

Dear Parents,

The families that attend Booneville School District are very important to me. Please let me take this opportunity to welcome you and your children to our schools for the 2022-2023 year. Booneville School District has a longstanding tradition of “Pride.” I take these words to heart as together we embark on a new school year.

During the summer months, the school board, administration, faculty and staff worked very hard to update our facilities, study the curriculum and best practices, and prepare all of our resources to better be able to support students when they return in the fall. Along with these tasks we thoroughly reviewed and revised our student handbooks. There is a variety of stakeholders involved in this process including: parents, students, administrators, community members, and board members. I would like to thank this group for their time and for providing input.

The purpose of the student handbook is to outline privileges, responsibilities, essential information, and important Board of Education policies and laws. The policies and procedures outlined in this handbook are designed to create and maintain an environment in which all students have the opportunity to learn in a safe environment. We ask that you carefully read this handbook and partner with your children’s teachers to implement and follow the policies and procedures that are contained within it.

I look forward to partnering with you in the upcoming year!

Sincerely,

Trent Goff  
Superintendent  
Booneville Public Schools

**Handbook accepted by the School Board on July 2022**  
**Dustin Garrett-President**  
**Amy Daniel- Vice President**  
**Mark Wooldridge- Secretary**  
**Clay Crowley**  
**Todd Tatum**  
**Eric Jones**  
**Robert Haynes**

## **EDUCATIONAL GOALS OF BOONEVILLE SCHOOL DISTRICT**

- To teach the basic skills of communication and computation
- To provide a variety of experiences, activities, and materials to meet individual differences of all students.
- To develop social and civic responsibility, as becomes a good citizen
- To promote motivation for maximum student attendance
- To develop a respect for law and its place in society
- To develop the ability to think clearly and logically
- To develop desirable attitudes, such as cooperation and respect for the rights of others and self
- To develop a respect for public property, and in fact, all property
- To develop an appreciation for the worth of the individual without regard to his position or material possessions
- To develop safe, sound, and sane leadership
- To develop the wise use of leisure time
- To promote an appreciation of the moral and ethical values of life and habits of living which conform to the highest moral standards
- To develop a broad and deep understanding of democracy as a way of life, as a form of government, to inculcate a deep desire to practice and appreciate the principles of democracy above all other forms of government.
- To develop the student's curiosity, zeal, and independence to the extent that he will strive to carry forward his own education without need of formal instruction.
- To develop self-reliance and self-confidence
- To develop an appreciation of the dignity of honest toil and good workmanship in all walks of life
- To offer integrated course work and activities that are useful in career areas as well as daily living, and to develop an appreciation of the importance of making a wise choice of a life's vocation
- To develop an appreciation of the importance of a good home and the meaning of worthy home membership
- To develop a growing appreciation of the importance of good health, and the importance of the cultivation of sound health as fundamental to one's happiness and success in life
- To develop insights for the wise use of financial resources
- To develop an appreciation of the contributions of other races and cultures to our society
- To develop an appreciation for the conservation of natural resources

August 2022						
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## 2022 – 2023 Booneville School District

### AUGUST

15 – First Day of School

### SEPTEMBER

5 – Labor Day (No Students)

13 – P/T Conferences

### OCTOBER

12 – End 1<sup>st</sup> Quarter (42 Days)

### NOVEMBER

21-25 – Thanksgiving Break

### DECEMBER

16 – End 2<sup>nd</sup> Quarter (42 Days)

19-30 – Christmas Break

### JANUARY

2 – Professional Development  
(No Students)

3 – Students Return to School

16 – MLK Day

### FEBRUARY

16 – P/T Conferences

17 – Winter Break Day

### MARCH

10 – End of 3<sup>rd</sup> Quarter (47 Days)

20 thru 24 – Spring Break Week

### APRIL

7 – Good Friday (No Students)

### MAY

24 – End 4<sup>th</sup> Quarter (47 Days)

February 2023						
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July 2023						
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\*The numbers beside many of the headings in this handbook represent the reference numbers of the Arkansas School Board Association's recommendations. As school law changes each year, these numbers will help us to stay up to date.

## **STUDENT HANDBOOK**

It shall be the policy of the Booneville School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

### **ATTENDANCE**

Students in grades K-12 are required to schedule and attend at least 360 minutes of regularly scheduled class time daily, unless all graduation requirements are met by state law.

### **COURSE ENROLLMENT OUTSIDE OF DISTRICT**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

### **ABSENCES**

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

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

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

### **EXCUSED ABSENCES:**

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

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

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

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

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

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

### **UNEXCUSED ABSENCES:**

Absences that are not defined above; do not have an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing on loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with more than 7 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the



principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 3 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

## **TRUANCY**

The Board of Education shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under eighteen (18) years of age to attend school regularly except for legal absences as defined by state law. If a student under eighteen (18) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

## **STUDENT CONDUCT BEHAVIOR CODE**

The teachers, staff, and administration of Booneville School District believe that good order and conduct is necessary before teaching begins. These expectations include respect for public property and the property of other students, and interruption-free environment where students can learn, an environment that is healthy and safe. The written rules are an effort to specify these expectations. The disciplinary rules are written with the intent of consistency. Any administrator and/or teacher in district shall have authority and responsibility to correct any misconduct on the grounds, in the cafeteria, in the classroom, and at school functions at home or away.

Building administrators have both the authority and duty to take disciplinary action whenever the behavior of the student(s) materially interferes with or substantially disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of the school. It is important to note that while consistency in disciplinary actions is the goal of the building administrators, there are federal laws which pertain to students who have special needs that prohibit the enforcement of some rules in this student handbook for those students that qualify for services under said laws.

Notice of rules and regulations existing at the Booneville School District shall be disseminated to students and their parents by way of student assemblies, public announcements, and the student handbook. It is required by law that each student returns the first page of the student handbook signed by both the student and parent/guardian. The page will be kept in the student's file as proof that both the student and parent/guardian have received a copy of the handbook, are aware of the guidelines and policies that govern the school and district and agree to adhere to these guidelines and policies. Failure to return this page will result in student suspension. Building administrators have the authority to move within the range of punishments to more appropriately address individual misbehavior and/or promote the best interest of the overall safety and security of the entire student body. Building administrators reserve the right to punish behavior that is not conducive to good order and discipline even though such behavior is not specified in the handbook.

## **EXPECTED STUDENT BEHAVIOR**

Students that attend Booneville Schools are expected to follow the following general guidelines:

- Students will be in their seat when the bell rings.
- Students will bring adequate study materials to class daily.
- Students will comply immediately and courteously with any reasonable request of any staff member.
- Students will behave in a cooperative and non-disruptive manner at all times.
- Students will be truthful at all times.

## **CLASSROOM RULES**

Classroom rules and consequences are established by each individual teacher. Teachers will use appropriate classroom rules/procedures. These will be communicated with parents at the beginning of each school year.

## **CONDUCT TO AND FROM SCHOOL**

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

## **DRESS CODE AND GROOMING**

The Booneville Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment

conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency. ***\*\*For specific dress code rules and regulations, refer to the individual school sections throughout this handbook.***

## **PROHIBITED CONDUCT**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
8. Sharing diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
17. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
18. Hazing, or aiding in the hazing of another student.
19. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited; and
20. Sexual harassment.
21. Bullying
22. Operating a vehicle on school grounds while using a wireless communication device; and
23. Theft of another individual's personal property
24. Carrying messages/Spreading malicious rumors
25. Misuse of Internet
26. Gum Chewing
27. Any other misconduct which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding rules.
28. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations whether electronically, on a data storage device, or in hard copy form.
29. Students are not allowed to do any piercing on school campus.

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

## **DISRUPTION OF SCHOOL**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or school resource officer.

## **BULLYING POLICY**

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

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

### ***Definitions:***

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

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

**Electronic act** means without limitation a communication or image transmitted by means of an

electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

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

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

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

**Cyber-bullying of School Employees** is expressly prohibited and includes, but is not limited to:

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

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

- Sarcastic comments "compliments" about another student's personal appearance, or actual or perceived attributes;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
- Demeaning humor relating to a student's actual or perceived attributes;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings;
- Threats of harm to student(s), possessions, or others;
- Sexual harassment; and/or,
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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

## **FIGHTING**

Students must not attempt to settle their problems by fighting. In the event, a boy or girl does get into a fight, either on this campus or over at the other campuses while loading or unloading buses, the participants may be suspended from school. The administration will review the circumstances leading to the fight and determine whether to suspend or use other disciplinary measures.

## **DISCIPLINE**

The Booneville Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. Student discipline may range from a verbal reprimand to expulsion. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the 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 discipline policies annually and may recommend changes in the policies to the Booneville School Board. The Board shall approve any changes to student discipline policies. The District's student 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 parent 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 reports 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 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.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

1. Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Disabled students may be excluded from school only in emergencies and only for the duration of the emergency in no case should a disabled student be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
6. There is a staff member designated as a grievance officer for Act 504.

### **DISCIPLINARY RANGE OF INTERVENTIONS**

Disciplinary consequences may range from a minimum of verbal reprimand to a maximum of expulsion. Students who commit offenses are subject to the following consequences. These consequences identify permissible punishment, which may be used separately or in combination, for established violations of policies, rules, and regulations of the district. This list is not in the order of application:

- Verbal reprimand
- Communication to parent by note or telephone
- Conference with parent at school
- Restitution for damages
- Removal of school transportation privileges
- Detention
- Saturday detention (1/2 day 8:00 AM to 11:00 AM & full day 8:00 AM to 2:00 PM)
- Exclusion from extracurricular activities
- Corporal punishment
- Referral to school counselor
- In school suspension (ISS)
- Probation
- Out of school suspension (OSS)

- Referral to law enforcement agency: (Note: **This may result in the student being issued a citation. Parent will be notified if possible the day of the citation.**)
- Referral to outside agency
- Tardy
- Suspension until parent conference
- Expulsion
- Other disciplinary techniques deemed appropriate by the principal

**Rule: Disruption and Interference with School Procedures**

Punishment range: Verbal reprimand to suspension.

**Rule: Damage or Destruction of School Property**

Punishment range: Parent conference and payment for damages to recommended expulsion and police notification.

**Rule: Damage or Destruction or Theft of Private or Public Property**

Punishment range: Return property to recommend expulsion and police notification.

**Rule: Physical, Verbal, or Written Abuse or Assault by a Student on a School Employee or a Person Not Employed by the School**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to the student disciplinary measures.

Punishment range: 10-day suspension to recommend expulsion and police notification.

**Rule: Narcotics, Beverages Containing Alcohol, and Drugs**

Punishment range: 10 day suspension and recommend expulsion and police notification.

**Rule: Weapons, Dangerous Instruments and Contraband**

Punishment range: Verbal reprimand to recommend expulsion and police notification.

**Rule: Insubordination, Disrespect towards School Personnel**

Punishment range: Verbal reprimand to recommend expulsion

**Rule: Tobacco/Paraphernalia**

Punishment range: Saturday School to suspension and confiscation of items and notification to parent/guardian as well as police.

**Rule: Possession or use of a Vape or Vape Paraphernalia**

“Punishment Range: *Each offense will also include the completion of a restorative practices program.*

1st Offense- 3 days of ISS and referral to the School Resource Officer

2nd Offense- 5 days of ISS and a citation from the School Resource Officer (student will go to court with 2 counts of vaping or possession of a vape)

3rd Offense-8 days of ISS and another citation from the School Resource Officer

**Rule: Motor Vehicles Offenses**

Punishment range: 1<sup>st</sup> offense - loss of privileges for 5 days, 2nd offense: - loss of privileges for remaining of semester, 3rd offense: - loss of privileges for remaining school year and police notification.



Rule: Gambling

Punishment range: Verbal reprimand to suspension

**Rule: Fireworks**

Punishment range: Verbal reprimand to recommended expulsion

**Rule: PDA (Public Display of Affection)**

Punishment range: Verbal reprimand to suspension

**Rule: Possession of Hand Held Laser Pointers**

Punishment range: Verbal reprimand to recommended expulsion

**Rule: Bullying**

Punishment range: Verbal reprimand to recommended expulsion

**Rule: Gangs**

Punishment range: 1<sup>st</sup> offense: 10 days suspension, 2nd offense: 10 days suspension and recommended expulsion

**Rule: Lying to Teachers, Staff, or Administrators**

Punishment Range: Verbal reprimand to Suspension

**Rule: Habitual Unacceptable Behavior**

Punishment Range: Detention to Recommended expulsion

**Rule: Fighting**

Punishment Range: Out of School Suspension to Recommendation of Expulsion

**Rule: Non-Narcotic Drugs**

Punishment Range: 3 days Out of School Suspension to recommended expulsion and police notification

***\*\*For Specific discipline guidelines for each school, refer to the individual school sections of this handbook.***

## **DEFINITIONS OF OFFENSES:**

- **Assaults:** Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as intentionally, knowingly, or recklessly causing or threatening to cause serious bodily injury to another person. Additionally, students commit assault if they intentionally or knowingly cause physical contact with another student when students know or (should reasonably) believe that the other student(s) will regard the contact as offensive or provocative.
- **Abuse:** An item is abused when it is used in an improper way.
- **Bullying:** A student will not inflict any written or verbal expression or physical act or gesture, or pattern thereof, that is intended to cause distress or fear upon a student. (Act 681).
- **Eating/Drinking at Inappropriate Times:** Consumption of food, candy, or drinks other than at noon or after school unless approved by an administrator is prohibited.
- **Fighting:** Any altercation where the intent is to inflict harm to others by means of physical contact is fighting. Students will be considered to be fighting any time they take the offensive physically in an altercation. Students are encouraged to seek a faculty or staff member to help prevent a fight. Defending one's self will not be an excuse to hit, shove, kick, or make any other contact that is considered to be taking the offensive in the opinion of the investigating administration.
- **Forgery:** Signing you name or another's name to a document is forgery. Students forging parents' signature will be disciplined according to the consequences set forth in the handbook.
- **Gambling:** Students shall not participate in any activity that may be termed as gambling or wagering where the stakes are money or any other object(s) of value.
- **Gum Chewing:** Gum chewing is not permitted on campus during the school day.
- **Habitual Unacceptable Behavior:** A student who has had continual violations of one or more rules and several disciplinary referrals to the office and for whom interventions have not yielded acceptable behavior in the classroom or school is considered to have habitual unacceptable behavior.
- **Hall Pass Offenses:** Students out of class without a hall pass will be given a tardy.
- **Harassment:** Harassment occurs when students disturb, annoy, torment, pester, or continue to bother either another student or staff.

- **Hazing**: Hazing by one person or acting with others which endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are other students is prohibited. Prior approval from the principal for any type of “initiation” conducted by a school club or organization is required.
- **Insubordination**: Students are insubordinate when they do not obey orders and are unwilling to submit to authority. Students will not show disrespect for faculty or staff members by shouting or yelling at, threatening, or any other action that can be considered disrespectful.
- **Lying**: An assertion of something known or believed by the speaker to be untrue with the intent to deceive; an untrue, inaccurate statement that may or may not be believed true by the speaker; something that misleads or deceives.
- **Obscene Materials**: Students shall not have in their possession or distribute obscene materials while at school or any school function.
- **Parking Permit**: Failure to attain or display proper parking permit shall result in loss of driving privilege.
- **Probation**: As a result of infractions, students will be notified that they are on probation and informed that any other office referrals will result in the building principal recommending Alternative Learning Environment to expulsion. **NOTE: Students returning from ALE will be on probation for a nine-week period. If student receives an office referral during this time, the student will return to ALE.**
- **Profanity**: Students shall not use profanity, obscene gestures, or vulgar language at any time for any reason.
- **Public Display of Affection (PDA)**: Holding of hands and/or close contact between students will not be permitted.
- **Reasonable Force**: Any district employee may use and apply physical restraint to students in order to:
  1. Protect a person, including the person being restrained, from physical injury; obtain possession of a weapon or other dangerous object.
  2. Protect property from serious damage.
  3. Remove from a specific location students refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measure.
- **Sexual Harassment/Inappropriate Sexual Behavior**: Any action, non-verbal, verbal, or physical, which is construed by the administration to have unwanted, inappropriate, or unprovoked sexual meaning or intent, is sexual harassment. Any behavior that can be deemed as inappropriate (i.e. hugging, kissing, holding hands) on school premises and at school activities is prohibited.
- **Tardy**: A student is to be in his/her seat with appropriate class material when the bell starts ringing. Failure to do so will result in a tardy.
- **Terroristic Threats**: Students threatening to cause death, serious physical injury or property damage to any student and/or school employee acting in the line of duty are considered to be engaging in terroristic threats.
- **Threats**: Students who either physically gesture or verbally warn of intent to do harm or who use any object as a possible source of danger are threatening.
- **Truancy**: Students are truant if they skip class, play hooky, and are not in the expected place at the appropriate time, absent without consent of parents/guardian, leave school without properly checking out in the office, or leave class without receiving permission from the teacher. *Students leaving campus without signing out in the office are also considered truant.*
- **Unsafe Operation of a Vehicle**: Any act that may endanger any individual or group of individual or property will result in revocation of permit to drive on school property or school events.

