive nor park on campus. Students who drive to school have a serious responsibility. It would be in your best interest to lock your vehicle. Students are not permitted to loiter in parking areas during the school day. Leave your vehicle immediately after parking it, and do not return to it until your school day ends without permission from appropriate school staff. The only exception to this is for those students who attend classes at UAFS or who leave school early via a waiver. Students who participate in Annual Staff or the EAST program are required to sign out through the office before leaving and sign in upon their return to campus.

Parking spaces will be assigned. Students will park in their assigned student parking spot with the following procedures followed:

- Permission to go to your vehicle must be given by appropriate school officials.
- Reckless driving will result in loss of parking rights.
- The school is not responsible for your vehicle driven or parked on school property.
- Failure to follow these procedures will result in punishment.
- Principal reserves the right to revoke driving/parking privileges at any time.

Parking on school property is a privilege which may be denied to a student for any disciplinary violation at the discretion of the student's building principal.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

### **Banquets & Special Decoration Projects**

Some student organizations have banquets for recognition of their members. These are arranged by permission of the Principal.

Although students are asked throughout the school year to help decorate for special functions, they also have an obligation to their assigned teacher first. The teacher who is in charge of the decorating must make arrangements 24 hours in advance for any student that he/she may want to use, and he/she must clear with each student's classroom teacher the absence of any individual to be used during the regular school day. This must be cleared through the Principal's office.

## **Behavior at Athletic Games**

Upon arrival at the game, students are to report to the student section of the bleachers and remain there until exiting the premises. Students will be asked to immediately return to the bleachers after each visit to the concession stand or bathroom. Students will be expected to stay on our side of the field or court throughout the contest and behave appropriately. Students should not exit the game unless you are prepared to leave for the evening. You will not be allowed to come and go even if you are willing to pay again.

## **2017-2018 PHS Bell Schedule**

### **Regular Bell Schedule**

7:55-8:40	1st Period	(45 minutes)
8:40-8:55	BREAK	(15 minutes)
9:00-9:45	2nd Period	(45 minutes)
9:50-10:35	3rd Period	(45 minutes)
10:40-11:25	4th Period	(45 minutes)
11:30-12:15	5th Period	(45 minutes)
12:15- 12:45	LUNCH	(30 minutes)
12:50-1:35	6th Period	(45 minutes)
1:40-2:25	7th Period	(45 minutes)
2:30-3:15	8th Period	(45 minutes)

### **Pep Rally Bell Schedule**

7:55-8:40	1st Period	(45 minutes)
8:40-8:55	BREAK	(15 minutes)
9:00-9:40	2nd Period	(40 minutes)
9:45-10:25	3rd Period	(40 minutes)
10:30-11:10	4th Period	(40 minutes)
1:15-11:55	5th Period	(40 minutes)
11:55-12:25	LUNCH	(30 minutes)
12:30-1:10	6th Period	(40 minutes)
1:15-1:55	7th Period	(40 minutes)
2:00-2:40	8th Period	(40 minutes)
2:45-3:15	Pep Rally	(30 minutes)

### **Advisory Bell Schedule**

7:55-8:40	1st Period	(45 minutes)
8:40-8:55	BREAK	(15 minutes)
9:00-9:40	2nd Period	(40 minutes)
9:45-10:00	Advisory	(15 minutes)
10:05-10:45	3rd Period	(40 minutes)
10:50-11:30	4th Period	(40 minutes)
11:35-12:15	5th Period	(40 minutes)
12:15-12:45	LUNCH	(30 minutes)
12:50-1:35	6th Period	(45 minutes)
1:40-2:25	7th Period	(45 minutes)
2:30-3:15	8th Period	(45 minutes)

## **Bullying/Cyber Bullying**

Respect for the dignity of others is a cornerstone of civil society. Bullying and Cyber Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from

the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated bus stops.

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

**Definitions:**

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

- 1) Sarcastic comments "compliments" about another's personal appearance or actual perceived attributes.
- 2) Pointed questions intended to embarrass or humiliate.
- 3) Mocking, taunting or belittling.
- 4) Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person.
- 5) Demeaning humor relating to a student's race, gender, ethnicity or actual perceived attributes.
- 6) Blackmail, extortion, demands for protection money or other involuntary donations or loans.

7) Blocking access to school property or facilities. 8) Deliberate physical contact or injury to person or property. 9) Stealing or hiding books or belongings. 10) Threats of harm to student(s), possessions, or others. 11) Sexual harassment, as governed by policy 4.27, is also a form a bullying. 12) Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

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

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. (A.C.A. § 6-18-514)

### **Cafeteria**

The PHS cafeteria is maintained as a vital part of the health program of this school. A well-balanced lunch is offered at a reasonable price. We require students to do their part to maintain the environment of the cafeteria by following these guidelines:

- Deposit your lunch litter in the wastebaskets provided;
- If you drop it, pick it up;
- Return all trays and utensils to the dishwashing area;
- Leave the tables and floor in a clean condition;
- Do not throw the utensils away. Be responsible and place silverware in the appropriate location.
- If you bring your lunch to school, you are encouraged to eat in the cafeteria. You are responsible for disposing of your waste in the wastebaskets provided.
- Do not bring other food or drink on campus unless it is part of lunch or a school sponsored party.
- Breakfast and lunch are provided with no charge to students.
- Students who wish to have food brought to them at school must have it done by a parent/guardian or family member only. Friends may not deliver food to school for you. If a parent brings food to their student, we ask that they check in at the office at the beginning of lunch time. They may take the food to the cafeteria for their child only. Parents and students may not bring outside food to other students. The office will not be

- responsible for delivering food or calling students out of class to come get their food.
- Per Arkansas Child Health Advisory Committee, Coke and Water Machines are unavailable until 30 minutes after lunch. Students may not purchase drinks prior to this time from the machines on campus.

### **Food Sharing Table**

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table.<sup>3</sup> Milk and juices to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

### **Career Action Planning (CAPS)**

During the springtime, conferences will be held to discuss students' career goals and to set up their schedule for the following year. Teachers, parents, and students will all be involved in planning and guiding the student toward graduation. Each student will be assigned an advisor who will help the student with scheduling classes. Students will keep the same advisor throughout high school if possible.

### **Checking Out To Leave Campus**

Once students arrive at school, they **MAY NOT LEAVE** the campus any time during the day for any reason without being checked out through the office by a parent/guardian or designee. If a student checks out of school early, that student will be counted absent for each period missed. The procedure for checking out is as follows:

- Students are required to have a parent/guardian sign them out in the office.
- If a parent/guardian is unable to come to the school to sign the student out, the student must have a note from the parent/guardian.

- This note must be presented to the secretary in the Principal's office **before** 7:55 a.m. on the day the student is to leave early and must have a phone number where the parent/guardian signing the note can be reached. (Parent must be called to confirm the note is accurate.) The note should also state the student's means of transportation to the stated destination.
- The student will sign the checkout sheet, giving the time leaving and the destination.
- Phone calls for early checkouts will be accepted **only** for sudden illness of the student or a family emergency.
- PHS is a closed campus. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.
- Students are not to check out for lunch unless a parent/guardian physically comes to the office and checks the student out. No phone calls, notes, or exceptions will be made.
- **Parents are encouraged to check out their students for special occasions such as birthdays or similar life events. We ask that parents keep this to a minimum to minimize classroom disruptions and tardiest.**
- Students leaving campus without checking out will be subject to disciplinary action.

### **Classification, Grading & Promotion**

Students will be classified each year according to the previous grade classification. Since a student has four years to graduate, classification only matters at the time of graduation. Therefore, a student will be promoted regardless of the number of credits earned in the previous school year. A student will be required to recover the lost graduation credit either through summer school, retaking the class, or being referred into the Alternative Learning Environment.

A student may obtain credit with an A, B, C, or D grade. "A" indicates exceptionally fine work, "B" represents better than average work, "C" represents average work, "D" represents below average work and possibly close to failure. A grade of "F" indicates failure and no credit are earned. The grading scale is as follows:

A = 90-100%   B = 80-89%   C = 70-79%   D = 60-69%   F = 59% and below

### **Closing of School**

In case of school closing due to ice, snow, or other emergency, an announcement will be made on area television stations Channel 40/29, Channel 5, or Radio Station KDYN 96.7. If an announcement is not made, school will be in session.