## **CORPORAL PUNISHMENT**

The Board of Education allows reasonable corporal punishment of unruly pupils. If such punishment is required, it will be administered with extreme care, tact, and caution and then only by an administrator in the presence of another administrator or certified staff member. At no time will corporal punishment be administered in the presence of another student.

Teachers are supported by the Board of Education and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers are reasonable in all student-

related demands, they need not tolerate disrespectful, boisterous, rough or violent outbursts of language and temper on the part of students.

For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

1. In most cases corporal punishment will be used after other attempts have been made to correct unacceptable behavior. Acts that are extremely antisocial in nature may warrant corporal punishment on the first offense.
2. A teacher or administrator will punish corporally only in the presence of a certified staff member, who should be informed beforehand of the reasons for the punishment.
3. In cases where a student protests his/her innocence of the offense or ignorance of the rule, a brief but adequate opportunity should be provided for the student to explain his/her side of the situation.
4. School administrators who have administered corporal punishment will provide to the child's parents or legal guardian, upon request, a written explanation of the reasons for punishment and the name of the certified staff witness.
5. The use of corporal punishment will at all times be reasonable and proper. Considerations in this regard will include but not be limited to the following:
  - a. Age of child
  - b. Size of child
  - c. Sex of child
  - d. Ability of the child to bear punishment
6. Overall physical condition of the child
7. Corporal punishment will never be administered in anger or with malice.

**Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any pupil for good cause in order maintain discipline and order within the public schools. In 1977, the United States Supreme Court held that spanking children as a means of maintaining school discipline *did not* constitute cruel and unusual punishment in violation of the Eight Amendment of the Constitution.**

**Legal References: ACA 6-17-112, 6-17-1113, 6-18-503, 6-18-505**

## **SUSPENSION FROM SCHOOL**

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

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

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

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

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

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or

- c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the responsibility of a student's parent or legal guardian, person(s) with lawful control of the student, person(s) standing in loco parentis, to provide current contact information to the district which the school shall use to immediately notify the parent, legal guardian, person(s) with lawful control of the student, person(s) standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority.

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

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person(s) with lawful control of the student, person(s) standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference. During the period of their suspension, students serving OSS suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

## EXPULSION

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

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

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

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

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

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

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

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

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, persons having lawful control of the student, or persons standing in loco parentis 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, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

It shall be the policy of the Booneville School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the School Board shall be held before that student may enroll. This hearing may be closed at the request of the student's parent, pursuant to Arkansas Code Ann. 66-18-507. prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his or her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

## **DUE PROCESS**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

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

## ACADEMICS

### GRADUATION REQUIREMENTS

The number of units that students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 0 units to graduate for a total of 22 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements. The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach. Students may take one digital learning courses. Students must be physically present for one each digital learning class he/she takes.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course. Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

### GRADING/RANK IN CLASS/ QUALITY POINTS

**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 grades for each nine- (9) 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. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

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

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

The grade point values for Advanced Placement (AP) and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The nine-week grade shall be determined in the following manner: Percentage grades will be given on daily work, daily or chapter tests, and the nine weeks test. An average of these percentages will be used to calculate the nine-week grade. The semester grade will be calculated by counting each nine-week period in the semester as 40% and the semester test as 20%. In the event that there is no semester test given, the semester grade will be calculated by averaging together the two nine-week grades.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be  $.25 (83) + .75 (75) = 75.5\%$  ( $0.25 \times 83 + 0.75 \times 75 = 77\%$ ).

**Rank-in-Class:** Graduating seniors will be assigned a class rank determined by accumulative points using the following weighted grading scale:

Regular Classes/Pre AP

Advanced Placement



A = 4	A = 5	
B = 3	B = 4	
C = 2	C = 3	
D = 1		D = 2
F = 0	F = 0	

This weighted scale is used to determine rank-in-class and selection of Valedictorian and Salutatorian. The following courses will not count in the rank calculation, but will count for graduation and will be assigned letter grades unless otherwise indicated:

- Credits earned in Home School: Credits earned at any school not fully accredited by a state's education department or one of the state's regional accrediting agencies (i.e., North Central Association) must be approved by the principal.

### **ADVANCED PLACEMENT AND HONORS COURSES:**

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

AP Grading Scale	Numeric Value for Each Letter Grade
A = 100 – 90	A = 5 points
B = 89 – 80	B = 4 points
C = 79 – 70	C = 3 points
D = 69-60	D = 2 points
F = 59 and below	F = 0 points

Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

For a student to be eligible to receive weighted credit for an AP, and the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP courses to receive weighted credit they must take the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. An important note: Students will not be allowed to drop AP classes during a semester. To be removed from an AP class, the student must wait until the end of the semester and have the approval of the AP Coordinator and the Principal.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses or honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Students enrolled in Pre-AP (Pre-Advanced Placement) or advanced classes are expected to maintain a high work ethic and complete work as assigned. Students not working up to the expectations (not turning in assignments, low grades) of these classes may be transferred out and not recommended for future placement in courses of this type. This may give other students who wish to excel the opportunity to take these limited enrollment courses the next year. **Student grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. A.C.A. 6-15-902**

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2023, 2024, AND 2025**

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

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

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

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS: including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

The number of units that students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 0 units to graduate for a total of 22 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civic in order to graduate. Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

## **DIGITAL LEARNING CLASSES**

For the purposes of this policy:

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“Instructional Materials” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - a. Manipulatives;
  - b. Hand-held calculators;
  - c. Other hands-on materials; and

3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

“Public School Student Accessing Courses at a Distance” means a student who is scheduled for a full course load through the District and attends all classes virtually.

### **Digital Course Offerings**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students.<sup>1</sup> The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Division of Elementary and Secondary Education (DESE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by DESE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in the student's digital course(s) shall be determined in accordance with Policy 4.7—ABSENCES.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.<sup>3</sup>

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in

digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.<sup>4</sup>

### **PERSONAL AND FAMILY FINANCES**

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards

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

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

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

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

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

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

3. Algebra II; and
4. The fourth unit may be either:
  - A math unit approved by the DESE beyond Algebra II: or
  - A computer science flex credit may be taken in the place of a fourth math credit.

- Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:

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

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>9</sup>

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grade nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>9</sup>

Fine Arts: one-half (½) unit

#### CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grade nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

#### SPECIAL EDUCATION

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside: residing within the district, as required under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:<sup>4</sup>

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;



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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>5</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

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

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

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

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science course in order to graduate.

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

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

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

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

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

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

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other

similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

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

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half (½) unit

### **CAREER FOCUS: - Six (6) units**

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

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

## **HIGH SCHOOL GRADUATION CEREMONY PARTICIPATION**

In order to participate in graduation ceremonies students must be in position to complete graduation requirements by the end of the summer term following the graduation ceremony.

## **REPORT CARDS**

Each nine weeks your child will receive a report card. Please study the card carefully. This report card will tell you about his/her progress in school. Remember that the card is an individual report. No two children are alike. For that reason, it is unwise to compare your child's report card with that of another child.

## **HOMEWORK POLICY**

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. Specific homework requirements shall be developed at the building level and shall be contained in the student handbook for students in grades K-12. Parents shall be provided with copies of the student handbook at the beginning of each school year.

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.

## **GENERAL POLICIES**

### **AUDIO TAPING/VIDEO SURVEILLANCE:**

The classroom teacher will be responsible for making an audio tape of class lessons, discussions, and assignments in order to fulfill the requirements of a student's IEP. The teacher will be

responsible for stopping and starting the recorder and only lecture, discussion, and assignments will be recorded.

Students that are to receive the recordings will be responsible for keeping up with the tapes and presenting them to the teachers of the classes that are to be taped.

Students will not be allowed to record classes with his/her own taping equipment without prior approval from the building principal and the classroom teacher. Any taping equipment used in the classroom that has not been cleared by the building principal will be taken up by the classroom teacher.

The board of directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel. The placement of video-audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than three days after they were created.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

Students who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

To protect the security of statewide assessments that are administered as part of the ACT Aspire, no electronic device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's Individual Education Program (IEP) or individual health plan, this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data. Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to

and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication devices 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 that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Students may, if in accord with the policy above, use cell phones or other electronic communication devices, cameras, MP3 players, iPods, portable music devices, eReaders (Kindles, Nooks) iPads (tablets), iTouches, and laptops before school, before and after classes, and during lunch. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated. Booneville Schools is not responsible for any stolen cell phone.

### **eSCHOOL INFORMATION**

Booneville Public Schools will continue to utilize eSchool as a tool to keep you informed of your student's progress. Once you have activated your account, and your school has posted information, you can use eSchool to keep updated on your child's academic achievement as well as other pertinent information. Eighth grade students and new students to Booneville Junior High may set up their eSchool accounts through the office and will receive their activation codes at the beginning of the year.

### **INTERNET USE AGREEMENT**

Booneville School District

## **WIRELESS NETWORK AGREEMENT/TERMS OF USE**

*Please read this document carefully and in its entirety before signing and/or using our Wireless Network Services.*

This is an agreement between you and the Booneville School District and their subsidiaries and/or affiliates ("BSD", "we", "us", "our") for your use of our wireless local area network communication services ("Wireless/WIFI"). By either acknowledging this agreement and/or using/activating the Service, you agree to these terms.

Our Wireless Network is available to your device only when it is in the operating range of our Wireless Network Access Points. The Service is subject to unavailability, including emergencies, third party service failures, transmission, equipment or network problems or limitations, interference, signal strength, and maintenance and repair. The Service may be interrupted, refused, limited or curtailed.

The Booneville School District reserves the right at its sole discretion to disconnect, logout, block and/or ban users/devices at any time without notice.

This service should only be used for educational enhancement by students, staff, and patrons of the Booneville School District. Entertainment, personal, and non-educational use is not authorized.

We are not responsible for data, messages, or pages lost, not delivered, or misdirected because of interruptions or performance issues with the Service, or the underlying network(s) and transmission equipment and systems. The accuracy and timeliness of data received is not guaranteed. Delays or omissions may occur. Actual network speed will vary based on your device configuration, location, compression, network congestion and other factors.

## **REPORT ABUSE**

- Report system abuse to:
  - Dusty Malena  
Technology Coordinator  
Booneville School District  
835 East 8th Street  
Booneville, AR 72927  
dusty.malena@boonevilleschools.com
- Include (as much as possible):
  - Date and time of suspected abuse
  - Physical address/location where abuse occurred
  - IP address of abuser (if known)
  - Name and other important details of abuser (if known)
  - As much detail as possible regarding the suspected abuse
  - Your name and contact information
- The Booneville School District will review your report and act appropriately within its capabilities. However, the Booneville School District is not obligated to reply regarding possible investigation and/or outcome of any such investigation.

## **SCHEDULED AVAILABILITY**

The Booneville School District reserves the right to enable and disable this network at any time without notice. This network is tentatively scheduled to be available, with no guarantee of availability nor quality of service, Sunday-Saturday 8:00am until 10:00pm.

## **TECHNICAL SUPPORT**

The Booneville School District will provide technical support to all district personnel and/or students using district owned wireless devices attempting to use the Wireless Network. The Booneville School District is not obligated, nor shall the district be expected, to provide technical support of any kind for devices that were not purchased by the district, and non-district personnel connecting or connected to this network unless it is explicitly for educational purposes.



## **PRIVILEGES**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Each student or teacher who receives an account enabling them to access the district's wireless network is expected to know and agree to Booneville School District internet access policies.

## **PROHIBITED USE OF THE SERVICE/COMPLIANCE WITH LAW**

- Reproduction, retransmission, dissemination or resale of the Service, whether for profit or not, is prohibited without express, advance, written permission from the Superintendent.
- You may not share your IP address or ISP internet connection with anyone, access the Service simultaneously through multiple units, or authorize any other individual or entity to use the Service.
- You may not use the Service for any purpose that's unlawful, or in any manner that could damage our property or others' property.
- You may not use the Service in any way that interferes with, harms or disrupts our system or other users.
- We have the right, but not the obligation, to suspend or terminate your access and use of the Service, and to block or remove (in whole or in part) any communications and materials transmitted through our Service that we believe in our sole discretion may violate applicable law, this Agreement or a third party's rights, or that is otherwise inappropriate or unacceptable. We also have the right, but not the obligation, to monitor, intercept, record and disclose any transmissions over or using our facilities, and to provide use records, and related information under certain circumstances, such as network management, response to lawful process, orders, warrants or subpoenas, or to protect our rights, property and users.

## **CONTENT DISCLAIMER**

- The internet contains materials that you may find objectionable or offensive. We do not publish or control, and are not responsible or liable for, any third party information, content, services, products, software or other material that can be accessed through the Service. You are solely responsible for evaluating the accuracy, completeness, and usefulness of all services, products and other information, and the quality and merchantability, accuracy, timeliness or delivery of such services, products and other information. You're responsible for paying any charges that you incur from third parties through your use of the Service, and your personal information may be available to third parties that you access through the Service.
- The Booneville School District employs filtering technologies in a reasonable effort attempt to protect network resources and restrict content in order to comply with the Child Internet Protection Act (CIPA) and other regulations, standards and practices. The Internet is massive and it is possible that inappropriate content could be accessible. You agree to notify the Booneville School District administration of any such material for further review, including but not limited to URL's, web links, etc. You agree NOT to employ or attempt to employ anti-filtering software, procedures, or mechanisms.

## **PRIVACY AND SECURITY**

Wireless systems transmit voice and data communications over a complex network. The privacy and security of such voice and data transmissions cannot be guaranteed. You acknowledge that the Service is not inherently secure, and you understand that wired and wireless communications can be intercepted by equipment and software designed for that purpose. We are not liable to you or any other party for any lack of privacy you experience while using the Service. THERE SHALL BE NO EXPECTATION OF PRIVACY.

## **DISCLAIMER OF WARRANTIES**

The Booneville School District is providing the Service on an “as is” and “as available” basis, with no warranties whatsoever. In no event will we be liable for any direct, indirect, incidental, consequential, special, exemplary or any damages associated with your use of the Service. No advice given by the Booneville School District or our representatives shall create a warranty. You assume all responsibility and risk associated with your use of the Service.

## **GUEST ACCESS TO THE WIRELESS NETWORK**

- From time to time, it might be necessary or advantageous for guests of Booneville School District to access the wireless network via their own personal devices. In these instances, the district has provided a BSD\_Guest wireless account. However, only guests who have been given permission by qualified personnel from Booneville School District, and are strictly monitored by district personnel, will be allowed to access BSD\_Guest.
- In addition, users of BSD\_Guest are expected to adhere to the same network standards and practices as Booneville School District employees and students. Any deviation from these will result in the immediate termination of connection to the wireless network. There shall be no expectation of Technical Support unless the use of the wireless network is for educational or training purposes of Booneville School District students and/or employees.

## **WIRELESS SECURITY**

Security measures have been put in place to safeguard the integrity of district wireless networks by strictly limiting who can access Wifi at Booneville School District. Only personnel and students who have an active district computer account and/or email account (for use with Chromebooks), as created and maintained through Active Directory and/or Google Admin, can log into Wifi on district provided devices. In both cases, passwords must meet a minimum complexity requirement before the network can be accessed. All passwords require a minimum of 8 characters, and contain three out of four of the following categories: lowercase characters, uppercase characters, numbers (0-9), and symbols.

Only qualified personnel may log a guest into the BSD\_Guest network. Also, the password for this network is never exposed to the guest using it. Qualified personnel from the district includes all Administrators, Secretaries, Librarians, and Technology Department staff. The Guest Wifi password is set by the Technology Coordinator. It incorporates the use of a personal WPA2 PSK, and is encrypted using CCMP.

## DEFINITIONS

As used in this agreement/terms of use:

- WIFI refers to technology that allows computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area
- Wireless Network Access Point is a networking hardware device that allows a wireless device to connect to a wired network.

*NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.*

Booneville School District

## **SCHOOL DISTRICT WIRELESS NETWORK USE AGREEMENT**

### STUDENT/USER

I understand and agree to abide by the Wireless Network Service Agreement. I further understand that any violation of the regulation mentioned is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action or appropriate legal action may be taken against me.

User's Full Name: \_\_\_\_\_

Graduation Year: \_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Wireless Network Service Agreement. I understand that this access is designed for educational purposes. Booneville School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Booneville School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network. Further, I understand that my child's wireless device use may not be monitored at all times regardless of school setting. I hereby give permission to issue my child wireless access and certify that the information contained on this form is correct.

Parent's/Guardian's Full Name: \_\_\_\_\_

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

Date: \_\_\_\_

## **LASER POINTERS**

Students shall not possess any hand-held laser pointer 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. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

## **LIBRARY/MEDIA CENTER**

Our school libraries are well equipped and vital to the quality of the educational program. Students are encouraged to utilize and check out any of the available materials, especially books. In order to maintain an adequate collection, students, teachers, and parents or guardians must cooperate to see that materials are returned in good condition. If they are damaged or lost, a charge equal to the current replacement will be made.

Borrowers are responsible for damage to library materials. Lost books should be reported to the librarian. A lost book must be paid for before the end of the 9 weeks grading period. In the event the book is found and returned in satisfactory condition, the school will return the student's money.

## **MEALS-SCHOOL LUNCHES / BREAKFASTS**

The school cafeteria serves a balanced meal. All students are encouraged to eat at school. In order to meet the standard requirement, a Grade "A" lunch is served. It consists of a meat or meat alternate, vegetable, fruit, bread and milk.

The Booneville School District serves nutritional meals every day, both breakfast and lunch. All students are encouraged to eat at school. Offer vs serve is offered for 1<sup>st</sup> thru 12<sup>th</sup> grades. Each day a meat/meat alternative, vegetables, fruits, grains/bread and milk are offered for lunch. All students must take three of the five components and one of the three must be ½ cup fruit or vegetable. Breakfast is also offer vs serve and all students must take three items of the offered four. Also, ½ cup must be fruit or fruit juice.

The Booneville School District is now participating in the Community Eligibility Provision where all children eat at no charge. **Extra milk may be purchased for \$.35 each.**

## **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

### **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);<sup>1</sup>
- Milk; and

- Juice

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice 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.

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. 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 cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler 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 is to remain in the cooler for longer than four (4) hours.

### **Removing Food Items from the Food Service Area**

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.

### **MEDICATIONS**

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

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

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

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.<sup>1</sup>

### **Schedule II Medications<sup>2</sup>**

**Option 1:** The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication that permitted by this policy.

**Option 2:** Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)<sup>1</sup> shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### **Self-Administration of Medication**

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

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

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication,; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

### **Emergency Administration of Glucagon and Insulin**

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

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

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

### **EMERGENCY ADMINISTRATION OF EPINEPHRINE:**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

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

### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.



The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

### **PARENT NOTIFICATION SYSTEM**

School Reach is system of communication which provides notification services for emergency broadcasts, parental outreach and student attendance. The system is programmed to call the primary phone number of parents for a variety of reasons that impact the safety and academic performance of their child. Parents should be sure to provide accurate contact information to the school and update it as needed, insuring the success of district communication.

## **PHYSICAL EDUCATION**

All schools are required to participate in physical education classes. If a student's participation has some limitations, this should be indicated in a note form from the child's doctor. Most everyday school clothing is satisfactory for the physical education activities. Wearing tennis shoes is encouraged to prevent accidents.

## **SKATEBOARDS**

Skateboards are not allowed on campus at any time during the school day. After school hours, skateboards may be ridden on the following areas only:

- Sidewalks
- Streets
- Parking lots

Skateboards are not to be ridden in the following areas or on these items:

- Brick work or brick walls
- Hand rails
- Benches
- Picnic tables

For the safety of skateboarders and the protection of personal vehicles, skateboards are not to be ridden on school property during football games or other major events. During less attended activities, skateboarders may ride in vacant parking lots only.

## **TELEPHONE RULES**

The school telephone is for business calls only. Necessary plans should be made between parents and students before leaving home in the morning. Student calls will be limited to emergencies only. CHILDREN ARE NOT TO BE CALLED TO THE TELEPHONE EXCEPT IN CASE OF AN EMERGENCY. If parents wish to speak to a teacher, they may leave their name and telephone number and the teacher will return your call as soon as possible. Our teachers also have access to e-mail. You may obtain the teachers e-mail address by contacting the teacher or the school office.

## **TEXTBOOKS**

Textbooks are furnished to each student free of charge. However, if the textbook is lost or damaged, the student will be charged with the current replacement cost of the textbook. If the book should be found, money will be refunded, according to the condition of the book.

## **VEHICLE POLICY**

Students using any type of vehicle as a means of transportation to and from school may be permitted to do so subject to all rules and regulations set forth by the Principal of the school. (Bicycles, motorcycles, automobiles, trucks, etc.) Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal. Junior high students should park in the junior high parking lot. High school students

should park in the high school parking lot. Parking in the middle of the junior high parking lot is prohibited. Failure to follow these rules may result in losing your parking privileges.

Only students with a valid driver's license may be permitted to drive automobiles and trucks provided they meet all regulations and laws pertaining to such vehicles.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

### **WEATHER POLICY**

School will not be in session when the weather makes it dangerous for school buses to run. On mornings when the weather is severe, television stations will announce the decision on whether or not school will be in session. Parents will also receive notification through SchoolReach, the Parent Notification System. You may also check Booneville School District's Facebook page or follow Twitter. Many times, it is impossible to predict the road conditions in advance, so the decision on bus operation may have to be made shortly before regular bus departure time. During the day if weather conditions become bad enough to require buses to make their runs before regularly scheduled time, television stations will be notified. The SchoolReach System will also be utilized. Announcements will be posted on Facebook and Twitter. Parents are responsible for making arrangements for their child/children in the case of early dismissal.

### **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Booneville School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, 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.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **EQUITY POLICY**

It is the policy of the Booneville School District to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Furthermore, it is the policy of the Booneville School District to provide a free and appropriate public education to each student who has a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Inquiries concerning application of this policy may be referred to:

## **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.

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

## **RESIDENCE REQUIREMENTS**

"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:

- 1. Supervision by the person's parent or legal guardian; and
- 2. Formal legal approval.

***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, or persons standing in loco parents reside in the school district.

***“Residential address”*** means the physical location where the student’s parents, legal guardians, persons having lawful control of the student or persons standing in loco parents reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student, or person standing in loco parents only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, persons having lawful control of the reside student, or person standing in loco parentis 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis 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. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

**ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER

CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5. Proof of residency may be required in order to enroll in Booneville School District.

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 student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student or person standing in loco parentis 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 Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student or other person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student or other person standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right, to not allow the enrollment of such student until the time of the person's expulsion has expired following the hearing before the Board.
4. The child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

### **UNIFORMED SERVICES MEMBER'S CHILDREN:**

For the purposes of this policy:

"Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210, and 1211.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"**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;

"Eligible child" means the children of:

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

"Uniformed services"<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

"Veteran" means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District's military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.<sup>5</sup>

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 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.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

## **AGE LIMIT FOR STUDENT ATTENDANCE**

It is the policy of Booneville School District that on the day a student reaches his/her 21<sup>st</sup> birthday, his/her attendance shall cease and any services provided to the student by the school shall also cease. After any student completes graduation requirements that student will no longer be permitted to attend Booneville School District.



## **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1---RESIDENCE REQUIREMENTS), within the District shall enroll the child and ensure the attendance of the child a District school with the following expectations:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6---HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

***The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).***

## **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades Pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if the following criteria has been met:

- there have been a minimum of 30 instructional days since the start of the school year; and,
- after consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or,
  - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

## **FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with

each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.<sup>4</sup>

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

### ***Foster Child School Choice***

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster

parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if

the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, the standards for accreditation, or other applicable State rule or Federal regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

## **TRANSFERS**

The Booneville District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public education entities. Any student transferring a school that is not accredited by the DESE to a District school shall be evaluated by

District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.<sup>3</sup>

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.

## **SCHOOL CHOICE**

### **STANDARD SCHOOL CHOICE**

#### **Exemption:**

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

#### **Definition:**

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

### **TRANSFERS INTO THE DISTRICT**

#### **Capacity Determination and Public Pronouncement**

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made no later than January 1.

## **APPLICATION PROCESS**

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

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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

No earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

## **ACCEPTED APPLICATIONS**

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

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

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

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

### **REJECTED APPLICATIONS**

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

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

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a

hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

### **TRANSFERS OUT OF THE DISTRICT**

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

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under or A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812.; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

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

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

### **FACILITIES DISTRESS SCHOOL CHOICE APPLICATION**

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

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

### **OPPORTUNITY SCHOOL CHOICE**

#### **Transfers Into or Within the District**

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

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District<sup>10</sup> or from the student's resident district into the District if:

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
- The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer to the transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent or guardian's military service or seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or



certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student 'enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy. The District may but is not obligated to provide transportation to and from the transferring district.

### **TRANSFERS OUT OF, OR WITHIN, THE DISTRICT**

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify the parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

### **UNSAFE SCHOOL CHOICE PROGRAM**

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

## **HOME SCHOOLING**

### **ENROLLMENT IN HOME SCHOOL**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Five school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by;
- Use of the Division of Elementary and Secondary Education's (DESE) online system;
- Email; or
- Facsimile;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- g. A signature of the parent or legal guardian To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property .

## **ENROLLMENT OR RE-ENROLLMENT IN PUBLIC SCHOOL**

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - Curricula used in the home school;
  - Tests taken and lessons completed by the home-schooled student; and
  - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

In addition to the requirements of this policy, the District shall abide by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or

are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral music, math or science competitions, and club activities.

Home-schooled students whose parents' domicile, as defined in AAA Rules, is within the district's boundaries may be eligible to participate in District or the applicable attendance zone's school extracurricular activities subject to the requirements set forth in this policy. While this policy prescribes the criteria for initial and continuing eligibility, actual participation will be dependent upon the same try-out criteria, or other requirement as may be applicable, as for any regularly enrolled student.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activity without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

A student whose application for eligibility to participate in a District extracurricular activity is accepted is required to enroll in at least 1 course(s) in the District's school where the student is intending to participate in an extracurricular activity. All forms, vaccinations, and identifications required of a traditional student's enrollment shall apply to the home-schooled student.

The parent of any student wishing to participate in a District extracurricular activity shall hand deliver a completed form 5.19.2F to the school's Superintendent by July first each year prior to the school year in which the student wishes to participate in an extracurricular activity. The Superintendent shall have 30 calendar days in which to determine the eligibility of the applicant. The Superintendent may request the parent supply additional information, if necessary, to allow the Superintendent to make an eligibility determination. Any such request shall be made within 10 work days of the date the application was submitted. The parent shall supply the requested information within seven (7) calendar days of the Superintendent's request. The decision of the superintendent concerning eligibility shall be final, and not subject to any appeal.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

The District may reject an application if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.

The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.

Initial eligibility requires that prior to the earlier of the first day of practice for the extracurricular activity the student intends to participate in or the first day of school, the student must take, at the parent's expense, the appropriate grade level assessment approved for such purpose by the AAA Board of Directors and score average or better in the areas of mathematics, English, science, and social studies. Initial eligibility further requires a student whose application has been approved to pay any participation fee traditional students enrolled in the District pay for the same extracurricular activity and complete any required permission slips, waivers, physical exams, and drug testing required of traditional students.

Any home-schooled student who successfully passes the required assessment at the end of the spring semester is not required to take another assessment prior to the first day of school as a condition of reapplying for the succeeding year's fall semester. An applicant who did not pass the required assessment at the conclusion of the spring semester is permitted to take the assessment required of a first time applicant prior to the first day of school for the fall semester. If a student receives a passing score on the assessment, the Superintendent may approve the application provided all other provisions required in this policy are met.

Continued eligibility requires the student to be enrolled in and regularly attend, as defined by AAA Rules, at least 1 course(s), and to have:

1. Scored average or better at the conclusion of each semester on each area of the appropriate grade level assessment, administered at District expense, (mathematics, English, science, and social studies) that has been selected by the AAA Board of Directors for such purpose;
2. Met the academic eligibility requirements for home-schooled students in grades seven through twelve (7-12) identified in the AAA Handbook;
3. Complied with all practice times;
4. Complied with the District Student Handbook and any supplementary requirements or conditions for participation in extra-curricular activities and AAA standards of behavior and codes of conduct;
5. Completed any required permission slips, waivers, physical exams, and drug testing;
6. Ridden to and from the student's extracurricular activity on a school bus to the extent such is required of traditional students;
7. Paid any participation fee traditional students enrolled in the District pay for the same extracurricular activity;
8. Met all the academic and co-curricular requirements of the course relating to the student's non-athletic competitive activity; and,
9. Met all other requirements for continued eligibility identified in the AAA Handbook.

A student who has been a bona fide student (as defined in the AAA Handbook) in an AAA member school and withdraws from the school to be home-schooled shall not participate in an interscholastic activity in a public school district of the parent's domicile for a minimum of one (1) year after the student's withdrawal.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course<sup>3</sup> in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

- a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

## **HOMELESS STUDENTS**

The Booneville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;

- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.<sup>1</sup>

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

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the

unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.<sup>2</sup>

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

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

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.3

## **PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her 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<sup>1</sup> 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 purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education 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 (PII) 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:



- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office. For purposes of this policy, the Booneville School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, 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 there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts 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.

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her 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 purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education 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 (PII) 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.

1. It is in the sole possession of the individual who made it;
2. It is used only as a personal memory aid; and

3. Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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 caseworker or to the caseworker's representative without getting prior consent of the parent (of the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- 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 PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or 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 is necessary to protect the health or safety of the student or other individuals.

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, disciplinary rulings, disability placements, or other such determinations, 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's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

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, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, 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, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed

on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available in the principal's office 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) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (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 and 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 U.S. Department of Education at

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

## **DIRECTORY INFORMATION**

Each year there are situations in which the school will publish lists of student names in programs, newspapers, or in lists to be provided for certain agencies, such as colleges or branches of the military. This is considered to be directory information. Examples of directory information include names or photographs for honor rolls, yearbook pictures, school newspapers, district publications, athletic rosters, and graduation programs. Each student's name will be included in such routine lists that have traditionally been a part of the school program unless the parents or guardians make a written request that their child's name not appear on lists of this type. Any parent or guardian who does not want their child included in directory information must file a written request to the effect within two weeks of the beginning of the school year. This request shall be sent to the principal's office at the school in which the child is enrolled.

## **ACCESS TO STUDENT RECORDS**

Parents and legal guardians of students may have access to student records as provided by the Family Educational Rights and Privacy Act of 1974. This act allows for the inspection of the contents of records and for the right of a parent to challenge anything contained within the records that he/she considers to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records.

1. The parent or legal guardian of a student will have access to these records upon written request to the principal maintaining those records within the school system. If the student is 18 years old or older, only that student has the right to determine who, outside the school system, has access to his/her records. A parent or a student over 18 years of age has the right to inspect educational records. The right for a hearing exists should one choose to challenge the contents of such records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation by the parents respecting the contents of such records. The request to inspect such records will be complied with as soon as possible and in no case more than 45 days from the receipt of the request. The same time limits apply for a request for a hearing to challenge the content of such records.
2. School personnel having access to that data are defined as any person or persons under contract to the district and directly involved in working toward either the affective or cognitive goals of the system.
3. Student transcripts, grades, test records, health records, psychological and diagnostic evaluation records may be transferred to or from other schools by the Booneville School officials whenever a student transfers to or from this school without obtaining the student's, parent's, or guardian's written consent.
4. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardians and students are notified in advance.
5. All authorizations for release of information will be filed in the cumulative folder.
6. Directory information must be identified by board policy (name, date of birth, place of birth, etc.). School districts may release directory information without the prior consent of the student or student's parent or guardian if the following steps are taken:
  - a. Notice of intention to release information that states the type of information to be released must be given.
  - b. Student, parent, or guardian knows they have the right to refuse to permit release.

## **PERMANENT RECORDS**

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

Legal References: A.C.A. 6-18-901, ADE Rule, *Student Permanent Records*

## **STUDENT SUCCESS PLAN**

Beginning in the 2018-2019 school year, school districts will develop student success plans for student's success plans for students by the end of 8<sup>th</sup> grade. This plan is a personalized education plan intended to assist students with achieving readiness for college, career, and community engagement. The student success plan shall guide the student along the pathway to graduation, address accelerated learning opportunities, address academic deficits and interventions, and include college and career planning components.