### **College and Military Days**

Students are allowed college and military visitation days their Junior and Senior year. Juniors can take one college day, and seniors are allowed up to two college days. These days are considered excused as long as prior approval has been given by administration. Students must fill out a college day request form at least the day before attending. Appropriate documentation from the visit must be brought to the office upon returning to school to be considered excused as well. Forms can be obtained from the main office or the counselor's office.

Military days will be approved at the discretion of the principal.

### **Clubs/Student Organizations/Equal Access**

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such

meetings must meet the following criteria.

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees,
- The meeting must occur during non-instructional time;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, or control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

### **Communicable Diseases and Parasites**

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

The parents or legal guardians of student found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

### **Completer Course Recognition**

Seniors that have completed the required number of vocational completer courses will receive a special cord to be worn at graduation. See the Counselor for more information.

## **Concurrent Credit/College Study Program**

PHS students may attend college part-time during their senior year and still be considered a full-time senior and graduate with their class under the following conditions:

- Each high school senior shall take at least three academic high school courses on the high school campus.
- Any college course may count as high school elective credit as long as it satisfies high school graduation requirements.

Students may attend college full-time after completing three years of high school. They will receive a high school diploma and will be permitted to participate in graduation exercises with their class, if they so request and they qualify. The students will be required to meet the following conditions:

- All state requirements must be met in the high school or college before a diploma can be issued.
- The students have successfully completed twenty-four earned college hours during the year following the junior year.
- The student must request from the Principal permission to participate in graduation exercises with their class.

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extra-curricular activities or graduation.

College credits earned in the college study program will be used in arriving at the student's high school grade point average.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

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

## **Contact with Students While at School**

**Contact by Parents:** Parents wishing to speak to their children during the school day shall register first with the office.

**Contact by Non-Custodial Parents:** If there is any question concerning the legal custody of a student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to principal by presenting a copy of a file-marked court order. Without such court order on

file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of the current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the approval of the school's principal. Such contact is subject to limitations outlined in Policy 4.1, Policy 6.5, and any other policies that may apply. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal school hours of school operation.

### **Contact by Law Enforcement, Social Services, or by Court Order**

State Law requires that Department of Human Service employees, local law enforcement, or Agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72 hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student is above (18) years of age), or in response to a subpoena or arrest warrant.

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

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

### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint. (A.C.A. § 6-18-513, A.C.A. §9-13-104. A.C.A. §12-18-609, 613, A.C.A. § 12-18-1001, 1005)

### **Contests**

Many contests are sponsored as part of the student activities program. A student organization may adopt a contest as an annual project. In this handbook, contests are discussed in connection with respective student organizations. In these activities, all opportunities should be sought for recognition of achievement and for practice in democratic principles. When student voting is involved, it is recommended that every precaution be taken to prevent intimidation and

embarrassment. Standards, which will complement the school, should always be sought. Use of secret ballot is encouraged.

### **Counseling**

Counseling services at PHS are for all students. For those students who would like to talk with a Counselor with the aim of developing better coping skills, solving problems of a personal, social, occupational, or educational nature, or making plans for the future, the Counselor welcomes the opportunity to be of help. ALL students are encouraged to explore the ways in which they might use the counseling resources of the counseling office. The nature and extent of private, confidential discussions with the Counselor(s) are left to the discretion of the individual student. While counseling can involve some very serious crisis, it often deals with the more or less normal problems of student life. Students who come in for counseling are not considered abnormal by any means. They may be merely more aware of having unsolved problems or issues than many others who have very similar difficulties, but don't realize that matters could be improved.

Basically, counseling aims at bringing about greater self-awareness for solving of personal, emotional, educational, or vocational problems.

### **Credit Recovery**

This will be done only with approval from the principal and must take place before/after school under the direction of an assigned teacher. The student will receive a grade of C or F for credit recovery. (This is at the discretion of the Principal.)

### **Daily Report**

The Daily Report will be emailed to faculty members to be read orally to students. The Daily Report will be posted daily to the Paris School District website under the High School's page. An email of the Daily Report can be requested through Tierney Redding at [tredding@parisschools.org](mailto:tredding@parisschools.org)

### **Dances & Prom**

At school-sponsored dances, only students presently enrolled at PHS may attend. Students are expected to dress in a manner suitable for school.

Prom - Members of the junior and senior classes, board members, faculty, and their guests may attend the Prom. Students may bring dates from outside school that has been approved by the school administration in advance. The date must be enrolled in at least the ninth grade. The prom date must also be younger than 21 years of age at the time of the Prom. The Prom is a formal occasion and only formal wear or suit and tie are allowed. Students and their guests may not wear jeans, hats, sunglasses, or tennis shoes. There are no exceptions.

### **Deliveries**

Deliveries for students, including floral, will be accepted at PHS in the afternoon. Students will pick these deliveries up after school. The principal may make an exception to this for Valentine's Day. Students are encouraged to plan and make arrangements ahead of time so that such deliveries and calls home to ask for deliveries of forgotten items are not necessary.

### **Dress Code**

The basic responsibility for the appearance of the students at PHS rests with the parents and the students themselves. Parents have the obligation and, within certain bounds, the right to determine their children's dress. However, the following guidelines are set. These are not all

inclusive:

- Students shall not wear clothing judged by the school administration and teachers to be inappropriate for school. This includes but is not limited to, clothing that is sexually suggestive indecent due to having imprinted slogans, words, or pictures of an indecent or suggestive nature; or clothing that has emblems, pictures, or words having to do with alcohol, drug, or tobacco products and/or their use.
- Clothing may not be worn in a manner viewed as inappropriate or indecent and must be fastened properly.
- A student shall not wear or display emblems, insignias, badges, or other if the message is intended to mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, other school affiliation, or other individual views.
- Student must follow dress code at all school functions, unless otherwise approved by the principal. Examples are: Females who wear dresses to honors assembly and sports awards must wear a dress that fits school dress code.

The following items may not be worn:

- Sunglasses in the building, unless prescribed by physician.
- Hoods
- Headbands, bandanas, or “do-rags”.
- Clothing that exposes underwear, buttocks, or the breast of a female.
- Shoes with cleats in the building.
- Halter tops, tank tops, or muscle shirts. Sleeveless shirts are acceptable provided that the shirt has a hem on the sleeve. Large gaping sleeves exposing underarms or skin will not be permitted.
- Low-cut tops and low-rise pants. Cleavage should NOT be visible.
- See-through garments.
- Clothing that exposes the midriff. All blouses and shirts have to be long enough to tuck into the skirt, shorts, or pants at the waist.
- Any dress and/or appearance that interferes with the educational process or with the rights of others.
- Any dress that does not comply with the health and safety codes of the State of Arkansas.
- Obscene or provocative jewelry or jewelry imitating drugs or their use.
- Baggy pants.
- Pajamas or sleep pants/wear.
- Blankets, throws, pillows, etc
- Hats, toboggans or caps may be worn at teacher or principal discretion.
- \*\* Shorts and skirts must be fingertip length.
- \*\* Any form fitting clothing such as tights, yoga pants, etc. will also have the requirement of wearing a top that extends to fingertip length.
- \*\* Holes in jeans must also be fingertip length or below.

Administration reserves the right to determine any clothing to be inappropriate for school and request a change of clothing.

Attention: Any student found in violation of the above dress code will be required to change. Any absences from class while the clothing is being changed shall be unexcused. Other disciplinary actions may be taken if violation of the dress code occurs.

### **Driver's License**

Applicants for an instruction permit or a driver's license by persons less than eighteen (18) years old are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an

instruction permit. To be issued a driver's permit or license, a student enrolled in school shall request an official copy of the student's transcript and Form Number PLD-02-00-001 from the office as proof of a "C" average, or meeting IEP, for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record and student's attendance at high school.

The Paris High School will request suspension of a driver's license to the Department of Finance if a student under the age of 18 is not enrolled in school.

### **Dropping Classes**

No student will be allowed to drop a course after the first week of a semester. If a student drops from a class after that point, an "F" will be recorded for that course. Exceptions may be made only for medical or extenuating circumstances.

All students leaving PHS to transfer to another school or program are required clean out their locker, notify the school secretary leaving school materials and textbooks with her, and clear any outstanding obligations.

### **Emergency Drills**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

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

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

### **Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (Residence Requirements).

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or they would have been assigned in their previous school. Home-schooled student and students from non-accredited schools shall be evaluated by the District to determine their appropriate grade placement.

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

- The parent, guardian, or other person responsible shall furnish the child's social security number, or if they request, the District will assign the child a nine (9)-digit number designated by the Department of Education.
- The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian; or
  - f. Previous school record; or
  - g. U.S. military identification.
- The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
- The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red measles (rubeola), rubella, Hepatitis B, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

### **Uniformed Services member's Children**

For the purposes of this policy:

"Active duty members of the uniformed services" include members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"Uniformed Services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as

the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

“Veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

“Eligible child” means the children of

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

An eligible child as defined in this policy shall:

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

### **Extra-Curricular Activities**

The Board believes in providing opportunities for students to participate in extracurricular activities that can enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments are exception). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policies. Students failing classes or over the limit on absences (9) are not eligible to miss class time for extra-curricular activities or field trips unless pre-approved by the administration.

### Definitions:

Extracurricular activities- are defined as: any school sponsored program where students from two or more schools are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

All extracurricular activities shall be under the direction and supervision of regular school personnel and be in conformity with all policies of the school district. Participation in these activities is a privilege and not a right. Students should treat their participation as such. These activities are an extension of the school day and all school rules apply. Students who are absent all day shall NOT participate in any school activity on that day or night. This includes all activities – athletics, band, FFA, FCCLA, JAG, spirit squads, etc. In addition, if a student has been placed in ISS and the day of the activity falls on a day in which the student is serving ISS, the student may not participate in the scheduled extracurricular activity. The student may not participate in the scheduled extra-curricular activity.

Academic Courses - are those courses that are identified in the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools as one of the 38 course offerings or is a definable course for which class time is scheduled and which can be credited to meet the minimum requirements for graduation and is taught by a teacher required to have State certification in the course, and has been approved by the Arkansas Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education.

Supplemental Improvement Program (SIP) - is an additional educational opportunity for identified students outside of their regular classroom and meets the criteria outlined in the Arkansas Department of Education's Regulations Governing School District Academic Requirements for Student Participation in Competitive Interscholastic Activities.

### Academic Requirements:

A student's academic eligibility will be determined by meeting the minimum requirements of the Paris Board of Education along with requirements of the Arkansas Activities Association.

#### Students With An Individual Education Program (IEP)

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP) with a 2.0 grade point average. If the student's grade point average is not a minimum of 2.0, the student must attend Supplemental Improvement Program (SIP) classes.

### Transportation To and Home From Extra-curricular Activities

All students who participate in extracurricular activities must travel to and from those events by means provided by the school. Exceptions will be when the parents and/or spouse of the student wishes to transport the student or such time as the student reaches the age of eighteen (18) and is of legal age to make that decision for themselves. Students will be required to sign out with the sponsor's approval for this to take place.

### Activities Calendar

The office will maintain a calendar of events. No events will be scheduled the night prior to semester tests or state competency testing dates.

### **Fund-Raisers**

All fund-raisers shall be submitted to the Superintendent who will submit for approval to the Paris

Board of Education each spring. The actual sale of products will be defined as a fund-raising event. Service projects do not fall under this category. No fund-raising events shall take place during the school day. The Principal will request approval from the Superintendent and School Board in May of each year. Only fund-raisers approved by the School Board in May will be allowed the following school year.

### **Gambling**

Students shall not participate in any type of gambling activity. Gambling is defined as wagering where the stakes are money or any object of value.

### **Gangs, Secret Societies, Prohibited Clubs**

Arkansas state law specifically prohibits student participation in any secret organization, sororities, or fraternities. These will not be allowed. Students shall not belong to or participate in secret societies, secret organizations, or subversive groups of any kind. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school or at any school sponsored activity. Clothing, outerwear, pins, symbols, or insignia of such organizations shall not be worn to school or school events. Students are prohibited from verbally, with gestures, or in writing to promote gang activity.

### **Grading**

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

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

### **Graduation Exercises**

Graduation exercises for the senior class are held in the gymnasium at the athletic complex. Program will be determined by the administration. Diplomas and scholarships are awarded. Student speakers are selected from among the honor graduates.

Proper dress is required for all graduation participants. Failure to comply with this rule could result in the senior not being allowed to participate in the graduation ceremony.

A senior will not be allowed to participate in any part of the graduation ceremony unless he/she has completed all credits, requirements and obligations for graduation. Parents will be notified throughout the year concerning the possibility of a student not meeting the requirements for graduation.

Students who are under a positive drug test during graduation will not be allowed to participate in the graduation ceremonies.

Students who have outstanding debts, book fines, or school property will not be allowed to participate in graduation ceremonies. All school property and monies must be accounted for prior to participating in the graduation ceremonies.

Seniors are required to be on time and attend the graduation practice to participate in graduation exercises.

### **Graduation Requirements**

With the addition of an extra period, students will have the ability to acquire more local credits. State required credits will remain the same at 22 credits. With the addition of an 8-period day, student local graduation credit requirements will increase; however, students will have more flexibility in selecting programs of study or electives over the course of their high school career.

Requirements per grade level:

<b>Incoming Freshmen:</b>	<b>26 Credits (Class of 2021)</b>
<b>Sophomores:</b>	<b>26 Credits (Class of 2020)</b>
<b>Juniors:</b>	<b>26 Credits (Class of 2019)</b>
<b>Seniors:</b>	<b>26 Credits (Class of 2018)</b>

To meet state requirements, students chose Smart Core or Core Curriculum when entering the 7<sup>th</sup> grade but have the chance to change/amen during 9<sup>th</sup> – 12<sup>th</sup> grade. Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

\*Also, state requirements for the class of 2021 and beyond now include students passing the citizenship test (Act 478) before graduation and taking a finance course (Act 480) in 10<sup>th</sup>-12<sup>th</sup> grade.

### **PHS Graduation Requirements with Smart Core (26 Units)**

#### **English – 4 units (years)**

English 9  
English 10  
English 11  
English 12

#### **Oral Communications – ½ unit (½ year)**

#### **Mathematics – 4 units (years)**

Algebra I or Algebra A & B  
Algebra II  
Geometry or Investigating Geometry or Geometry A & B  
Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics,  
Algebra III or an Advanced Placement mathematics (comparable concurrent credit college  
courses may be substituted where applicable)

#### **Natural Science – 3 units (years) with lab experience chosen from:**

Physical Science  
Biology  
Chemistry  
Physics

#### **Social Studies – 3 units (years)**

Civics or Civics/American Government\*\*  
World History

U.S. History  
**Physical Education** – ½ unit (½ year)  
**Economics**-1/2 unit (may be counted toward Social Studies or Career Focus)  
**Health & Safety** – ½ unit (½ year)  
**Fine Arts** – ½ unit (½ year)  
**Computers/Technology**- 1 unit

**Career Focus (Electives)** –9 units (Class of 2018, 2019, 2020)\*\* \*\*

\*\***Keystone** (Freshmen Transition Course required of all incoming freshmen) ½ Unit counts towards a student's career focus/electives.

\*\* Keystone also will fulfill the ADE's online learning requirements of Act 1280.

### **PHS Graduation Requirements with Core (26 credits)**

**English** – 4 units (years)

English 9  
English 10  
English 11  
English 12

**Oral Communications** – ½ unit (½ year)

**Mathematics** – 4 units (years)

Algebra or its equivalent\* 1 unit  
Geometry or its equivalent \* 1unit

All math units must build on the base of algebra and geometry knowledge and skills. Comparable concurrent credit college courses may be substituted where applicable. A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) -unit requirements

**Science** – 3 units (years)

At least one (1) unit of Biology and Physical Science

**Social Studies** – 3 units (years)

Civics (½ unit)\*\*  
World History 1 unit  
U.S. History 1 unit

**Physical Education** – ½ unit (½ year)

**Health & Safety** – ½ unit (½ year)

**Economics**- ½ unit (may be counted as Social Studies or Career Focus)

**Fine Arts** – ½ unit (½ year)

**Computer/Technology**- 1 unit

**Career Focus** –9 units (Class of 2018, 2019, 2020)\*\* \*\*

\*\***Keystone** (Freshmen Transition Course required of all incoming freshmen) ½ Unit counts towards a student's career focus/electives.