## **TITLE IX**

In June, 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds.

The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance...."

## PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Booneville School District to provide a free and appropriate public education to all students with disabilities within its jurisdiction, regardless of the type of handicap or its severity.

Students, who have disabilities consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973, will be identified, evaluated and provided with appropriate instruction and educational services.

Persons who are thought to have disabilities shall have the following rights in accordance with Section 504:

1. Right to file a grievance with the district concerning allegations of violations of Section 504 regulations
2. Right to an evaluation drawing upon different sources
3. Right to be informed of any actions pertaining to eligibility and proposed service plans
4. Right to review any personal information in an understandable mode
5. Right to periodic evaluations
6. Right to evaluation prior to any significant change in services
7. Right to contest the district's proposed actions through an impartial hearing
8. Right to be represented by counsel in the impartial hearing
9. Right to appeal the decision from any hearing

The Section 504 Coordinator, Jyme Beth Diffie, for the district may be contacted at (1-855-675-3339)

## GRIEVANCE PROCEDURES FOR FILING, PROCESSING AND RESOLVING ALLEGED TITLE VI (RACE), TITLE IX (SEX), AND SECTION 504 (HANDICAP) DISCRIMINATION COMPLAINTS (STUDENTS & EMPLOYEES).

### **1. DEFINITIONS**

- a. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
- b. **Student Grievant:** A student of the Booneville School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
- c. **Employee Grievant:** An employee of the Booneville School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap or veteran.
- d. **Equity Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other state and federal laws addressing equal educational opportunity. The coordinator is responsible for processing complaints and serves as moderator and recorder during hearing.
- e. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those areas covered in the complaint.
- f. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

### **2. PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the equity coordinator, and reasonable effort should be made to resolve the problem or complaint.

### **3. FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

- a. **Grievant:** Submit written complaint to equity coordinator stating name, nature and date of alleged violation; names of persons responsible; witnesses (where known); and requested action. Complaints must be submitted within 30 days of alleged violation.
- b. **Equity Coordinator:** Notifies respondent within 10 days and asks respondent to:

- i. Confirm or deny facts,
  - ii. Indicate acceptance or rejection of student's or employee's requested action; or,
  - iii. Outline alternatives.
- c. **Respondent:** Submits answer within 10 days to equity coordinator.
- d. **Equity Coordinator:** Within ten (10) days after receiving respondent's answer, equity coordinator refers the written complaint and respondent's answer to the building principal where alleged violation occurred. The equity coordinator also schedules a hearing with the grievant, the respondent, and the principal.
- e. **Principal, Grievant, Respondent, and Equity Coordinator:** Hearing is conducted.
- f. **Principal:** Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and equity coordinator.
- g. **Grievant or Respondent:** If the grievant or respondent is not satisfied with the decision, they must notify the equity coordinator within ten (10) days and request a hearing with the superintendent.
- h. **Equity Coordinator:** Schedules within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
- i. **Superintendent, Grievant, Respondent and Equity Coordinator:** Hearing is conducted.
- j. **Superintendent:** Issues a decision within ten (10) days following the hearing.
- k. **Grievant or Respondent:** If the grievant or respondent is not satisfied with the decision, they must notify the equity coordinator within ten (10) days and request a hearing with the Booneville School Board.
- l. **Equity Coordinator:** Notifies school board within ten (10) days after receiving request. Equity coordinator schedules a hearing with the school board. Hearing is to be conducted within **30** days from the date of notification to the school board.
- m. **School Board, Grievant, Respondent, Superintendent and Equity Coordinator:** Hearing is conducted.
- n. **School Board:** Issues a final written decision within ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

#### 4. GENERAL PROVISIONS

- a. **Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that the complaint is filed until complaint is resolved shall not be more than 180 days.
- b. **Appeal:** The grievant shall have the right to appeal the School Board's decision within 30 days after the receipt of the decision to the Equity Assistance Center, #4 Capitol Mall, Room 401-A.

### ASSAULT OR BATTERY BY A STUDENT

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

### **POLICY ON STUDENTS PRESENTING A DANGER**

When a student has been involved in activities which give rise to reasonable belief that the student presents a danger to other persons on campus, the student may be suspended for up to ten (10) school days or recommended to the superintendent for expulsion. It does not matter that the events giving rise to belief in the student's dangerousness may have occurred on school property. The policy may also be revoked without regard to whether or not the student has been charged or convicted of any offense in the courts.

### **INSULT OR ABUSE OF A PUBLIC SCHOOL EMPLOYEE**

Any person who shall abuse or insult a public school employee while that employee is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction, be liable for a fine not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1500).

*\*For students who are unable to correct misbehavior through our discipline progression, a Family in Need of Service (FINS) Petition will be filed with the Logan County Juvenile Court System.*

### **WEAPONS AND DANGEROUS INSTRUMENTS**

#### **Definitions**

"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 on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- 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.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If, a student discovers that prior to any questioning or search by any school personnel 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 one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. 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. 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.



## **GANGS AND GANG ACTIVITY**

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

## **SEXUAL HARASSMENT**

### **4.27—STUDENT SEXUAL HARASSMENT**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;<sup>1</sup>
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

#### **Definitions**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct;<sup>2</sup> or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - c. Constitutes:
    - d. Sexual assault;
    - e. Dating violence
    - f. Domestic violence; or
    - g. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;

- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to

- be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)<sup>3</sup> days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)<sup>3</sup> days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.<sup>4</sup>

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;

2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.<sup>5</sup>

Except as listed above, the District shall keep confidential the identity of:

Any individual who has made a report or complaint of sex discrimination;  
 Any individual who has made a report or filed a formal complaint of sexual harassment;  
 Any complainant;  
 Any individual who has been reported to be the perpetrator of sex discrimination;  
 Any respondent; and  
 Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency removal<sup>6</sup>**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination

or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not<sup>7</sup> have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Notes: <sup>1</sup> 34 C.F.R. § 106.44 requires that a district have procedures governing the grievance process and the appeals process to accompany this policy. The procedures are required to cover all of the following:

- Direct that complainants and respondents shall be treated equitably by:
  - Offering supportive measures to the complainant;



- Completing the District's grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- Providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent that are designed to restore or preserve equal access to the District's education program or activity, which may include the same individualized supportive measures;
- Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence;
- Provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness;
- Require that any individual designated by the District as a Title IX Coordinator, investigator, or decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- Indicate that individuals selected by the District as Title IX Coordinators, investigators, and decision-makers have received training on:
  - The definition of sexual harassment;
  - The scope of the District's education program or activity;
  - How to conduct an investigation and the grievance process, including appeals;
  - How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
  - Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant; and
  - Issues of relevance to create an investigative report that fairly summarizes relevant evidence;
- Provide the District webpage where the materials used to train the District's Title IX Coordinators, investigators, and decision-makers is located;
- Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;
- Include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals;<sup>3</sup>
- A process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action, which may include:
  - The absence of a party, a party's advisor, or a witness;
  - Concurrent law enforcement activity; or
  - The need for language assistance or accommodation of disabilities;
- Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility;
- State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard;<sup>7</sup>
- Include the procedures and permissible bases for the complainant and respondent to appeal;

- Describe the range of supportive measures available to complainants and respondents; and
- Indicate that the District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process.

<sup>2</sup> While the definition for sexual harassment from 34 C.F.R. § 106.30 includes that the sexual conduct with an employee must be "unwelcome", we have removed the word "unwelcome" from the student policy as A.C.A. § 12-18-103 prohibits sexual conduct between district employees and students regardless of whether the student considers the sexual conduct to be welcome or unwelcome.

<sup>3</sup> The minimum number of days you are required to provide for the parties to review the evidence is ten (10) days. Make sure that the number of days you include here matches with the time frame included in your procedures governing the grievance process.

<sup>4</sup> A.C.A. § 6-18-502(c)(1)(B) provides that the superintendent has the authority to "modify the prescribed penalties for a student on a case-by-case basis". 34 C.F.R. § 106.45 requires that either party must have an equal opportunity to appeal for the stated reasons; therefore both the complainant and respondent have the right to appeal the initial determination-maker's disciplinary sanctions.

<sup>5</sup> While the Family Educational Rights and Privacy Act (FERPA) ordinarily requires that documents containing information about more than one student be redacted so that a student may only view the portion of the educational record that is relevant to that particular student, 34 C.F.R. § 106.6 provides that FERPA does not apply to the extent necessary to provide due process to both parties involved in the grievance process; this includes allowing either party to review the names of the other party as well as any witnesses who have provided evidence relevant to the investigation.

<sup>6</sup> The language here does not change an individual's rights under the IDEA, Section 504, or the ADA.

<sup>7</sup> We have opted to use the preponderance of the evidence standard for determination of responsibility. If you choose to use the clear and convincing evidentiary standard instead, change the language here to indicate so and make sure that your procedures indicate so as well. 34 C.F.R. § 106.45 requires that you use the same evidentiary standard for both students and employees.

## **HEALTH CARE NEEDS**

This School Policy on children with Special Health Care Needs of the Booneville School District is developed in accordance with the Arkansas Act 1146 of 1995 to serve as a resource guide for students with special health care needs.

According to the law, a free appropriate public education means the provision by school districts of both special education and the related services that students need to make their schooling possible. Related services are defined to include, among other kinds of services, “school health services.” In addition, there are students who require “school health services” who are not in need of special education. It is the responsibility of the school to provide “school health services” for these individuals. School health services are provided to permit a student to benefit from his or her educational program. The school district will provide a particular health service when it:

- a. Is “necessary” to enable the student to attend school,
- b. Can be performed by a school nurse or some other “qualified person”
- c. Is not “unduly expensive”
- d. And does not require “constant” attention by a staff person.

Students with special health care needs are those who require individualized health care intervention to enable participation in the educational process. Included within this population are students:

- a. Who may require administration of medication and/or special procedures during the school day;
- b. Who may use a particular health care device that compensates for the loss of a vital body function;
- c. Who may have a chronic medical condition that is currently stable, but may require routine or emergency health care procedures; and
- d. Who may require the provision of substantial, special, or frequent health care to avert death or further disability.

Educational and health care professionals use a variety of terms to describe students with chronic or special health conditions. Such students may be referred to as chronically ill, other health impaired, medically fragile or technology dependent. Each of these terms share overlapping features.

“Chronically ill” is the term used to describe a student whose condition is long-term and results in decreased strength, vitality and alertness. Chronic conditions often seen in students include asthma, diabetes, rheumatoid arthritis, cancer and epilepsy. Students who have a chronic illness often present a fluctuating state of health care needs. The condition may adversely affect the student’s educational performance and require supervision to maintain, regulate, or intervene, as appropriate.

“Medically fragile” describes a condition in which the absence of immediate, health-related, special-skilled care threatens the life or health of the student. A medical protocol is required to ensure a person’s safety. There is no foreseeable end to this condition. (Brodsky & Wilson, 1989).

“Technology dependent” describes a condition in which a student requires a medical device, such as mechanical ventilation, tracheotomies, oxygen, or respirator to compensate for the loss of a vital body function.

In Arkansas, the term “other health impairment” is used in the educational setting to identify a student who requires special education and related services because of a health condition which

results in “limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia or diabetes, that adversely affects a child’s educational performance” (Arkansas Department of Education Program Standards document, page 23-1).

The definition of special health care needs includes students with a wide continuum of needs, from mild to severe. Some students may only require medication during the school day, while other students may require more extensive health care services. For example, a student with asthma may just need medication, while another student with diabetes may need injections and a special diet. It is important for school personnel to have a process in place where an Individualized Health Care Plan (IHP) is developed for every student with a special health care needs.

### **STUDENT HEALTH CARE/ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious, the principal or designee will attempt to notify the student’s parent or legal guardian. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If the student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school’s expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student’s emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Parents, with the cooperation of physicians, are requested to give medication to students at home if possible. If it is necessary for a student to take any form of medication at school, the following rules apply:

- a. School policy requires that any medication given at school must be by doctor’s prescription only.
- b. The medication must be in the original container with the student’s name on the prescription.
- c. No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed.
- d. A consent form must be signed before any medication will be given at school. Consent forms can be picked up from the school nurse. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**
- e. Permission for long term medication must be renewed at the beginning of each semester.
- f. Parents must bring medication to school on the first day it is to be administered.
- g. All medical procedures must follow policy guidelines.

### **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: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting,

diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57—IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

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

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

If the parent wants his/her child to remain in the classroom during recess for medical reasons, please send a note to the teacher with an explanation. Otherwise, students will be expected to play outside during recess. In the event of continuing illness and/or health problems, a doctor's statement is necessary to be excused from participation in physical education activities.

## **STUDENT SPONSORED STUDENT ACTIVITY INSURANCE**

Each year the Booneville School District provides a student accident insurance policy for accidents during the school year. The school principal will furnish information regarding this coverage shortly after the opening of school. It is also very important to read the exclusions that list the cases which the accident policy does not cover. The Booneville School District has absolutely no affiliation with any insurance company and does not receive financial return from any policy which may be issued. This is simply a service to the parents. The school district assumes no obligation with regard to payment of claims, but, is always ready to assist parents

with special problems. If you have a question about school insurance please contact the school superintendent's office. Parents should read about benefits carefully before deciding to insure a child.

## **MEDICAID SERVICES**

Under the Family Education Rights and Privacy Act (FERPA), parental permission is required in order to release student personal identifiable information to Medicaid. This permission grants the Booneville School District the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student's name, student's date of birth, student social security number, student evaluation and referral information, IEP goals and progress notes. The parent has the right to revoke this permission at any time. The parent's signature on the handbook page gives the permission to Booneville Public Schools to access Medicaid to receive reimbursement for healthcare services delivered to a child in the school district. The Booneville School District can release education records each time access is made for the purpose of determining eligibility, billing for services and/or completing audit/review requests.

## **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 dose(s).

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

### **General Requirement**

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:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal Disease;
- Varicella (chicken pox); and
- 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 provide by a:

- a. Licensed physician;
- b. Health department;
- c. Military service; or
- d. Official record from another educational institution in Arkansas; or
- e. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

The proof of immunization must include the vaccine type and 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 as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. 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 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 serological testing; and/or
4. A copy of the 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 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, waver 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) day period. Students may be allowed to continue attending beyond 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 is older than two (2) weeks based on the date of 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 no fewer than for twenty-one (21) days or even 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 instructions unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instructions 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:

- For the remainder of the week by the end of the initial school day of the student's exclusion; and
- 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 assignments or examinations not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; ~~and~~
- The number of students within the District who have failed to provide to the public school proof of the required and have not obtained an exemption from ADH; vaccinations
- The percentage of students within the District who have failed to provide to the public school proof of the required and have not obtained an exemption from ADH; and vaccinations
- The percentage of a population that must receive an immunization for herd immunity to exist.

Vaccinations: Acts 244 of 1967 and 633 of 1973 requires all children to be immunized from Poliomyelitis, Diphtheria, Tetanus, Red (Rubeola) and Rubella measles before entering the public or private school of this state.

Students are also required to be immunized against Hepatitis B prior to entry to school. If you have questions concerning the required immunization schedule, please contact the school nurse of the state health department.

### **Vaccine: Minimum Number of Doses**

Polio (oral, trivalent) 3  
DTP 5



Red Measles (Rubeola) 2  
German measles (Rubella) 1

The Arkansas Department of Health requires that your child receive two doses of the Measles (Rubeola) vaccine upon entry to the 7th grade. Please check your child's records. It will probably be listed as MMR. If your child has not received two shots since his/her first birthday, he/she needs to get one before school begins. No child shall be admitted to a public or private school of this state that has not been immunized as evidenced by a certificate of a licensed physician or public health department. Transfer students moving into the Booneville School District have thirty days from the date of enrollment to request the orderly transfer of health records. Students not in compliance with this regulation will be suspended from school until they are in compliance.

### **PHYSICAL EXAMINATIONS OR SCREENINGS**

The Booneville School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential. The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

### **BODY MASS INDEX**

In accordance with state law, students will take part in body mass index measurements unless specifically otherwise requested by the parents. The results of these measurements will be provided to parents as part of individual student health report.

### **DRUGS AND ALCOHOL POLICY**

The following policy and procedure was developed in compliance with Section 5145 of the Drug-Free Schools and Communities Act, Public Law 101-226.

The Primary responsibility of the school is to educate students using the broadest possible definition of education. The school also has an obligation to provide protection to those students. Drug and alcohol abuse in school poses a serious threat to the academic, social, and emotional health of all students. The Booneville School District believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the District's responsibility to make every reasonable effort to reduce the threat, discipline the offender, and assist those who want or need specific education and help.

The Booneville School District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's schools and school-sponsored activities. The District is concerned about the national problem of alcohol and drug abuse, and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or at any school activities.

Any student suspected of being under the influence of alcohol will be referred to the school resource officer for field sobriety testing and/or Breathalyzer testing.

Students of the Booneville School District shall not possess, use, distribute, sell, or be under the influence of alcohol, illegal drugs, seeds, or drug devices on school property, on school transportation, within 500 feet of school property, or at school sponsored functions. Drug devices shall include, but are not limited to: pipes, tubes, clips, spoons or vials. Prohibited substances shall include, but not be limited to: alcohol or any alcoholic beverage; marijuana, any narcotic drug; any hallucinogen; any stimulant; any depressant; any inhalant; any other controlled (illegal) substance; any substance, legal or illegal, that alters the student's ability to act, think, or respond; any other substance that the student represents or believes to be any substance prohibited by this policy; or any substance manufactured to look like a substance prohibited by this policy. Controlled substances used by a student who has a prescription for the substance must be checked in to the school office. Students found to be in violation of this policy will be suspended and may be recommended for expulsion. The police will be notified.

***Counseling and Rehabilitation Programs include:***

ALCOHOLICS ANONYMOUS INTERGROUP OFFICE	479-783-0123
GATEWAY HOUSE, INC	479-783-8849
HARBOR HOUSE, INC	479-785-4083
HARBOR VIEW MERCY HOSPITAL	479-484-5550
SPARKS CARE UNIT	479-441-5500
WESTERN ARKANSAS COUNSELING & GUIDANCE CENTER	479-675-3909

## **COUNSELOR**

The counselor is available to students from 8:00 until 3:30 each day. For non-emergencies, students should sign up for an appointment in the reception area of the counselor's office.

***Counselor Referrals:***

1. The student needs to make a written request to see the counselor by signing the request form between classes. The counselor will then schedule a conference time with the student. Students must not be dismissed from class without a pass.
2. Students will be seen during class time in the event of an emergency or critical situation.
3. Students must have a hall pass before school or during lunchtime from the counselor's office to be admitted in the hall.

4. Students who are late for class due to conferencing with a counselor must have a note from the counselor in order to be admitted to class without penalty.

## **TOXIC SUBSTANCES**

For abuse of any toxic substance, the drug/alcohol policy and penalties shall apply.

## **TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS**

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

With the exception of recognized tobacco products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

***\*\*For tobacco rules and regulations, refer to the individual school sections of the handbook.***

## **DRUG SCREEN TEST POLICY (Grades 7-12)**

### ***Mission Statement:***

The Booneville School District recognize that drug and alcohol use/misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, the total development of each individual and safety within school activities. The Booneville Board of Education is determined to help students by providing another option for them to say "NO." Drug and alcohol use/misuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

### ***Definitions:***

***Drug:*** Any prohibited substances which could be abused or misused under Arkansas Statutes or which are controlled by the Food & Drug Administration unless prescribed by a licensed physician.

***School Year:*** From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

### ***Policy statement:***

Booneville School District ("the district") is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7-12; (2) to undermine the effects of peer pressure by providing a

legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

***Purpose of a Chemical Abuse Policy:***

1. To allow the students of Booneville Schools to know that the school is concerned about their total wellbeing.
2. To assist students of Booneville Schools in resisting peer pressure that directs them toward drug use/misuse.
3. To establish high standards of conduct for students of Booneville Schools.
4. To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug and alcohol use/misuse on their health.
5. To confirm and support laws which restrict the use/misuse of drugs.
6. To work cooperatively with custodial parent/legal guardian in keeping their children free from drug abuse/misuse.
7. To assist students by referring them for counseling or rehabilitation regarding their use/misuse of drugs.
8. To deter drug and alcohol use/misuse by all students through the use of random drug testing.

***Prescription Medication:***

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

***Extra-curricular Activity Programs:***

Participation in competitions, athletic practices and games, before or after school practices, other before or after school practices, campus parking, school trips, presentations and other activities according to the guidelines often Arkansas Activities Association.

These activities are listed below:

Ambassadors	Drill Team	Pep Club
Art Club	FBLA	Quiz Bowl
Band	FCA	Rodeo Club
Baseball	FCCLA	Scholar Athlete Club
Basketball	FFA	Softball
Beta Club	FHA	Spanish Club
Bowling	Football	Speech-Debate
Cheerleading	Golf	Student Council
Chess Club	Library Club	Tennis
Choir	Math Club	Track
Christian Club	Music Club	Volleyball
Cross Country	Newspaper	Yearbook
Drama Club	Odyssey of the Mind	
Others that may be formed through the Arkansas Activities Association.		

***Procedures for Students:***

***Consent:*** Students and custodial parent/legal guardian will be required to sign a consent form at the beginning of each year for random drug testing. No students will be allowed to participate in any extra-curricular activity or receive a parking permit until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Written consent shall be in the form attached to this policy as *FORM A*. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

***Random Testing Student Selection:***

Students will be subject to random selection for testing. If a student is selected for testing but is absent on that day, the next student on the alternate list will be tested. Twenty student's names in grades seven through twelve will be randomly selected each week. Urinalysis will be the method utilized to test for the presence of abuse/misuses of drugs in the body. All students selected must report to the designated testing site immediately upon notification. A single test can be required by a principal from a student for reasonable suspicion. Reasonable suspicion may include but not be limited to the following:

- A. Observed impairment of school performance.
- B. Uncharacteristic or erratic behavior.
- C. The student's attendance changes, e.g. habitual absenteeism.
- D. Direct observation by school personnel of drug or alcohol use or possession.
- E. Physical symptoms indicative of drug or alcohol use.
- F. Evidence the student has tampered with a drug or alcohol test. Parent's request.

Student random selection will be provided by a computer generated program under the direction of the drug testing company. Booneville School District may require a blood test, urinalysis or other drug/alcohol screening for students at any time there is a reasonable cause to suspect the student has violated the Booneville Schools' Student Drug Policy.

***Testing Agency:***

Testing dates will be selected by the school district. Upon notification by the school district, the testing company will randomly select students by computer. The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer (MRO) for the purpose of interpreting test results.

***Cost:***

The cost of the test to be given during random selection will be paid by the district. Tests administered to regain eligibility after the first positive test will be at the expense of the student.

***Refusal to Submit to Testing:***

Any student who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.

***Testing Procedure:***

All urine specimens will be taken at a designated collection site. Any student who is required to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results and Medical Review Officer (MRO) communications will be sent to the superintendent or superintendent's designee.

Sample collection procedures will be followed as outlined by the drug testing company. If a student is unable to produce a sample at any particular time, the student will stay at designated site until sample is provided.

***Scope of Tests:***

The drug screen tests for one or more illegal drugs (including but not limited to cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, PCP, methadone, and alcohol). Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in

color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

***Limited Access to Results:***

The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

***Records:***

All records concerning drug/alcohol testing will be maintained by the superintendent, or superintendent's designee, and the school's designated MRO, in a separate locked file. The records will not be kept in a student's regular file. Only the superintendent or superintendent's 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 parent/legal guardian may obtain a copy of his/her drug/alcohol testing records upon written request. Disclosure of information will only be to those individuals whose official business duties necessitate disclosure or as required by law.

***Procedures in the Event of a Positive Result:***

Whenever a student's test result indicates the presence of illegal ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his/her designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or counselor.

***First Positive Result:***

Upon verification of a positive test result, the student will not be allowed to participate in competitions, practices, presentations, and activities of Booneville schools and will not be allowed to drive/park a car on the school campus for a period of twenty days. The student will be recommended for counseling and/or rehabilitation, if any charge is incurred, it will be the responsibility of the parents.

On day twenty-one the student will be able to be retested (at the expense of the parent/guardian). If the tests results are found to be negative, the student will again become eligible for competitions, practices, presentations and activities relating to Booneville Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis (for a period of six months) at the expense of the parent/guardian.

***Second Positive Result:***

Upon verification of a second positive test, the student will not be allowed to participate in extra-curricular activities and will not be allowed to drive/park on campus for the remainder of that semester and the following semester. The student must submit to a mandatory drug screen or lab test on a monthly basis (for a period of six months) at the expense of the parent/guardian.

***Third Positive Result:***

Upon verification of a third positive test, the student will be suspended from both participation in and attendance to any extra-curricular activity and drive/park on campus for 18 calendar months. The 18-month period would begin with the date of the third positive result. A third positive result could be a positive result from the random pool, the follow-up program, or the test at the end of the end of the year suspension period. The student must submit to a mandatory drug screen or lab test on a monthly basis (for a period of six months) at the expense of the parent/guardian.

***Non-punitive Nature of Policy:***

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to the policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities *unless compelled* to by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian, will be notified as soon as possible by the district.

***Other Disciplinary Measures:***

The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities. Students in possession of drugs on campus will be disciplined according to policies outlined in the student handbook. Students in possession of drugs on campus can be expelled according to state law.

*Booneville School District, Booneville, Arkansas*

**FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV)**

A state level committee, the Child Health Advisory Committee, was established by Act 1220 of 2003. This law in combination with rules and regulations developed by the committee has many implications for students in the public schools of Arkansas. Below are some of the outcomes of Act 1220.

- 3.08.1 Foods of Minimal Nutritional Value (FMNV) – Foods of Minimal Nutritional Value refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the United States Department of Agriculture (USDA) under the Child Nutrition Programs. Definitions within the federal regulations concerning the four categories of FMNV are
  - 3.08.2 Certain Candies – Certain Candies are FMNV according to United States Department of Agriculture (USDA) Regulations, including any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
    - 3.08.1.1 Candy Coated Popcorn – Popcorn that is coated with mixture made predominantly from sugar and corn syrup.
    - 3.08.1.2 Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.
    - 3.08.1.3 Hard Candy – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle textures, and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after-dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.
    - 3.08.1.4 Jellies and Gums – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
    - 3.08.1.5 Licorice – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root
    - 3.08.1.6 Marshmallow Candies – An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
    - 3.08.1.7 Spun Candy – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
  - 3.08.2 Chewing Gum – Chewing gum is a FMNV according to United States Department of Agriculture (USDA) regulations and include any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
  - 3.08.3 Soda Water – Soda water is a FMNV according to United States Department of Agriculture (USDA) regulations and includes any carbonated beverage. No product shall be excluded

from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.

- 3.08.4 Water Ices - Water ices are FMNV according to United States Department of Agriculture (USDA) regulations and include any frozen, sweetened water and flavored ice with the exception of products that contain fruit or fruit juice.

(Arkansas Department of Education Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools Approved on 8/08/2005 by Arkansas State Board of Education)

**Some exceptions to Limiting Access to Foods and Beverages in All Schools:**

- 5.02 Exceptions to Limiting Access to Foods and Beverages in All Schools
- 5.02.1 Parents Rights – This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide FMNV or candy items for their own child’s consumption, but they may not provide restricted items to other children at school.
- 5.02.2 School Nurses – This policy does not apply to school nurses using FMNV’s or candy during the course of providing health care to individual students.
- 5.02.3 Special Needs Students – This policy does not apply to special needs students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need).
- 5.02.4 School Events – Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.
- 5.02.5 Snacks During the Declared School Day – Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns
- 5.02.6 Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

## **PARENT AND FAMILY ENGAGEMENT-SUPERINTENDENT STATEMENT**

The superintendent of Booneville School District supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

## **PARENT AND FAMILY ENGAGEMENT POLICY**

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

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY,
4. Explain to parents and the community the state’s content and achievement standards, state and local student assessments and how the district’s curriculum is aligned with the assessments and how parents can work with the district to improve their child’s academic achievement;



5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement program, meeting, and other activities they could be involved in. Such communication shall be, to the extent practical, in a language the parents can understand.
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and model other successful parent and community involvement programs to suit the needs of our district.
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.
12. Parents have the right to request information regarding the professional qualifications of the child's teacher and paraprofessionals.

## **PARENT RESPONSIBILITY**

Parents can do much in helping their child in school through having a positive attitude regarding education and in providing experiences which will enrich the child's life. It is at home at an early age that a child forms his/her attitude about learning. A genuine interest in the child's learning activities is important in attitude development. By being receptive to new ideas, the parent aids the child in learning new things. The parent, as an interested party, may welcome the opportunity to visit the school and confer with teachers. Teamwork between the parent and school is essential to the child's progress and adjustment and is encouraged. Parents are urged to have their children at school on time each day.

## **CUSTODY**

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. 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 hours of school operation.

Act 660 of 1993 states:

- a. In order to avoid continuing child custody controversies from involving public school personnel, and to avoid disruptions to the educational atmosphere in public schools, the transfer of a child between the child's custodial parent and non-custodial parent, when both parents are present, is prohibited from taking place on the real property of a public elementary or secondary school on normal school days during normal hours of school operations.
- b. The provision of this act shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from transporting the child from school at pre-arranged times on pre-arranged days if prior approval has been made with the school's principal. Divorced or legally separated parents have equal access to a child or the child's records unless specifically stated in court documents. The school must see a file marked copy of the original document stating that the other parent is denied access to the child or his/her records. The school will make a copy of this document for the child's records. The parents should keep the school informed of any changes in the family structure.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **CONFLICT RESOLUTION**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the superintendent who is responsible for the effective administration and

supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

## **VOLUNTEER POLICY**

Enlisting the support of volunteers is a way the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

### **Background Checks for Volunteers**

For the purposes of this policy, "clear background check" means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks; and
- The potential school volunteer's name was not found on the Child Abuse Central Registry.; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
  - Have a currently suspended or revoked educator's license; or
  - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for \_\_\_\_ years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

- Option A: The Application for an initial background check may be made through the District administrative office. The District may charge the potential volunteer the same fee charged by the State of Arkansas for performing the check. For a volunteer who has passed his/her previous background check, the District will incur the fee charged by the State of Arkansas for performing a renewal background check.<sup>2</sup>
- Option B: The Application for an initial background check may be made through the District administrative office. The District will incur the fee charged by the State of Arkansas for performing the initial check and any renewal checks.<sup>2</sup>

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration: the circumstance or circumstances surrounding the act or omission that lead to the conviction, or Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission, the length of time that has passed without reoffending, and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may adopt a resolution by majority vote providing an exception to this policy's requirement for a time period not to exceed five (5) years. The board must consider this matter in open session and may not confer or deliberate in closed or executive session.

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender or whose educator license has been revoked or is currently suspended.

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq.<sup>3</sup> In addition to volunteers wishing to participate in the registered volunteers program, clear background checks are required for:

- Option 1: School volunteers who wish to accompany students on overnight school trips.
- Option 2: School volunteers who wish to volunteer to work one-on-one or in small groups of five (5) or fewer students, such as a tutor or a mentor.
- Option 3: School volunteers who will volunteer for more than \_\_\_\_ hours in a school year.
- Option 4: School volunteers who will volunteer for the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ volunteer programs.
- Option 5: Clear background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom, and all clear check volunteers will be issued special volunteer

identification to wear prominently when performing their volunteer duties; no person may serve as a volunteer without wearing the provided identification.

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three (3) years.

The District shall maintain the following information on volunteers:

- a. The total number, location, and duties of all volunteers;
- b. The total number of annual hours of service provided by volunteers; and
- c. Any reimbursements made to volunteers for expenses, transportation, or other costs incurred in connection with volunteer services.

Volunteers will be made aware that the Arkansas Department of Human Services (DHS) considers volunteers for school districts to be mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

### **VISITORS ON CAMPUS-ADULT**

Parents are always welcome to visit the schools. Parents wishing to visit their children during the school day shall register first with the office. Your visit gives your child a feeling of security through knowing that there is cooperation between parents and his/her teacher. When you visit the school, we would appreciate you observing the following suggestions:

- Please schedule conferences with the teacher either before or after school, or during the recess or planning period. Children in the classroom are easily distracted by conversations between adults.
- Try not to discuss a problem your child may be having in her/her presence. It may be embarrassing or harmful to the child to know that he/she is the center of your discussion.
- Public meetings are not the appropriate time to consult with teachers about individual children. A teacher and parent cannot talk freely about a child in the presence of other parents.
- A parent/teacher conference can be arranged by calling the school office.
- **By mandate of state law, any person entering the school building must first check in at the office for permission, and sign in. This law is for the protection of your child and will be enforced.**

### **VISITORS ON CAMPUS-STUDENT**

Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed.

### **TRANSPORTATION**

Pupil transportation is a service of the school provided for the general welfare of students. Since transportation is a service and not required by state law, any student may be denied the privilege of this service if he or she cannot conform to the accepted rules of conduct of a bus student as provided in bus student regulations.