\*\* Keystone also will fulfill the ADE's online learning requirements of Act 1280.

**\*PHS students in the Class of 2013 and beyond are also required to have ½ Credit of Arkansas History (this will be in place of ½ credit of elective).**

**\*\*Beginning with the class of 2014 this Social Studies Requirement will be ½ unit Economics and ½ Unit of Civics**

### **Smart Core**

Smart Core is Arkansas' college and career-ready curriculum for high school students.

College and career readiness in Arkansas means that students are prepared for success into entry-level, credit-bearing courses at a two-year and four-year colleges and universities, in

technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career-ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

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 the separate Smart Core Waiver Form to do so.

### **Smart Core Curriculum**

English- 4 units

- o English 9<sup>th</sup> grade
- o English 10<sup>th</sup> grade
- o English 11<sup>th</sup> grade
- o English 12<sup>th</sup> grade

Mathematics- 4 units

- o Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- o Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- o Algebra II
- o Fourth Math- Choice of: Transitions to College Math, Pre- Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advance Placement math
- o Comparable concurrent credit college courses may be substituted where applicable

Natural Science- 3 units with lab experience chosen from:

- o Physical Science
- o Biology or Applied Biology/Chemistry
- o Chemistry
- o Physics or Principles of Technology I & II or PIC Physics

Social Studies- 3 units

- o Civics- ½ unit
- o World History- 1 unit
- o U.S. History- 1 unit

Oral Communications- ½ unit

Physical Education- ½ unit

Health and Safety- ½ unit

Economics- ½ unit (may be counted towards Social Studies or Career Focus)

Fine Arts- ½ unit

Career Focus- 6 units

### **Homecoming**

Homecoming activities will include an assembly and pre-game ceremony with the crowning of the Queen.

Members of the senior class, through a secret ballot, will select the Queen.

The Homecoming Court will consist of five senior maids (to include the Queen and her Maid of Honor), two junior maids, two sophomore maids, and two freshmen maids. Only the Queen will receive a crown.

The selection process will take place in an appropriate amount of time for those selected to obtain necessary dress.

A female student may be selected as maid in the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade only once. However, all senior females are eligible to be Queen, Maid of Honor, or senior maid.

Note: To be eligible, maids must have been enrolled in the Paris School District the previous semester and maintain enrollment up until nomination. To be eligible for queen or maid of honor, the student must have been enrolled in the Paris School District at the beginning of the previous school year and maintain enrollment up until nomination.

- St. Joseph students will be considered part of the Paris School District in regards to homecoming candidates.

The Attendants will be members of Paris Elementary School and will be selected by the administration.

A male student will escort each member of the homecoming court at the assembly. Only adult family members will be allowed to escort homecoming royalty during the pre-game ceremony.

Winter Court activities will follow the same guidelines and rules as homecoming.

### **Homework & Independent Study Skills**

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students in grades K-12 to professional staff in accordance with the following principles and guidelines:

- The purpose of homework assignments will be to provide either massed practice for a skill or concept recently learned or distributive practice to maximize retention of a skill or concept learned earlier.
- The level of difficulty should allow the student to perform the assignment without supervision and guidance.
- Homework assignments, in order to provide meaningful instruction, should be checked/graded for credit or points and returned to students to provide feedback as soon as possible after its completion.
- Care should be given to see that the quantity of homework is not so great as to have the effect of causing students to lose whatever degree of positive regard they hold for the subject matter.

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

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

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

Students are allowed one day to make-up homework for each day of absence.

## Honor Graduates

A student will be recognized as an honor graduate with a grade point average of 3.5 or above. A student must earn eight credits during grades 9-12 from the following courses:

Accounting I	Advanced Animal Science
AP Art	Algebra III
AP Calculus	Anatomy & Physiology
AP English Language	AP Biology
AP Literature	AP Chemistry
AP U.S. History	Art III
Digital Communications III/IV	Spanish II
Spanish III	Chemistry
Physics	Pre-AP Biology
Pre-AP Calculus	Pre-AP English 9
Pre-AP English 10	Psychology
Pre-AP US History	CASE Animal Science
	CASE Plant Science

## Honor Graduate Recognition

Select WATC & college courses may be counted toward honors credit with prior approval from the principal.

Honor graduates will be determined after the end of the 7<sup>th</sup> semester grading period. Honor graduates will be properly recognized in the wearing of honor stoles and honor cords in graduation exercises depending on grade point average.

Awards for Highest Honor, High Honor and Honor will be bestowed upon students that meet the following criteria on a weighted scale. Students receiving Highest Honor recognition will speak at the graduation ceremony. The high school administrator will determine the graduation program.

Highest Honor – Cumulative grade point average on weighted scale as of the end of the senior 1<sup>st</sup> semester of 3.95 and above and has successfully completed a total of eight honors credits with one of those credits being an AP credit. As stated in the AP Courses section, a student must complete the full year of the AP Course and take the AP Exam in order to be considered for Highest Honor.

High Honor – Cumulative grade point average on weighted scale as of the end of the senior 1<sup>st</sup> semester of 3.76 to 3.94 and has successfully completed a total of eight honors credits.

Honor – Cumulative grade point average on weighted scale as of the end of the senior 1<sup>st</sup> semester of 3.45 to 3.75 and has successfully completed a total of eight honors credits.

All grade point averages will be calculated at the end of the seventh semester.

## Honor Medal

Presented to the senior with the highest average in the field of study who also completes the most Honors Courses in that field. For comparison purposes, AP course numerical average will be used first when breaking ties.

Honor Medals would be given in the following fields:

Agriculture  
Business  
Family Consumer Science  
Music  
Social Studies

Art  
English  
Mathematics  
Science  
Spanish

## **Honor Reception**

Awards/Award Ceremonies will be given/held at the discretion of the Principal

Year 1: A grade point average of 3.5 (no honors courses) will be required. Student will receive a certificate and a letter.

Year 2: A grade point average of 3.5 (no honors course) will be required. Student will receive a certificate and a tee shirt.

Year 3: A grade point average of 3.5 and enrolled in or completed at least two honors courses. Student will receive a certificate and a plaque.

Year 4: A grade point average of 3.5 and enrolled in or completed at least two honors courses. Student will receive a certificate and a blanket.

\*Other Awards/Award Ceremonies may be given/held at the direction of the Principal.

## **Honor Roll**

A student earning a minimum a 3.0 grade point average and above with no D's or F's will be eligible for placement on the respective nine week honor roll. First and second semester honor rolls will be determined by the semester grade with a minimum of 3.0 grade point average and above with no D's or F's.

## **Illness at School**

The following procedures will be used if you become ill at school:

- Report to the PSD Wellness Center.
- If you must stop by the restroom before coming to the Wellness Center, report to the office as soon as possible or send someone to the office to notify the office of your whereabouts.
- The school nurse will be contacted, at the discretion of the office, and then, and only then will a parent/guardian be called.

Failure to follow these procedures will result in student being considered truant.

## **Immunizations**

### Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional does(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

## **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- o Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red (rubeola) measles, Rubella, Mumps, Hepatitis A, Hepatitis B, Meningococcal disease, Varicella (chickenpox)
- o Any other immunization required by the Arkansas Department of Health (ADH).

The district administration has the responsibility to evaluate the immunization status of District

students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician
- B. Health department
- C. Military service
- D. Official record from another educational institution in Arkansas

The proof of immunization must include the vaccine type and the dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated
2. Written documentation by a public health nurse or private physician of proof of the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization
3. A copy of a letter from ADH indicating immunity based on serologic testing
4. A copy of a letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1<sup>st</sup> of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation

is submitted.