It shall be the duty of the Administrative Staff to route the buses to provide the best service for the greatest number of students. The bus driver shall not deviate from established route except on instructions from the Administrative Staff. An effort shall be made to hire competent CDL licensed drivers who reside in the community center being served. Qualifications and standards

shall conform with those set forth in the State Department Handbook, “Handbook for the School Bus Driver” provided by the State Department of Education.

Each driver’s employment will be approved by the School Board. Drivers will be notified of their employment status for the following year after the School Board takes action on non-certified personnel. Maintenance of the district buses is done by the school mechanics and paid by the school district. It is the duty of the Administrative Staff and the mechanics to see that buses are always kept in a good state of maintenance and that all safety requirements are met as reflected by the annual inspection by the State Department of Education.

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

## **TRANSPORTED STUDENTS**

The Booneville School District strives to offer the highest quality of educational opportunities to all its students so they may reach their maximum potential. The District will make every effort to provide our children with the safest environment possible when riding a school bus. Rules must be established and followed so a safe environment can be maintained. The Booneville Board of Education has adopted the following policies to help ensure our students are transported in a safe manner.

### **RIDING THE BUS IS A PRIVILEGE.**

**WHEN A STUDENT’S CONDUCT REQUIRES THIS PRIVILEGE BE DENIED, IT WILL BE THE RESPONSIBILITY OF THE STUDENT AND PARENTS/GUARDIANS TO FIND ALTERNATE MEANS OF TRANSPORTATION.**

#### **These rules must be observed at all times when riding a bus:**

1. Be at the bus stop at the scheduled time, stand back about 10 feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway.
2. While waiting for the bus, students must remain in a safe place away from traffic. If you miss the bus, do not attempt to hitch-hike a ride to or from school.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
5. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus.
6. Do not change seats.
7. Students must keep seated while the bus in motion.
8. Students must not tamper with any of the safety devices such as door latches, fire extinguishers, etc.
9. Students are not to put their hands, arms, head or body out of the windows.
10. Students are not to deface the bus or any school property.
11. If the student must cross the highway to enter the bus, wait until the bus has come to a complete stop and driver has signaled for you to cross in front of the bus.
12. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 10 feet in front of the bus. Cross the highway only after driver has signaled to do so.
13. Do not damage road signs or warning signals placed by the Highway Department. Do not damage any property at any time at the bus stop.
14. Students who do not obey these rules may be denied the privilege of riding the school bus.

15. Balloons will not be allowed on any bus within the district. Balloons are a distraction to the drivers and a safety hazard on the busses. Parents will have to make arrangements to pick up any balloon deliveries their child may receive.
16. No food or drinks are allowed on the bus.

*Legal Reference: A.C.A. § 6-19-119 (b), Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0*

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

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

It is fair to the parents and to the child to be informed as to what steps will be taken to correct any violations of the rules set forth in these policies. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both, beginning with the first offense. In extreme cases any of the following steps may be eliminated for a more appropriate action.

**STEPS FOR VIOLATION OF PROCEDURES:** Although the bus transportation supervisor or bus drivers may elect to give written warning, bus discipline referrals to principals made by drivers will be handled as follows.

- **FIRST OFFENSE**
  - The student will be called to the office by the principal and appropriate action will be taken. A copy of the report will be sent home.
- **SECOND OFFENSE**
  - The student will be called to the office by the principal. Disciplinary action can be taken by the principal as warranted. Parents will receive a copy of the report.
- **THIRD OFFENSE**
  - The student will be called to the office by the principal. Student will be suspended from the bus for three (3) school days. Parents will be notified by letter or telephone concerning the actions taken by the principal.
- **FOURTH OFFENSE**
  - The student will be called to the office by the principal. Student will be suspended from the bus for five (5) school days.
- **FIFTH OFFENSE**
  - The student will be called to the office by the principal. Student will be suspended from the bus for the remainder of the school year.

More serious offenses may result in denial of bus privileges even though the student may have had no previous bus discipline reports. At the discretion of the principal or assistant principal, any disciplinary steps outlined in the bus conduct policy may be circumvented and stronger action may be taken if necessary. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both, beginning with the first offense.

### **CONTACT-LAW ENFORCEMENT, SOCIAL SERVICES OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In

instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of 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 services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee and leave both a day and an after-hours telephone number.

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.

### **SEARCH, SEIZURE, AND INTERROGATIONS**

The District respects the rights of its 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, principals, 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 authority.

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. 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 personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division 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. 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 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 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, person having lawful control of the student, or person standing in loco parentis. 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, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas 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, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee and leave both a day and an afterhours telephone number.

*Any law enforcement authority on public school property shall not interrogate a student enrolled in the school district during regular school hours without the knowledge of the school’s principal or his designee. All interrogations shall be conducted in private with an official school representative (principal or his designee) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable time period, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardians.*

## **RESOURCE OFFICER**

The Booneville School District, along with the city of Booneville provides a School Resource Officer Program. The objective of the School Resource Officer Program is to promote and assist the Booneville School District in providing a safe learning environment and to improve relations between the law enforcement officers and the youth of our community. The role of the School Resource Officer is:

1. Protective. The first priority is the protection of the students and staff from negative outside influences and to assist in the maintenance of order.

2. Consultant. The second priority is to act as an advisor to staff in safety matters, violence reduction strategies and legal aspects of activities of students.
3. Instructor. The third priority is to facilitate learning in citizenship and related law education. Specialized lectures will be prepared and presented to classes and guest lecturers will present topics discussed by the school staff. Students will be provided with information about their rights and responsibilities in the school and community.
4. Community Relations. The fourth priority is to provide a positive role model to students and to foster better understanding between the law enforcement community, the students, and staff.

## **CANINE UNIT**

In an effort to better serve the community and school district, upon the request of the school administration, the school resource officer may call upon the services of the Booneville Police Department's Canine Unit. The Canine Unit may be called upon to search any school district facility and property, including all school district parking lots. A K-9 (drug sniffing dog) under the supervision of an authorized law enforcement official may be used to sniff lockers, all student areas, and student vehicles on school property. Once an alert has been signaled by a K-9 that drugs have been detected, this shall constitute reasonable cause to search by proper personnel.

## **CRISIS INTERVENTION**

The final priority is to assist students through counseling about law related problems and to assist them by mediation of disputes. School resource officers will attempt to identify problems with students and guide them to addressing their problems in a non-violent manner.

## **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. Students who ride school buses,<sup>1</sup> shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an lockdown drill at all schools in the District schools in collaboration with local law enforcement and emergency management personnel. The lockdown training will include use of the District's emergency communication method with law enforcement. 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.<sup>4</sup>

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 emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.<sup>4</sup>

## **STUDENT MEDIA AND THE LITERATURE DISTRIBUTION**

The Superintendent and the student media advisors(s)<sup>1</sup> shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

## Definitions

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:<sup>2</sup>

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

While the District recognizes a student’s right of expression under the First Amendment for the Constitution of the United States, school-sponsored media does not provide an open forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor and/or administrator, to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law,
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

## **STUDENT MEDIA ON SCHOOL WEB PAGES:**

Student media displayed on school web pages shall follow the same guidelines as listed above; and shall also;

1. Not contain any non-educational advertisements.
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.11 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of EIGHTEEN (18)
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

## **NON-SCHOOL PUBLICATIONS:**

School Principals shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution. Principals have the authority to decide what to pass out in the building.

## **STUDENT DISTRIBUTION OF LITERATURE:**

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored materials. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school sponsored material;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

## **DISTRIBUTION OF LITERATURE**

The federal courts have not always been consistent in interpreting the First Amendment rights of students regarding the distribution of literature. Federal courts in Arkansas and the Eighth Circuit Court of Appeals have not ruled on this subject.

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific

publication if there is substantial, factual basis to believe its possession or distribution will cause or is causing substantial disruption of school activities.

2. Prior to the issuance of the petition, the person or persons responsible shall make the building principal aware of said petition and understand the rules and regulations regarding circulation. The time, place, and the manner of student distribution of literature, shall be at the discretion of the building principal.
3. Petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bound of reasonable conduct.

## **STUDENT NEWSPAPERS AND UNOFFICIAL PUBLICATIONS**

School newspapers are for reporting school news and are under the direct supervision of a certified instructor and the building principal. Students have the right to editorialize. Recognizing the power of the written word, students are urged to be constantly aware of the implications of published articles. Consultation with the sponsor shall occur. Students must refrain from printing anything that might contain obscene language or libelous materials.

## **SURVEYS**

In accordance with district policy 5.17, no student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

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

## **CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

## **SCHOOL LAWS OF ARKANSAS**

The Booneville School District will comply with the laws of Arkansas and the Federal Government as they apply to students. Changes in state or federal law may supersede policies set forth in the handbook.

## **USE OF SCHOOL FACILITIES**

The use of school facilities must be cleared through the district superintendent. All groups and organizations using school facilities must have a volunteer faculty representative to which a list of all members or participants will be recorded.

### **USE OF SCHOOL NAME**

No group shall be entitled to use the name of the public schools or any department of the school without having first obtained the consent and then accepted the supervision of the principal or teacher designated by him/her as a school sponsored organization.



Booneville Bearcats

BOONEVILLE ELEMENTARY PRE-K

# “Whatever It Takes!”

Student/Parent Handbook

2022-2023

## Vision Statement

The mission of Booneville Elementary Pre-K, in collaboration with parents and the community, is to strive to provide children an excellent education in a safe and positive learning environment.

## Mission Statement

The faculty and staff of Booneville Elementary Pre-K believe all young children learn best by participating in active play in a well-planned learning environment; they learn best by choosing what most interests them. Indoors and outdoors, children communicate, solve problems, develop self-help skills and build upon their motor skills.

# Booneville Elementary Pre-K

386 W. 7<sup>TH</sup> STREET  
BOONEVILLE, AR 72927  
PHONE: {479} 675-2604  
**Director:** Jennnifer Haynes

**Teacher:** Tara Bolyard  
**Aide:** Kaila Ensey

**Teacher:** Krystin Hutchens  
**Aide:** Pam Scott

**Teacher:** Savana Mauer  
**Aide:** Braylea Draper

**Teacher:** Emalee Brown  
**Aide:** De'Anna Watson

**Teacher:** Deborah Newby  
**Aide:** Megan Austin

**“The end depends upon the beginning!”**

## **LICENSING**

Booneville Elementary Pre-K will comply with the Minimum Licensing Requirements as set forth by DHS licensing of centers. The facility's compliance forms are available for parental review upon request.

## **ABSENCES**

Regular attendance is expected. A daily routine is important to a young child. It helps them feel more secure and prepares them for the school setting. School personnel understand that there are times when it is impossible for your child to attend. Some of these may include: illness of the child, serious illness or death in the family, observance of holidays, appointments (either medical or with a government agency) and other exceptional circumstances receiving prior approval.

**Please keep absences to a minimum and notify the Pre-K if your child will not be attending. Lack of regular attendance may result in your child's slot being given to another child on the waiting list.**



### **TARDIES**

Tardies make it difficult to make preparations for breakfast. Your child will need to be at the center **no later than 8:10**. **Excessive tardies may result in your child's slot being given to another child on the waiting list.**

**At 8:10, the doors at the Pre-K entrance will be closed and locked.** At this time, you will need to sign into the school, as a visitor, through the front office before walking your child down to their classroom. Once at your child's classroom, you will need to sign them in. You will need to walk back up to the main office to sign out for safety reasons (you will not be allowed to exit through the Pre-K doors).

### **ARRIVAL AND DEPARTURE**

When bringing your child to school, you will need to **park** in the parking spots **next to N. Owen Ave.** and walk your child to their classroom. The **doors will not open until 7:45** and all children must be signed in upon their arrival. **Children must be signed out at their departure by AUTHORIZED adults only.** In order to authorize someone to pick up your child, there must be a completed authorization form in your child's file. These forms will be filled out at the time of enrollment, and should you need to add to or delete names from your child's pick-up authorization list, talk with your child's teacher to update the necessary information. Photo ID must be shown.

Parents will not be allowed in the building for safety reasons, you will sign your child in/out outside of the Pre K wing.

Adults must be 18 years or older to sign out and pick up a child at the end of the day.

### **CLOTHES**

**Please make sure that your child has a change of clothes at the center at all times.** Accidents do happen and preparing for this ahead of time will prevent parents from having to supply clothing during the day. Children will need to be dressed appropriately for a day of playing and learning. Comfortable footwear for walking is encouraged. If your child does have an accident, the soiled clothes will be sent home (unwashed) in a sealed bag. **Please send a replacement change of clothing the next day.** Any opened toe shoes **must have straps across the top and back of the shoes** to securely hold the shoes on your child's feet. **NO flip flops** will be allowed for safety reasons.

### **COMMUNICATION**

Booneville Elementary Pre-K believes that communication between the center and parents is very important. We will communicate with you in a variety of ways. Please let us know if there is anything we can do to make communication easier for you and/or your family. Booneville Elementary Pre-K will utilize the following methods to keep you informed: whiteboard positioned by each classroom, SchoolReach calling system, Facebook, Twitter, local news, newspaper, and notices sent home with the children.

## **CONFERENCES**

In an effort to encourage communication between families and staff, at least two (2) parent conferences will be held per year. BES Pre-K will make every effort to make these conferences at times convenient to parents. Parents and staff are encouraged to arrange for more opportunities for communicating as well.

## **CRISIS PLAN**

Monthly fire drills and tornado drills are held in Pre-K and each classroom will be provided with a crisis plan. There will be mandatory training and practice by staff to make certain they are prepared for emergencies. In the event that the Booneville Elementary Pre-K has to evacuate to another location, that location will be the Booneville Elementary K-6 Library. Parents will be notified via Facebook, Twitter, and/ or by phone should this take place.

The reunification of families will take place at the BES Library. The phone number of Booneville Elementary is (479)675-2604.

## **DAILY HEALTH CHECK**

Upon arrival, each child will be given a quick health check by the staff. This is to look for any marks, fever, lice, etc. The parent may be asked to explain and sign off on any findings. This procedure is to protect the children and families, as well as the staff.

## **DAILY SCHEDULE**

The daily schedule will be posted by the door. We believe that children feel more secure with routine. Efforts will be made to not deviate from the daily schedule as much as possible. However, parents will be notified of any changes.

## **DATES AND HOURS OF OPERATION**

Our center will operate from **7:45 a.m.–3:00 p.m.** We will follow the calendar of the Booneville School District. If the District is closed, the Pre-K will be closed as well.

## **END OF THE YEAR CELEBRATION**

Booneville Elementary Pre-K believes going to Kindergarten is an important step in a families' life. We will strive to make it a special occasion for the children. Prior to going to Kindergarten, there will be a brief celebration for children and their families.

Students completing their first year of Pre-K will also be acknowledged for their accomplishment of completing one year of the program during this celebration time.

## **HEALTH**

Under DHS guidelines, your child may not attend the center if they exhibit any of the following: **fever, diarrhea, vomiting, rash, sore throat, severe cough, pink-eye, scabies, bed bugs, sores inside the mouth with drooling, lice, ring-worm, or impetigo.** Should any of these occur within the day, staff will notify you so that you may pick up your child. **A 24-hour symptom free time is required of most illnesses.**

### **ITEMS FROM HOME**

Booneville Elementary Pre-K discourages children from bringing items from home. Developmentally, 3 and 4 year olds are still working on the concept of sharing. Items brought from home are sometimes more difficult to share than others. **Please leave personal items, such as toys, at home.**

### **MEALS**

Breakfast, lunch, and an afternoon snack are served to all children. Parents also have the option of sending a **nutritious meal** for their child. If you know that your child is going to be checked out prior to lunchtime, please notify the staff so that the child will not be counted in lunch preparations. There is never a charge for snacks. Breakfast will be served at 8:30 a.m. **Please have your child here by 8:10 a.m. so that the child may be counted in meal preparation.**

### **PARTIES**

No child will be required to provide refreshments or gifts for a party. Staff may plan for parties on special occasions such as Valentine's Day, Christmas, etc. The center will provide all refreshments. On the child's birthday, the staff will recognize your child.

# Booneville Elementary School

## "Whatever It Takes!"

### Student/Parent Handbook

2022-23

#### Vision Statement

The vision of Booneville Elementary School is to produce highly motivated students who are responsible for their actions, make good choices, and seek to improve themselves through their education. Our students will have the skills to think through and rationalize problems while having acquired the reading and writing skills necessary to become a lifelong learner. Our students will return to society a thoughtful, kind and concerned citizen.

#### Mission Statement

The faculty and staff of Booneville Elementary School believes that the future starts here. Our goal is to prepare each student for success. We accept the responsibility of helping ALL students reach their fullest potential by nurturing their talents and guiding them toward quality student performance through the critical elementary years.

**BOONEVILLE ELEMENTARY SCHOOL**  
386 West 7<sup>th</sup> Street Booneville, AR 72927

**Jyme Beth Diffee**

K - 6 Principal

**Jenifer Herrera**

Assistant Principal

Dear Parents and Students,

Welcome to Booneville Elementary School! We are excited about you being a part of our school and we feel sure your time will be both enjoyable and profitable.

This handbook answers many of the questions you may have about the rules and activities here. We hope this will be helpful to you throughout the year. There is no intent to develop a determined set of rules that are confining or restrictive in nature; however, in the best interest of all concerned, it is imperative that we begin on common ground with policies and procedures that are clear-cut and commonly understood by all. We are all striving to accomplish a common goal of providing the best education possible for each and every student in our school.

In the event that problems or concerns should arise, we are always available to help discuss any situation. Feel free to call the K-6 office 1-855-675-3339 and arrange a conference if the need arises.

We are looking forward to helping you have a good school year. We are excited about the opportunity to work with each child.

Sincerely,

Booneville Elementary School Faculty and Staff

2021-22 BOONEVILLE ELEMENTARY SCHOOL STUDENT HANDBOOK  
COMMITTEE:

Jyme Beth Diffie, K-6 Principal  
Jenifer Herrera, Assistant Principal  
Erin Baker, Counselor  
Deborah Rainwater, Counselor  
Emalee Brown, Teacher  
Brandy Ryan, Teacher  
Casey Lunsford, Parent  
Rylan Ryan, Student  
Amy Daniel, Board Member

The Booneville School Board approved the student handbook presented by the  
handbook committee during  
the July of 2023 at a regular board meeting.

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## **ATTENDANCE and DAILY PROCEDURES**

### **SCHOOL HOURS:**

School begins each day at 8:00 a.m. and dismisses at 3:15 p.m. Breakfast will be served each day beginning at 7:30 a.m. **Students are not to arrive at school earlier than 7:30 a.m.** as there is no adult supervision until this time. Students eating breakfast are to go to cafeteria to receive their breakfast at their grade level designated area.

### **TARDINESS:**

School begins at 8:00 a.m. and any student who comes in between 8:00 - 9:30 is tardy must be signed at the office by a parent or guardian upon coming to school. After the fifth tardy, students will not be eligible for Perfect Attendance designation. Subsequent tardies may result in a conference with the principal to determine the best course of action to correct the problem. Any check out after 2:00 pm is considered a tardy. Any student missing 3 hours or more of the school day will be charged  $\frac{1}{2}$  absence.

**Kindergarten parents may escort their students to their classrooms the first week of school. Be sure to sign in for a visitor's tag in the office.**

**Parents need to call before 2:30 pm with transportation changes to guarantee students are notified.**

### **ATTENDANCE SPECIFICATIONS:**

Regular school attendance is vital to the overall academic success of every student. The responsibility of regular attendance rests with the student and his/her Parents/Guardians. An absence from school is categorized as excused, unexcused, or excessive.

**Excused Absences:** Student absences will be excused for the following reasons:

- Personal illness of student
- Court appearance
- Medical appointments
- Serious illness in the immediate family (Parents/guardians, siblings, and grandparents)



- Death in the family
- Any circumstances not covered above which the principal or designee determines are acceptable.

All other absences will be categorized as unexcused.

All excused absences require a written note or doctor's excuse to be provided to the school within five (5) school days of returning to school. All absences over six (6) days per semester will require a medical/professional written note. The District reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence unexcused. Students are responsible for seeing that work missed during an excused absence is made up. The normal time allowed to make up work will be one (1) day per absence.

Unexcused Absences: Any absence not excused by note or official documentation will be considered an unexcused absence. After three (3) unexcused absences in a semester, the student's Parent/Guardian will be notified. Students will receive a zero for work missed during a suspension. Excessive Absences & Excessive Tardies Seven (7) unexcused absences or ten (10) unexcused tardies per semester is considered excessive.

### **CAR POOL PROCEDURES:**

To ensure the safety of children, students are **NOT** to be dropped off before 7:30 a.m. Adult supervision is not available until after this time.

For the safety of all students and to promote a fair, organized carpool process, vehicles bringing students to school during carpool hours must follow and obey carpool procedures.

**Morning Car Pool Procedures:** All students will be dropped off at the **front entrance in the mornings**. If a student arrives to school in a car, the car must go through the carpool lane unless the parent enters the school for business reasons. Students **may not** be dropped off in the parking lot. No drop off before 7:30. Staff members do not report to work before 7:30.

**Afternoon Car Pool Procedures:** All students will be picked up in the **back, circle drive (playground)**. Students are not dismissed from the office after 3:00. Carpool must pull all the way up to the first teacher spot. Teachers will walk students to the vehicle. No Walk Ups.

### **AFTER SCHOOL PICK-UP:**

Parents and guardians are requested to pick-up their children in the back circle drive. All **walkers** will be required to use the designated pedestrian crosswalks to leave the school campus. Walkers will be dismissed from the saferoom exit.

**Please do not block the front entrance or West 7<sup>th</sup> street in the afternoon.**

**No parking on the side of 7<sup>th</sup> Street after 3:00. Students are not dismissed from the office after 3:00.**

### **LEAVING CAMPUS:**

For the students' protection any child leaving campus for any reason must be signed out at the office. If a student is to go home with another child, a note from **both** sets of parents should be brought to school or the school should be contacted. Arrangements cannot be made at school.

### **TRANSPORTATION:**

See "Transportation" in first index

### **SCHOOL VISITATION:**

Your visits to school are always welcomed. For the safety of all students and staff, we require that **ALL VISITORS MUST REPORT TO THE OFFICE**. Visitors can **SIGN IN** and get a **VISITOR'S PASS** and **MUST SIGN OUT AND RETURN PASS UPON DEPARTURE** any time that they enter the building excluding grade level performances. At performances, they must sign in at the table in the front foyer. We value our parents being involved in their student's education.

Because a teacher's primary responsibility is to the children, please call or email for an appointment to visit with the teacher. Students are not allowed to bring visiting friends or relatives to school with them. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in District Policy 4.10. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the noncustodial parent known to the office by presenting a copy of a file marked court order restricting visitation in situations where visitation by the non-custodial parent is not allowed.

*Legal References: A.C.A. § 6-21-606, A.C.A. § 6-21-607 Last Revised: July 10, 2012*

### **CAFETERIA VISITATION:**

Parents/guardians are welcome to eat with their children at their scheduled lunchtime. For safety concerns for all, we have provided an area in the office for families to enjoy lunch together.

### **HEALTH:**

Your child may not attend school if they exhibit any of the following: fever,

diarrhea, vomiting, rash, sore throat, severe cough, pink-eye, scabies, sores inside the mouth with drooling, lice, bed bugs, ring-worm, or impetigo. Should any of these occur within the day, staff will notify you so that you may pick up your child(ren). **A 24 hour symptom free time is required of most illnesses.**

### **EMERGENCY FORMS CURRENT TELEPHONE NUMBERS MUST BE**

**FURNISHED** - four numbers if possible. Address changes should be sent immediately. In the event your child should be injured and neither parent can be reached, Booneville School District officials will contact the named physician on the medical information card and authorize any treatment deemed necessary in an emergency for the health and safety of the child. If physicians or any named person cannot be contacted, the officials are authorized to take whatever action is necessary in their judgment for the health and safety of the child. Booneville Public Schools will not be held financially liable for the emergency care and/or transportation of the child.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Booneville Elementary is a PBIS School (Positive Behavior Interventions School). Refer to the Booneville Elementary Website or back of Elementary Portion of Handbook.

PBIS is a positive behavior system staff and students follow. PBIS is a data driven program based on student needs at our school. This program is mostly student managed, by choices they make. When students practice expected behaviors, they are rewarded for their great decision making skills. PBIS will consist of school wide and classroom rewards.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote an atmosphere which does not infringe upon the rights of others. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. All discipline referrals will have a minimum and maximum discipline process used, from a minimum of a conference with the student to a maximum of expulsion from school. Acceptable corrective measures may include, but are not limited to the following:

1. Teacher-student conference.
2. Deprivation of privileges or preferred activities.

3. Referral to building principal.
4. Parent-school conference.
5. Referral to other school personnel (counselor).
6. Referral to out-of-school personnel, physician, psychologist, etc.
7. Detention
8. Corporal punishment - Following district and state guidelines and law.
9. Suspension (in-school/out of school) or expulsion.

School wide expectations will be posted in each area addressed and will be visible to all students. These rules will be discussed at the beginning of each year to help ensure that each student understands their purpose and revisited frequently to ensure understanding.

Buying, trading, selling, or exchanging items between students is prohibited during school hours. Any person willfully or intentionally assaulting or threatening to assault or abuse (verbally or physically) any student, teacher, principal, superintendent, employee or volunteer of the school system will result in disciplinary action.

Damaging, destroying or stealing school property will result in disciplinary action. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school sponsored activity. Any gang related activity or pretense of the same, as justified by school officials, may result in an out-of-school suspension to a maximum consequence of expulsion for the first offense. The second offense may result in an immediate expulsion for the remainder of the school year.

Possession by a student of any paging device, beeper, or similar electronic communication device (including hand held laser) on the school campus may result in disciplinary action. Exemption would be for a student who is required to use a device for health or other compelling reasons. This does not include extra-curricular activities.

Whenever the school administration has direct knowledge or has received information leading to a reasonable belief that a student enrolled in Booneville Schools has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a student, teacher, or school employee will be immediately reported to the appropriate local law enforcement agency for investigation.

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.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES:**

The Booneville School District will discipline students with disabilities in the same manner as other students unless the Federal Individuals with Disabilities Education Act requires alternative action.

### **BEHAVIOR NOT COVERED:**

The Booneville Elementary School reserves the right to correct behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the handbook.

### **PLAYGROUND RULES:**

1. Obey supervisory personnel.
2. Use equipment appropriately.
3. Stay within designated boundaries.
4. Fighting will not be allowed and will be handled as a severe disciplinary act.
5. Absolutely no rocks, gravel, or mulch will be thrown.
6. No leaving the playground without permission.
7. Rules may be modified to meet certain circumstances.
8. Parents who wish for their child to stay inside during recess due to illness must send a note stating this each day they wish for the child to stay inside.

### **DRESS CODE:**

Students are expected to dress appropriately at all times. Students' dress should exhibit a reasonable degree of modesty and dignity. Students wearing clothing that is disruptive will be sent to the office for appropriate correction.

1. All students may wear appropriate shorts. (The shorts must be long enough to come past the student's fingertips when they are standing erect with their arms hanging to their sides and their fingers outstretched). No bicycle, boxer, or running shorts are to be worn. Pants with holes in them must meet the same requirements as shorts; any holes may not be higher than the student's outstretched fingertips. ( can wear hoodies, no hoods on student's head in the building)
2. Vulgar or obscene T-shirts will not be permitted.
3. Crop tops or mesh shirts or shirts that expose the stomach will not be permitted.
4. Caps or hats may not be worn or even brought to school unless there is a designated occasion for wearing caps or hats.
5. Spandex, biker's shorts or leggings will not be permitted without a covering top or dress

which adheres to the fingertip rule.

6. Questionable dress will be handled through the office.
7. Any attire relating to gang activity is prohibited.
8. Attire promoting tobacco, alcohol, violence etc. will not be permitted.
9. No Heelys will be permitted.
10. Any appearance, clothing, or personal hygiene which causes a disruption to the educational environment of the school will not be allowed (body/face piercing, or other appearances that distracts teachers or students).
11. Pants with holes must meet the same requirements as shorts: any holes may not be higher than the students outstretched fingertips.

#### Consequences for Dress Code Violations

- 1st offense: Change clothing, Warn Student
- 2nd offense: Change clothing, Demerit
- 3rd offense: Change clothing, Demerit, 1 day in ISS
- 4th offense: Change clothing, Parent Conference, 3 days in ISS

### **CORPORAL PUNISHMENT:**

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

1. Corporal punishment can be administered for cause according to the following suggested procedures:
  - a. It may be used only after other alternatives, including but not limited to counseling, have failed or in unusual circumstances.
  - b. It will be administered by a school administrator and only in the presence of a school administrator or his or her designee, who shall be a teacher or administrator employed by the school district.
  - c. It will not be administered in the presence of other students, with malice, anger or in excess.
  - d. Before corporal punishment is administered, the student should be advised of the rule and the infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment.
  - e. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
  - f. The principal will be notified when corporal punishment is administered, and a written report shall be filed.
2. Arkansas law authorizes any teacher or school administrator to use corporal punishment in a reasonable manner against any pupil for good causes in order to maintain discipline and order within the public schools.

### **IN-SCHOOL SUSPENSION:**

In order to insure an environment conducive to learning, in-school-suspension will be used as one of the discipline alternatives at Booneville Elementary School. In-

school-suspension will **only be assigned by the principal and/or assistant principal** for continual disregard for classroom or school rules (such as disturbing or disrupting class, not completing assignments, insubordination, etc.).

Before In-school-suspension is assigned, the principal will check with the student's instructor to ensure that other interventions have been exhausted, especially contact with the student's guardian by the instructor. In-school-suspension may be assigned for one-half (1/2) day or a specified number of days not in excess of five consecutive days. The instructor will be responsible for making sure assignments are available and appropriate.

## ACADEMICS

### INSTRUCTIONAL ASSESSMENT:

Booneville Elementary School conducts standardized testing at every grade level. The results of these evaluations are monitored annually to make adjustments in the educational curriculum. Test scores are also considered to determine individual student needs. The Title I and Title VI Programs review these scores as a part of their criteria for determining needs for individual remediation and for program development. Standardized test scores are also considered as a part of the referral process for the special education program and the enhanced learning program. Standardized testing dates for the following school year are as follows:



2022–2023 Preliminary Testing Calendar

Test/Vendor	Testing Window	Grades
The ACT (see the 2022–2023 Schedule of Events for grade 11 ACT testing information)	<b>Test Window 1</b> <b>Paper:</b> February 28, 2023 <b>Accommodated (Paper):</b> February 28, March 1–3 & March 6–10, 2023 <b>Online (Standard and Accommodations):</b> February 28, March 1–2, & March 7–9, 2023	Grade 11 only
	<b>Test Window 2</b> <b>Paper:</b> March 28, 2023 <b>Accommodated (Paper):</b> March 28–31 & April 3–7, 2023 <b>Online (Standard and Accommodations):</b> March 28–30 & April 4–6, 2023	
	<b>Test Window 3</b> <b>Makeup only (no initial cohort testing)</b> <b>Paper:</b> April 11, 2023 <b>Accommodated (Paper):</b> April 11–14 & April 17–21, 2023 <b>Online (Standard and Accommodations):</b> April 11–13 & April 18–20, 2023	
WorkKeys	<b>Fall Window:</b> 09/12/22 to 12/15/22 <b>Spring Window:</b> 2/21/23 to 5/19/23 <small>All students in Grades 10–12 shall be given the opportunity to take a single administration before they graduate of the WorkKeys assessment which consists of Applied Math, Graphic Literacy, and Workplace Documents.</small>	Grades 10–12
ELPA21 Summative	March 6–April 14, 2023	English Learners K–12
ALT ELPA21	TBD	
ACT Aspire Summative	April 17–May 19, 2023	Grades 3–10
Dynamic Learning Maps (DLM)	<b>Fall Instructionally Embedded Window*</b> September 12–December 16, 2022	Qualifying students in grades 3–10
	<b>Spring Instructionally Embedded Window</b> February 6–May 19, 2023	
Istation: ISIP	<b>Fall:</b> September 1–September 30, 2022 <b>Winter:</b> January 2–January 31, 2023 <b>Spring:</b> April 3–April 28, 2023	Grades K–2
Curriculum Associates: i-Ready NWEA: MAP Growth Renaissance: Star	<b>Fall:</b> September 6–September 30, 2022 <b>Winter:</b> January 2–January 27, 2023 <b>Spring:</b> April 17–May 12, 2023	

### **HORIZONTAL AND VERTICAL GROWTH:**

Grade level meetings will be conducted weekly throughout the year in order to plan curriculum content horizontally. Staff meetings will be conducted throughout the year to compare curriculum content vertically.