### **Exclusion from School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- o For the remainder of the week by the end of the initial school day of the student's exclusion
- o By the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time. Legal References: A.C.A. § 6-18-702

### **Insurance**

The Paris School District provides limited insurance coverage to assist parents for any medical expenses incurred for the treatment of accidents occurring at school or during school sponsored activities. The parents/guardians are responsible for expenses not covered by insurance.

### **Lockers**

Hall lockers are issued upon request to students for use during the school year. Lockers remain the property of the school and may be inspected periodically to ensure that they are being properly cared for and that the contents are in no way harmful to the owner, other students, or the school buildings. Students will be responsible for valuable possessions brought to school by students. Permanent stickers, tape, etc. are not to be placed on lockers. Use only the locker assigned to you.

### **Lost and Found**

A lost and found area is in the office. Unclaimed items are given to a charity organization. Always check with the office if you have lost an item.

### **Lunch Time Activities**

PHS adheres to a **closed campus** policy. Students may not leave for lunch. The only persons leaving campus are UAHS students and approved seniors that work. Rewards involving off-campus lunch will be determined by the administration. Parents may physically check out a student for lunch. No phone, email, or text check-outs will be allowed during the 30 minute lunch period. No students will not be allowed to leave during the lunch period unless accompanied by a parent/guardian/ or approved adult.

## Make-Up Work

Students who miss school due to any absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teachers. Students are allowed one day for every day missed to make up missed work. A student experiencing an extended illness or extensive surgery may make special arrangements with the Principal. Work may be made up for credit for the first nine days of absences. Teachers must also consider the required/permitted parts of a student's Individual Education Program or 504 Plan.

## Media Center

The PHS media center is for student use as a source of research or for recreational reading. The center has several thousand books, plus many subscriptions to newspapers and magazines. The center is open throughout the school day for student use.

- All media center materials are the responsibility of the student who checks them out.
- The school reserves the right to withhold media center privileges to any student who fails to meet these rules.
- A limit of three (3) books per student may be checked out at one time.
- Any student who uses the Internet for any reason must have on file in the media center an Internet contract signed by the student and a parent/guardian. The Use of Computers Contract is located in the back of this handbook.

## Medication

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The Medication Permission consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to student in accordance with this policy.

Students needing scheduled medication will receive medications between classes and during the lunch break. Students should report to the Wellness Center. **The school will not administer “over-the-counter” medications without written provider’s order and appropriate diagnosis which is required to be outlined in an Individualized Health Care Plan (IHP)**

Unless authorized to self-administer, students are not allowed to carry any medications while at school, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration. The only medications allowed to be “self-carry” are inhalers for asthma, glucagon, and epinephrine. All “self-carry” medications must be approved by the school nurse and an IHP must be developed. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the Principal's office. No medications can be sent on the bus with students. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, name of the medication, the dosage, frequency, and instructions for the administration of the medication including times. Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. All medications will be given according to labeling direction on the container. Deviations from label directions will require a written provider order.

Students with an individualized health plan may be given over the counter medications to the extent giving such medications are included in the student's IHP. All medications listed on the IHP must have written provider's orders included with the IHP.

The only Schedule II medications that shall be allowed to be brought to school are methylphenidate (Ritalin, Concerta), Lisdexamfetamine dimesylate (Vyvanse), and amphetamine sulfate (Adderall). To help ensure their safe keeping such medications brought to the school nurse shall be locked in a double locked cabinet.

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.

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

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

- o Self-administer either a rescue inhaler or auto-injectable epinephrine
- o Perform his/her own blood glucose checks
- o Administer insulin through the insulin delivery system the student uses
- o Treat the student's own hypoglycemia and hyperglycemia
- o Possess on his or her own personal
  - o A rescue inhaler or auto-injectable epinephrine
  - o The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has: 1) an IHP that provides for the administering of Glucagon, insulin, or both in emergency situations; and 2) a current, valid consent form on file from their parent or guardian. A student shall have access to private area to perform diabetes medication.

The school shall not keep outdated medications or any medications ten days past the end of the school year. Medications not picked up by the parents or legal guardians, within the ten (10) day period, shall be destroyed by the school administration with a witness present.

### **Minute of Silence**

Per Arkansas State Law, PHS will observe a minute of silence each day prior to the morning announcements.

## **Online Learning**

Students will have the opportunity to apply for online courses through various providers. Students who enroll in online courses will be expected to treat the course like any other local course. ADE seat time requirements must be met in order to receive credit in the online course. Students will be allowed to drop the online course just as they can in a local course. Within the first 3 weeks of beginning the course, a student may request to drop the course. Beyond three weeks the students will be required to remain in the class and take the grade earned. Courses will be either semester or yearlong courses depending on the provider's curriculum.

Students will apply for enrollment in an online course. Course availability is limited and subject to administrator approval. These online courses are at no cost to the student but, if the course is dropped or not completed due to lack of effort, a fee may be assessed. Enrollment is limited; therefore, students should respect the opportunity granted to them to enroll in such a course.

## **Outside Food and Drink**

Students are not allowed to bring outside food or drink to their classrooms. Students who bring their lunch must keep it in their locker. Parents may bring a lunch for their student, who will be responsible for picking the lunch up through the office.

Sunflower seeds are not allowed in the hallways or classrooms.

## **Parent-Teacher Conferences**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent-teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent-teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

## **Parties**

Class parties require permission from the Principal. Class time will not be used to secure ice, cold drinks, or food for parties so as not to disturb other classes.

## **Pledge of Allegiance**

According to Arkansas State Law, the Pledge of Allegiance will be recited at the beginning of school every day.

## Privacy of Student Records

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of their student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purpose related to the student's enrollment or transfer.

The district shall receive written permission before releasing educational records to an agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests:

- o It is in the sole possession of the individual who made it
- o It is used only as a personal memory aid
- o Information contained in it has never been revealed or made available to any other persons except the maker's temporary substitute.

For purposes of this policy, a school official is a person employed by the schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For purposes of this policy a school official has a legitimate educational interests if he official need to review an education record in order to fulfill his/her professional responsibility contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's casework or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over 18). For the District to release the student's PII without getting permission:

- o The student must be in foster care
- o The individual to whom the PII will be released must have legal access to the student's case plan
- o The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses personally identifiable information (PII) from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect health and safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student

or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information necessary to protect the health and safety of the student or other individuals.

For purposes of this policy, the Paris School District does not distinguish between custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If a court order exists, which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the Principal and the Superintendent. The school will make a good faith effort to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court, which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building Principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public. "Directory information" includes a student's name, address, telephone number, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, other interscholastic activities, or the school studio lab), the publication of such information will be beyond the control of the District.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building Principal's office no later than ten (10) days after the beginning of each school year. Failure to file an objection by that time is considered specific grant of permission.

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents or students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the US Department of Education at

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Promotion/Retention - Secondary**

Each school in the Paris School District shall notify, in writing, parents/guardians, and students within the first nine weeks of school of the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included in the quarterly grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held at any time in an effort to improve a student's academic success.

A disservice is done to students through social promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student, the final decision to promote or retain shall rest with the principal.

Students who do not score proficient or above on End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in a remediation program before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade. Successful completion of a remediation program will be defined as 80% attendance and gains in the subject area as measured with a pre- and a post- test.

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

## **Regulations for Activities**

All school related activities are subject to the following guidelines:

- Time, date, and meeting places must be registered in the Principal's office.
- All groups working during or after school on PHS related activities must be under the direct supervision of school district personnel at all times. The supervising teacher must be named at the time of registering the event.
- One or more PHS faculty members must attend all social activities, approved by the school. Parents and other staff may help supervise as well.
- Participation in any activity is a privilege, which may be withdrawn at the discretion of the faculty and administration.
- When social activities require special custodial attendance, the sponsoring organizations will be required to pay for the service.
- All activities related to school or scheduled by outside sources must follow the Facilities Usage Agreement and protocol.

## **Residence Requirements**

Definitions:

"Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

“Residential Address” means the physical location where the student’s parents, legal guardians, persons having legal lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use such a residential address only if he/she resides at the same residential address, and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

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

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

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

The children or wards of any person who is at least a half-time employee of this district or of the education coop to which the district belongs but reside in another district are eligible to enroll in District schools.

### **Reporting to Parents**

Parents/guardians of each student shall be required to come to the school at the end of the first nine weeks and during the third nine weeks grading period of each school year. There they will talk with the teachers and pick up the students’ report cards or progress reports. Parents/guardians of any grade level shall be notified and reasons for retention shall be communicated to them. The school shall keep a record of parent/guardian participation or non-participation in the required conferences.

### **Schedule Changes**

Due to the complexity of the scheduling process, and the number of students involved, once schedules have been approved, no changes will be made after five (5) school days of a given semester unless a conference with parents, teachers, student, Principal, and Guidance Counselor is held.

### **Scholarships**

There are a number of colleges, which offer scholarships to deserving graduates whose records and department have been exemplary. As a rule, the colleges give preference to members of the class who are in the upper ten percent scholastically and/or score significantly high on the ACT, PSAT, or SAT. You Counselor will be able to give you specific information on scores, scholarships, and colleges. Applications for these scholarships must be made through the counselor of the high school.

Student loans are also available to deserving students who are interested in continuing their

education. For information concerning loans or the financial aid for a college, a student should contact the counselor.

### **School Pictures**

A commercial photographer takes school pictures. These are keepsake type pictures. The photographer will furnish the school with a picture of each student for the school yearbook. Make-up dates will be set each year. If you miss getting your picture taken, it will be omitted from the yearbook.

Pictures are also taken at special events such as the prom. The school assumes no liability for who is in the photos that are taken. It is the responsibility of the student paying for those pictures to inform the photographer what picture groupings they want to have taken. Only the student whose name appears on the package will be allowed to pick up the pictures.

### **Semester Test Policy or Final Exams**

All students will take the first/fall semester tests that are given by teachers at PHS. Students that have an A or B average and no more than five absences for the second/spring semester will be exempt from second/spring semester tests. All other students will take the second semester tests. Semester grades will be calculated with each nine-week grading period receiving 40% and semester test score receiving 20%.

### **Solicitation by Students**

No solicitations of funds or drives may be conducted without the approval of the Principal and/or Superintendent.

### **Student Use of School Property**

The use of school property without proper permission will be considered unlawful. Being in a school building without a specific teacher in charge of the activity will be considered trespassing and will be dealt with accordingly.

### **Summer School Programs**

Students (or their parents) who fail should consult the Principal or Guidance Counselor concerning programs of summer study that may be available.

### **Telephone Calls/Message Delivery to Students**

The office telephone is a business phone and not for student use. Parents should not call the school for their children except in an extreme emergency. All other arrangements need to be made before or after school. If a message is required to be given to the student by parent/guardian, the office must receive the message by 1:15 p.m. Students will not be allowed to use the office phone unless there is an extreme emergency or illness.

Messages from a student's employer, or family member other than parent/guardian will NOT be taken.

### **Textbook and Equipment**

Textbooks are furnished by the state and are issued at the beginning of the school year. State law clearly defines the abuse and destruction of state property. This includes buildings, grounds, furniture, and textbooks. The following charges will be made regarding the abuse of textbooks:

- Lost book- Full replacement cost
- Destroyed book- Full replacement cost

- Tearing out pages- Full replacement cost
- Marking and writing in a book- a cost equivalent to the de-valued cost of the textbook.

When a student drops or transfers, all books must be returned to the office before any transfer records will be sent to another school.

Chromebooks issued by the school to students fall under the same guidelines as “Textbooks and Equipment”. More detailed policies on expected Chromebook usage and care can be found under **Chromebook Policies and Usage**.

### **Transcript & GPA Information - Requests**

All requests for transcript copies, school records, current grade point average or other like requests or questions should be directed to the Counselor’s office.

### **Transfer Between Schools**

The Paris School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis in the regular school board meeting in August and December.

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

Any student transferring from home school, or a school that is not accredited by the Department of Education, to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person’s expulsion has expired.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student’s parents. The District and the resident District may enter into a written agreement with the student or student’s parents to provide transportation to or from the District, or both.

### **UAFS/WATC/ATU-Ozark Classes**

Students in their junior and senior years of high school have the choice (with principal approval) to take part in several off-campus Concurrent Credit classes. Contact the Counselor for more information.

### **Visitors**

The Paris High School is a CLOSED CAMPUS. Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for the purpose other than to attend an activity open to the general public, are required to first report to the school’s main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are

permitted on a limited basis with the principal's prior approval and the teacher's knowledge. Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

#### *Contact With Students While at School*

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the Principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the Principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student is above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency due to a court order, the Principal or his/her designee shall make a good faith effort to contact the student's parent, legal guardian, or person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

Principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the social services with a court order signed by a judge. Upon release of the student, the Principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the Principal or designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call the Principal or designee, and leave both a day and an after hours telephone number.

#### **Walkway Traffic**

- Keep lines parallel to the wall at the drinking fountains so others may pass.
- Walk single file to avoid blocking walkways.
- Keep feet and books out of aisles.
- Do not push or try to trip anyone.
- Be courteous in passing to and from classes.
- Walk don't run.

#### **Wellness Policy**

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but also with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions, which improve the health and physical activity of our students.

Goals – In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district efforts to

- Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
- Implement a grade appropriate nutrition education program that will develop an awareness of an appreciation for nutrition and physical activity throughout the curriculum;
- Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
- Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
- Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
- Not use food or beverages as rewards for academic, classroom, or sports performances;
- Ensure that drinking water is available without charge to all students;
- Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
- Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
- Establish no more than nine (9) school wide events, which permit exceptions to the food and beverage limitations, established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
- Abide by the current allowable food and beverage portion standards;
- Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and ala carte foods served in the cafeteria;
- Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
- Conform new and or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV;
- Provide professional development to all district staff on the topics of nutrition and/or physical activity; and
- Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

Advisory Committee – To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age appropriate recommendations are made which correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and report to the board.

## **Withdrawal from School**

Students who are withdrawing from school should present a request from their parents, and must return all textbooks and other school property to the office before they can officially withdraw from school. They must be cleared through the office of all fines and service charges due.

## **SECTION IV Clubs and Activities**

Paris High School endeavors to promote participation by every student in extracurricular activities. However, a student's activities should not be detrimental to his/her class work. In addition to the organizations presently in existence, if a number of students desire to organize a club and can get a member of the faculty to serve as their sponsor, they may do so. Since the Student Council was organized to coordinate student activities and petition for a new organization, a request must be submitted to the Student Council and be approved by the Principal. Regular meetings of organizations will be held in accordance with a schedule prepared by the Principal.

The Student Council has adopted resolutions:

- Help encourage the use of responsible students as leaders.
- Help encourage a sharing in leadership training by a maximum number of students.

These resolutions have specified that office holders should have grades averaging "C" or better; they should not have created disciplinary problems, they should have been enrolled at PHS the previous year; and, they should not hold more than one presidency. Officers will be nominated according to a procedure, which has been approved by the respective organizations, and the secret ballot should be the manner of voting in order to encourage free exercise of voting.

Each student organization should maintain and secure its records including minutes of meetings and a constitution. A newly elected secretary should obtain records from the retiring secretary.

## **SECTION V CHEMICAL SCREEN TEST POLICY FOR PARIS SCHOOLS**

The Paris 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 Paris 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:**

- To allow the students of Paris Schools to know that the school is concerned about their total wellbeing. The School District is interested in helping the students who may be having problems.
- 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.
- To confirm and support state laws which restrict the use of such mood-altering chemicals.
- To assist students of Paris Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.

- To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
- To deter chemical abuse or misuse by all students through the use of random drug testing.

### **Scope**

The provisions of this policy apply to students in Paris Schools in grades seven through twelve. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in the Paris School District.

### **Definition**

*Illegal Drugs* are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which the Food and Drug Administration control unless prescribed by a licensed physician.

### **Prescription Medication**

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

### **Consent Form**

Students and parents/guardians will be strongly encouraged to sign a consent form for random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the normal class day) and/or to park on school district property or drive to school until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first week of school. Students moving into the district during the school year must sign the consent form during the first week of enrollment. No student will be allowed to sign the consent forms after these dates.

### **Due Process**

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. The number of names drawn will be no less than (2%) or no greater than (15%) of the students in grades six through twelve. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

### **Testing Agency**

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

**Cost**

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

**Refusal to Consent to Testing**

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings, participate in any activities, or park on campus.

**Refusal to Submit to Testing**

Any participant who refuses to submit to random drug testing and/or retesting is considered having tested positive.

**Testing Procedure**

All test results from the laboratory will be communicated to the Superintendent or his designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will 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 sign an additional consent form.

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

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongs (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will 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 processing area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for a valid specimen after two hours, the student will be considered to have tested positive. The student will either fall under the conditions of positive testing, or the student may pay for a test completed at a testing sight selected by the school district. The student will be responsible for the entire cost of testing. The test must be completed within twenty-four hours from the time the first specimen. The student will be ineligible until the results are delivered to the school. The student will be provided reasonable amounts of water for drinking and a two-hour time period to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.
7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

## **Analysis Process**

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to a SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

## **Results and Notification**

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

## **Records**

All records concerning chemical abuse testing will be maintained by the superintendent or his designee in a separate, locked file.

The records will not be kept in a student's regular file. Only the superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his chemical abuse testing records upon written request.

## **First Positive Test**

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor. Counseling/rehabilitation through our Wellness Center will be **required** for the student who tests positive. The counseling services experts will make the determination when the student can be released from their services. Any counseling/rehabilitation service costs outside of the Paris School District Wellness Center will be the responsibility of the student and/or parent.

The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any extracurricular (any activity outside the regular school day) activities or park on campus. The student may not wear his/her uniform to school until the probation has been lifted. The student may continue to practice with a squad or team, but may not attend, nor participate in any extracurricular activity during the probation period. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probation period. In order to regain eligibility after the thirty day probation period, the student must be tested again at the District's expense and a written copy of the results will be given to the superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the District's chemical screening company and at the district's expense.

*Exception:* A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's

written opinion details said residual effects of that particular substance.

### **Second Positive Test**

For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. A second positive screen could come from the second positive test or a result of a re-screen at the end of a probation period. This will be administered by the district's chemical screening company and at the district's expense. Counseling again will be required through our Wellness Center.

### **Third Positive Test**

For the third positive result, the student will be permanently suspended from participating in or attending any activity program and park on campus for the remainder of his/her enrollment with the school. A third positive screen could come from the third positive test from the random pool or a result of a rescreen at the end of a probation period. Counseling again will be required through our Wellness Center.

### **Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs. The result of any drug test pursuant to this policy will not be documented in any student's academic records.

## **SECTION VI**

### **Student Acceptable Use Guidelines and Permission Form for Network, Internet, and Personal Electronic Devices**

*Parents, please carefully read this complete document, review its contents with your son/daughter, and sign the Student User Agreement and Parent/Guardian Permission section at the end of this document.*

This signed agreement is kept on file at the school and is valid only for the school year in which it was signed. In order to rescind the agreement, the student's parent or guardian, or the student who is at least 18 years old, must provide the Superintendent of Schools with a written request. Any questions or concerns about this permission form or any aspect of the computer network should be referred to the school's Principal.

Network storage areas may be treated like school lockers. Administrators and/or staff may review files and communications to maintain system integrity and insure that users are using the system responsibly

Users should, therefore, not expect that files stored on school servers will always be private.

### **Introduction**

We are pleased to offer students of the Paris School District access to the school's computer network resources and the Internet. In making decisions regarding student access to the Internet, the Paris School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now considered to be necessary educational skills.

Access to the Internet enables students to explore thousands of libraries, databases, and other

resources. The faculty of your child's school has received professional development training on how to blend thoughtful use of the Internet throughout the curriculum as well as how to provide guidance and instruction to students in its proper use. Therefore, all students in Paris School District will be instructed in how to use the Internet safely and appropriately. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites that have been evaluated prior to use. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of providing student's access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To use these resources, all students must sign and return the attached form and must obtain parental permission.

### **Purpose**

The school's goal is to keep students safe and focused on learning while allowing students the benefit of everything technology has to offer. If a parent wants their student to have access to the Internet or other technologies while at school, the parent or guardian will have to complete the Student and Guardian Permission Form.

Each student who plans to participate in using any of the school's Internet connected technologies will have to complete a session on Internet Safety. The school prohibits during school hours the use of any technology or Internet usage that does not directly contribute to the learning goals set forth by the school.

Personal electronic devices should not be used by students during school hours. Personal electronic devices should not be used to violate the privacy of any other individual on the school campus. The school cannot be responsible for student's electronic devices or the use of the device on school property or damages or purchases that may occur.

### **Definitions:**

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, digital cameras, document cameras, interactive white boards, projectors, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable television, telephone, and fax equipment; language lab equipment; all software and titles, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

### **Internet Safety**

The safety of our students is of utmost importance. Educating the students about the proper and safe use of the Internet is a priority. An Internet Safety curriculum is taught by the technology coaches and/or guidance counselors at each school. This curriculum will address ethical use of the Internet, online safety and cyberbullying.

Rules and guidelines for safe Internet use are posted near all computers where students have Internet access. Teachers are trained in using these rules and guidelines and are required to review them with their students at the beginning of the school year.

Email, chat rooms, and other forms of direct electronic communications are prohibited unless temporarily allowed by a teacher or administrator in a controlled situation.

### **General Internet Use**

Internet access is provided for students to conduct research, complete assignments, and communicate with others. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. As such, general school rules for behavior apply, and users must honor the agreement they have signed on the Student

User Agreement section of this document.

Any violations of this Acceptable Use Policy may result in a loss of access as well as other possible disciplinary and/or legal actions. Any disciplinary action taken will be in accordance with the Student Policy Handbook and at the discretion of the building principal. Based on the acceptable use guidelines stated in this document, the system administrators will deem what is inappropriate and their decision is final.

Misuse of the District's computer network includes, but is not limited to, the following:

- accessing the network or any other resources in the Paris School District without a signed user agreement
- using the Internet for non-educational purposes
- sending, displaying or gaining intentional access to materials which are 'harmful to minors' as defined by law;
- sending, receiving, viewing or downloading illegal material;
- using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- using any form of direct electronic communication (including email, instant messaging, chat or social networks) unless under the direction of the instructor for a class activity directly supervised by a staff member;
- using abusive or profane language on the system;
- using the system to harass, insult, or verbally attack others or participating in "cyberbullying" such as personal attacks and/or threats on/against anyone;
- posting anonymous messages on the system;
- using encryption software;
- wasteful use of limited resources provided by the school including bandwidth, storage space, paper and ink/toner;
- causing congestion of the network through unauthorized use of high bandwidth applications such as audio/video streams or lengthy file downloads;
- deleting, copying, modifying or forging the data of another user;
- obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- gaining or attempting to gain unauthorized access to resources or files;
- identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- invading idle privacy of individuals;
- divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, phone number or identifiable photo.
- using the network for financial or commercial gain;
- theft or vandalism of data, equipment, or intellectual property;
- hacking or attempting to gain access or gaining access to student records, grades, or files;
- introducing a virus to, or otherwise improperly tampering with the system;
- degrading or disrupting equipment or system performance;
- creating a web page or associating web page with the school or school district without proper authorization;
- providing access to the District's Internet Access to unauthorized individuals;
- failing to obey school or classroom Internet use rules;
- taking part in any activity related to Internet use which creates a clear and present danger or the substantial disruption of the orderly operation of the district or any of its schools
- damaging or modifying computers, computer systems, or computers networks;

- moving, deleting or altering any applications or files that belong to the system, school or other users;
- use of any software and or website designed to circumvent the district security software or Internet filter; or
- unauthorized downloading or installing of software to any district owned electronic device;
- attaching a computer or device that is not the property of Paris School District.

### **Cell Phones and Personal Electronic Devices**

A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. During the school day, students shall not use personal communication devices, such as cell phones, MP3 players, iPods or pagers, while on school property during school hours. For after school activities, the use of these devices shall be at the discretion of the activity sponsor. Students that are observed to be using any personal electronic device will have it confiscated. All confiscated devices will be turned in to the principal or assistant principal. Confiscated devices will be kept in the office until picked up by a parent or guardian. Any additional consequences for offenders are listed in each school's handbook. The administration may grant a student permission to use a personal communication device at their discretion. The school system does not assume responsibility for any of these devices that may be lost, damaged, stolen, or confiscated.

**Paris School District  
User Agreement and Parent Permission Form  
For Network, Internet, Cell Phone, and Personal Electronic Devices**

The Acceptable Use Policy for Paris School District is approved by the Paris School District Board of Education. The policy and records of violations are reviewed by technology staff and administrators periodically during the school year and annually each June.

The Paris School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for:

- loss of data resulting from delays or interruptions in service
- the accuracy, nature, or quality of information stored on storage devices
- the accuracy, nature, or quality of information gathered through school-provided Internet access
- unauthorized financial obligations resulting from district-provided access to the Internet.

**SECTION I: Student User Agreement**

As a user of the Paris School District's computer network and Internet connectivity, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

Student's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**SECTION II: Parent/Guardian Permission**

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and that, even though the Paris School District uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. I hereby give permission for my child to use the Internet and programs provided by the school system for educational purposes.

Parent/Guardian's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

## **SECTION VII**

### **PUBLICATION OF DIRECTORY INFORMATION**

Parent of a student or a student eighteen (18) years of age or older will indicate my decision to the publication by the Paris School District of directory information, as defined in Policy 4.13 (Privacy of Students' Records), concerning the student named on a signature form provided by the school.

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

I understand that the signature form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year in order for the District to be bound by a "NO" objection. Failure to file this form within that time is a specific grant of permission to publish such information.

## **SECTION VIII**

### **PHS STUDENT-PARENT STUDENT HANDBOOK & DISCIPLINE POLICY ACKNOWLEDGEMENT**

Parents/guardian and student have received discipline policies of the Paris School District as outlined in Act 104 of 1983 First Extraordinary Session of the General Assembly of the State of Arkansas and policies of the Paris Board of Education.

The law states that parent/guardian and student must sign the signature form provided by the office and return to the school to be kept on file in the Principal's office.

### **PHS Guidelines on Special Events – Student/Teacher**

**\*Administration reserves the right to change or alter guidelines\***

#### **Prom:**

1. Prom must be a total collaboration between junior and senior classes, i.e. all fees, decorating, and clean up split among two classes.
2. All sponsors must attend or find a replacement sponsor.
3. The age limit for out of school dates is 20 years old. Prom dates cannot turn 21 prior to Prom Night.
4. A committee will be formed made up of an equal number of juniors and seniors to decide the theme, food, decorations, etc.
5. Seniors will pick the location of the prom.
6. Students will vote for the King/Queen at the prom; must be seniors to win King/Queen.
7. Non-sponsors attending may have to pay for their own meal unless they are attending in place of a sponsor who cannot attend.

#### **Homecoming/Winter Court:**

- Only the Queen gets a Crown.
- Five seniors and two per grade chosen.
- Dress Code – Church Dress – girls; Black pants & jersey – boys
- The Queen will be announced at the game.
- Assembly will take place in the auditorium.

- Committee of teachers will be in charge of homecoming.
- Student Council will be in charge of dress up days. Must be approved by administration.

#### **Field Day:**

- A year long competition – attendance, GPA, participation, tardies, discipline referrals, etc. in addition to the games competition on Field Day.
- Prize for the winning class will be chosen at the beginning of the year when the process is explained.

#### **Senior Trip:**

- In order to attend, student must have an acceptance letter from a college; have their FAFSA filled out; and have taken the ACT.
- Class has to come up with a way to pay for the trip.

#### **Graduation:**

- No parents on the floor taking pictures.
- Only board members will be allowed to pass out diplomas.

#### **Pageant:**

- English teachers will help make sure students have an opportunity to take their name off the list.
- Once a student is chosen to be in the pageant, students may not remove their name unless it is a dire emergency.

#### **Club Sponsors:**

- Each club will provide a description of their club, the requirements, any dues, etc.
- EAST students will create a document to share with all students about clubs.

#### **Fundraisers:**

- Field Day shirts – freshman class sell
- Homecoming shirts – junior class sell
- Winter Court shirts – sophomore class sell
- Trash Pick Up at FB games
  - Junior High Games – junior class
  - Senior High Games – sophomore class

#### **Release the Eagles:**

- If possible, we will hold this at the beginning of Field Day

#### **Honor's Reception:**

- Give students a letter at school AND send it home to the parents.
- Eventually eliminate Academic All Stars

#### **Athletic Banquet:**

- Fall Banquet for volleyball, football, tennis, golf, cross country
- Spring Banquet for basketball, softball, baseball, track
- Hand out letters, patches, etc.

#### **Senior Night:**

- NO GIFTS to the athletes.
- Introduce parents with athlete.
- Athlete present mother with flower.
- NO FRESHMAN NIGHTS

#### **Open House:**

- Stagger times more so that parents with children in all three buildings can make all three open houses.

## **PHS CHROMEBOOKS**

The mission of the 1:1 program in Paris High School is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. PHS endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. College Ready. Career Ready. Life Ready.

### **1. Receiving Your Chromebook**

- **Parent/Guardian Orientation:** All parents/guardians are required to attend an orientation and sign the PHS Chromebook Agreement before a Chromebook can be issued to their student. Orientations will be held prior to the start of school and during transfer/new student registration.
- **Chromebook Distribution:** Students will receive their Chromebooks and cases during Open House. Students must sign the PHS Chromebook Agreement at the time they receive their Chromebooks. Students that miss Open House will be able to pick up their Chromebooks from the Media Center within the first 10 days of school. All students need to have their Chromebooks in hand within the first two weeks of school.
- **Transfer/New Student Distribution:** All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from either the office or Media Center. Both students and their parents/guardians must sign the PHS Chromebook Agreement prior to picking up a Chromebook.

### **2. Returning Your Chromebook**

- **End of Year:** At the end of the school year, students will turn in their Chromebooks and cases to their Advisor. Failure to turn in a Chromebook will result in the student being charged the full \$275.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- **Transferring/Withdrawing Students:** Students that transfer out of or withdraw from PHS must turn in their Chromebooks and cases to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$275.00 replacement cost. Unpaid fines and fees of students leaving PHS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

### **3. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

#### **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be

a tripping hazard.

- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

### **Cases**

- Students will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their device.

### **Carrying Chromebooks**

- Always transport Chromebooks with care and in PHS-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Engraving**

- All Chromebooks will be engraved with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

## **4. Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Department.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The Media Center will contact students when their devices are repaired and available to be picked up.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the media center and cafeteria available to students on a first-come-first-served basis.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

#### Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

#### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the media center. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

#### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

#### Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### 5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the PHS Technology Use Agreement, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

### 6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

#### Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### 7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in

or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

## **8. Software**

### Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

### Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **9. Chromebook Identification**

### Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

## **10. Repairing/Replacing Your Chromebook**

### Repairs

- All Chromebooks in need of repair must be brought to the Media Center as soon as possible.
- The Tech Department will analyze and fix the problems.

### Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Tech Department.
- Estimated Costs (subject to change) - The following are estimated costs of Chromebook parts and replacements:
  - Replacement - \$275.00
  - Screen - \$50.00
  - Keyboard/touchpad - \$50.00
  - Power cord - \$30.00

## **11. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

- Monitoring Software: Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on

student Chromebooks.

## 12. Appropriate Uses and Digital Citizenship

1. School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
2. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
3. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
4. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
5. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
6. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
7. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**PARIS HIGH SCHOOL ALMA MATER**

(Tune: Tannenbaum)

Stand up for dear old Paris High  
Praise her colors blue and white.  
Sing out all you from Paris High  
In Whose Glory we delight.

Eagles soar o'er lofty peaks,  
The living symbol of our team.  
The students' cheers sound o'er the hills,  
Echo in a lasting stream.

Oh! Eagles lead us to the foe,  
Ever fighting for the right.  
They are bearing our true colors.  
Ever fighting for the right.

Oh, Alma Mater, Paris High  
We Praise your fame and glory won.  
Hold high her royal banner,  
Daughter each and native son