### **HOMEWORK:**

Students and their parents/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Parents should establish a learning environment in the home by:

1. Showing a positive attitude toward education.
2. Taking an interest in your child's school work.
3. Establishing good study conditions.
4. Monitoring your child's study habits.
5. Exercising patience as you encourage your child.

It is the teacher's function to provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an extension of that classroom instruction. The nature of the subject being taught lends itself to different types of homework. The following are examples of possible homework assignments:

1. Independent practice of newly learned skills.
2. Expansion activities beyond the subject matter presented in class.
3. Introduction of new materials (such as reading a chapter in a text).
4. Independent student study projects, approved by the teacher.
5. Classroom assignments not completed by the student during the instructional day.

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 shall 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 amounts of homework they give from day to day. Parents shall be notified of this policy at the beginning of each school year.

*Legal References: State Board of Education Rules & Regulations: Accreditation Standards 10.07 Date Adopted:*

*Last Revised: July 10, 2007*



### **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 reason 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 grades or standard based reports depending on grade level 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. The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or,
3. The child's attendance at court-ordered counseling or treatment.

Grading scale and Numeric value for each letter grade:

A =	100 - 90	A =	4 points
B =	89 - 80	B =	3 points
C =	79 - 70	C =	2 points
D =	69 - 60	D =	1 point
F =	59 and below	F =	0 points

### **HONOR ROLL:**

Students in grades 1-6 who maintain an A/B grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

### **PROMOTION POLICY:**

Booneville Elementary is a child-centered institution concerned about the educational, social, emotional and physical development of each student. Educational decisions concerning grade level placement are made on an individual basis. Decisions regarding promotion/retention will be based upon careful consideration of various factors. These factors should include but not be limited to the following:

1. First and second semester grade point average of at least 1.25 in core classes. Grade Point averages will be figured according to the following values: A- four points, B-three points, C-two points, D-one point, U-zero points.
2. Maturity, work habits and responsibility
3. Checklist of expected grade level objectives
4. Samples of daily work
5. Chronological age
6. Attendance
7. Classroom achievement (especially reading and math)
8. Identification of learning and/or emotional needs
9. Previous retention
10. Standardized test scores and criterion referenced test scores

Parents will be notified as early as possible if their child is not meeting the standards for promotion. With all the preceding factors considered, a committee comprised of the teacher, principal, any other personnel involved with the student and parents will evaluate the student. The final decision concerning grade level placement will be determined by the appropriate Booneville Elementary Staff.

#### **REPORTING PUPIL PROGRESS:**

In an effort to keep the parents informed about student progress, the following measures are used:

1. A report card is issued each nine weeks. Report cards should be signed and returned immediately.
2. A parent-teacher conference is held each semester.
3. Mid-nine weeks reports will be sent home on every child, and deportment will be included.
4. Standardized tests are given each year in the Kindergarten through sixth grades.
5. Conferences throughout the year are encouraged and arranged upon request.
6. 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 that may enhance the probability of the student succeeding.
7. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course.
8. Twice a year, a student's independent reading level will be reported in writing to the parent or legal guardian and each teacher of the student in Kindergarten through Eighth grade.

*Legal References: A.C.A. § 6-15-2006, Revised: April 5, 2017*

#### **TEACHER CONFERENCES:**

If you wish to speak to a teacher, leave your number and he/she will return your call as soon as possible. If you would like to set up a conference with a teacher, please request an appointment through the school office. These are held twice a year or each semester at predetermined times. If there is a conflict with the date, you may contact your student's teacher to request an alternative conference time or date.

## **LIBRARY/MEDIA CENTER**

### **PHILOSOPHY:**

The library media center is a critical element in the complete educational process of the students. Students and teachers are expected to function in the information age; therefore, the media center must provide access to the equipment and resources needed to fully utilize needed information. The Board of Education of Booneville School District supports the principles of intellectual freedom inherent in the constitution of the United States and expressed in the "Library Bill of Rights," the student's "Freedom to Read" statement, and the student's "Freedom to View" statement of the American Library Association. All three of these documents may be found in each school's library media center.

### **CRITERIA FOR SELECTION OF MATERIALS:**

Selection emphasis is placed on providing a wide range of fiction and nonfiction materials that promote a life-long love of reading, support the school's curriculum, and contribute to the professional goals of the faculty. Materials are selected to reflect cultures, beliefs, and viewpoints of our diverse community.

The following criteria are considered in the selection process:

- Relevance to the local curriculum, state, and national standards
- Literary merit including quality of writing and/or illustrations
- Timeliness
- Reading level
- Popular appeal
  - Cost
  - Social significance and representation of diversity
  - Authority and accuracy of content
  - Format
  - Reputation and standards of the publisher or producer
  - Representation of differing viewpoints

### **GIFTS:**

Gift materials can be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with school funds. All gifts become part of the general collection and thus property of Booneville Public Schools.

Gifts of books and other materials will be welcomed from individuals and organizations with the understanding that items may be disposed of if they are inappropriate for the collection.

### **BORROWING PRIVILEGES:**

A book is loaned to students and teachers for two weeks at a time and may be renewed two additional times if necessary. Patrons are responsible for returning materials on time. We do not charge fines for late books, but patrons with overdue books may be prevented from borrowing additional books until the late ones are returned. Books that have been damaged beyond reasonable repair or lost must be paid for, so take good care of your library books!

### **CHALLENGED MATERIALS:**

The following procedures shall be followed when an item is challenged:

1. The complainant shall complete a Reconsideration Request Form and submit it to the building principal. This form may be obtained from the building's library media specialist. If the formal request for reconsideration has not been received within ten working days, the issue will be considered closed.
2. Challenged material will not be removed from the shelf.
3. When the written complaint is received, a committee to evaluate the material in question to meet. The selection committee should consist of a district level administrator, building level administrator, a teacher from the subject area in question, parent representative(s), and the library media specialist. Within three weeks of the receipt of the written complaint, the committee will meet and
  - a. Receive copies of the challenged materials,
  - b. Read and/or examine the material
  - c. Check general acceptance of the materials by reading reviews,
  - d. Weigh values and faults against each other, but the opinions shall be based on the material as a whole. Passages or parts should not be pulled out of context.
  - e. Call in consultant(s) to review in particular subject areas, if needed.
  - f. Discuss and prepare a report, presenting both majority and minority opinions. Send copies of the report to 1) complainant 2) superintendent and 3) principal of the school involved.

The complainant may make an appeal of the decision within two weeks to the superintendent. His/her decision may be appealed within two weeks to the Board of Education. Any material which has previously been before the committee will not be reconsidered again within one calendar year after the recommendation of the committee, has been given to the superintendent.

*Date adopted: July 8, 2014*

## **GENERAL POLICIES**

### **BUYING/SELLING ITEMS AT SCHOOL:**

Buying, trading, selling, or exchanging items between students is prohibited during school hours.

## CELL PHONES AND OTHER ELECTRONIC DEVICES:

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuses of electronic devices include, but are not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs on school grounds;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself, or another person.

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

Before and after normal school hours, electronic devices are 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 using or possessing electronic devices, other than those devices properly stored in a locker or vehicle, after the first bell and before the last bell shall have them confiscated.** Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student's parent or guardians. Students have no right of privacy as to the content contained on any cell phone and other electronic communication devices that have been confiscated.

Students who use a school issued cell phone and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Violation of policies regarding cell phones and other electronic devices may result in the following consequences:

- 1<sup>st</sup> Offense: Student may pick up phone at the end of the school day. Student will receive a reprimand
- 2<sup>nd</sup> Offense: Parent may pick up phone at the end of the school day, and student will

receive consequences ranging from loss of recess to In-School Suspension.

- 3<sup>rd</sup> Offense: School will retain cell phone for 30 calendar days after which the parent may pick up the phone. Students will receive a full day of In-School Suspension.

Further offenses will require more serious consequences up to and including suspension, as well as a parent conference.

### **CHILD ABUSE REPORTING:**

Reports made and/or received by Counselors or other personnel of Booneville Elementary School under the provisions of A.C.A. 12-12-501 thru A.C.A. 12-12-518 are confidential and must be treated with great care.

All school employees are mandated reporters of suspected child abuse or neglect. Any founded report will become part of the student's permanent educational record.

*Legal Ref.: A.C.A. 12-12-501-518 Act 450 of 1991.*

### **CLUBS:**

Students, parents, and staff members wishing to organize new clubs shall bring all proposals through the principal's office. Guidelines, requirements (age, grade point, etc.) and funding costs will be developed and presented to the superintendent and if deemed necessary to the board of education. All clubs will be sponsored by a certified staff member.

### **EXTRA-CURRICULAR/INTRAMURAL ACTIVITIES:**

Extracurricular activities at Booneville Elementary School are open to only those students who are currently enrolled in the Booneville School system and are age/grade appropriate to participate in the designated activity.

Participation may be denied because of low grades, failure to complete work, poor attendance, poor attitude, discipline problems or other rules not followed as determined by supervisor/director or principal. Whenever feasible, activities will be scheduled so that they will not interfere with the instructional time needed for the student to successfully complete the academic requirements to the student's educational program. Every effort will be made to insure classroom interruptions will be kept to a minimum.

### **FIELD TRIPS:**

Field trips scheduled during the school day will be of academic value and considered a learning and growing experience for the student. They will be scheduled through the office with the appropriate transportation provided and adequate supervision. Students must be picked up within 30 minutes of arrival time. Those students not picked up will be taken to the police department. Participation

may be denied because of low grades, failure to complete work, poor attendance, poor attitude, discipline problems or other rules not followed as determined by supervisor/director or principal.

Chaperones and volunteers will be limited to a small number which is normally dictated by the facilities that will be visited. If parents drive and take their child, the parents are responsible for that child.

### **PARTIES:**

Class Parties are limited to three each year: Fall, Christmas and Valentine's Day. The date and times will be scheduled through the principal's office. Only packaged food or food from commercial bakery will be served. Birthdays will not be celebrated in individual classrooms. They will be celebrated once a month as a group in the cafeteria.

### **PERTINENT INFORMATION:**

All pertinent information concerning the child's health (well-being) record should be furnished to school authorities such as immediate teacher, principal, school nurse. This includes the health information given at registration, records furnished by the family physician, and information provided on emergency call cards. If a change of custody occurs or disputes in custody exists, parents will provide court documents clarifying custody arrangements.

Updated contact information should be made in person. Schools will not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If a parent is listed on the child's birth certificate they may be given educational information unless otherwise indicated by court order. If an adult is listed on the pick up list then the child may leave school with that person unless otherwise stated in court documentation.

### **2022-2023 Picture Dates:**

Fall Day 1: Oct 10

Day 2: Oct 11

Retakes: Nov 3

Santa: Dec 1

Class: Jan 19

Spring Day 1 with K and Pre K cap and gown: April 12

Spring Day 2: April 13

**SNACKS:**

Snacks can be brought to school to be eaten at a designated time. Healthy snacks are encouraged. We request that snacks that can stain the carpets or are liquid not be sent. Glass bottles or jars are not allowed for safety reasons. Students should bring single-sized portions. Left over snacks will be thrown away or returned due to pest control concerns. Students are NOT ALLOWED carbonated drinks or candy for snacks. Carbonated Drinks are not allowed at lunch in the cafeteria as well.

**TELEPHONE:**

See "Telephone Policy" District Handbook.

**TOBACCO PRODUCTS:**

The possession or use of tobacco products will not be allowed for elementary students. Failure to observe this rule will result in disciplinary actions from a principal conference up to or including suspension or expulsion. See "Tobacco and Tobacco Use" in District Handbook.

**PBIS INFORMATION:**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. SWPBS provides an operational framework for achieving these outcomes. More importantly, SWPBS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. (Taken from [www.pbis.org](http://www.pbis.org))

PBIS is a positive behavior system that staff and students will begin at Booneville Elementary in August 2018. PBIS is a data driven program based on student needs at our school. This program is mostly student managed, by choices they make. When students practice expected behaviors, they are rewarded for their great decision-making skills.

**General Expectations for Positive Behavioral Interventions and Supports (PBIS) at Booneville Elementary School:**

All staff will participate in a school wide positive behavior reward system utilizing a system to recognize individuals' positive behaviors. All grade levels will design & implement a positive behavior reward system based on their discipline plan. All



staff and students will appropriately use and respond to "Zero" to gain attention. To discipline means to teach. At BES, students are taught behavioral expectations and given the opportunity to practice the procedures of the PBIS School-wide Discipline Community which is made up of all students, staff members, and administrators. It is the responsibility of teachers to ensure that every child learns the expectations of PBIS by enforcing the rules and procedures. It is the student's responsibility to follow the procedures, adhere to the rules, and actively engage in learning. At BES, we will focus on the positive behavior exhibited by students and Staff:

All staff will recognize students who are exhibiting positive behavior. All staff will be provided with a Bearcat Paw stamp and tickets. At the end of each week, students will receive a stamp and a ticket to put into the prize drawing bucket at the end of the nine weeks. There will be intermittent recognition throughout the nine weeks to keep students motivated and encouraged to make good choices. Students who are "caught" having exemplary behavior by any staff will be given a Positive Office Referral.

Lastly, students will be recognized quarterly for their efforts through numerous activities such as assemblies, newspaper, social media and other means. All staff and students will follow the School-wide Expectation and Rules found in the PAWS Matrix which includes:

- P: Practice a Positive Attitude
- A: Act Responsibly
- W: Work Together
- S: Show Respect "PAWS" Award

All staff and students will follow the School-wide Expectation and Rules Found in the PAWS Matrix which includes:

- **P:** Practice a Positive Attitude
- **A:** Act Responsibly
- **W:** Work Together
- **S:** Show Respect "PAWS" Award

	<b><u>P</u>: Practice a Positive Attitude</b>	<b><u>A</u>: Act Responsibly</b>	<b><u>W</u>: Work Together</b>	<b><u>S</u>: Show Respect "PAWS" Award</b>
<b>ALWAYS</b>	<ul style="list-style-type: none"> <li>• Be Courteous</li> <li>• Try Your Best</li> </ul>	<ul style="list-style-type: none"> <li>• Be Prepared</li> <li>• Use Materials Properly</li> </ul>	<ul style="list-style-type: none"> <li>• Use Voice - Level 0 when you hear the intercom.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Listen</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Smile or Silent wave</li> </ul>	<ul style="list-style-type: none"> <li>• Keep Hands off Walls</li> <li>• Use Voice - Level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on Right</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>• Allow for Privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Wash Hands with Soap and Water</li> <li>• Keep the Bathroom Clean</li> <li>• Use Voice - Level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathroom materials properly</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Use Manners</li> </ul>	<ul style="list-style-type: none"> <li>• Clean Up After Yourself</li> <li>• Use Voice - Level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Walk and watch where you are going</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Return trays in an orderly manner</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Be a Good Sport</li> </ul>	<ul style="list-style-type: none"> <li>• Take Care of and Use Equipment Properly</li> <li>• Use Voice - Level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Share Equipment</li> <li>• Include all who want to play</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Play safely</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Speak Nicely to Everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Stay Seated</li> <li>• Watch for your Stop</li> <li>• Use Voice - Level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit in an orderly manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> </ul>

## **BOONEVILLE JUNIOR HIGH SCHOOL**

835 East 8th Street  
Booneville, Arkansas  
Phone: (855) 675-5247

Dear Parent/Guardian:

Welcome to Booneville Junior High School. The faculty and staff at Booneville Junior High School take pride in our school, community and our school traditions, and we hope that the students and parents share in this pride.

This handbook has been prepared to answer many of the questions you may have about our school. Please review this handbook with your child during the first few days of school. Students are responsible for knowing the policies and rules set forth in this handbook. If you have any questions concerning the contents of this handbook, please call the school or come by our office.

Please feel free to visit our school whenever possible. We recognize that parents, teachers, and students must work together to achieve maximum results. Please accept our best wishes for a great year.

Sincerely,

Josh Walker  
Principal  
Booneville Junior High School

### ***Mission Statement***

*The mission of the Booneville Junior High School is to educate all students in an environment that emphasizes responsible citizenship and academic excellence.*

*The Booneville School District is an equal opportunity institution. It does not discriminate against any person in its employment, personnel relations, admission or services because of the person's age, race, color, religion, sex, place of national origin or handicap.*

### ***Student Handbook Committee:***

Aubry Adair, Student	Josh Walker, Principal
Sara Lee, Teacher	Julie Raggio, Counselor
Eric Jones, School Board Member	Summer Adair, Parent

*Revised June, 2015    Adopted July of 2023*

## Flex Schedule

1st Bell	7:55	
1st Period	8:00 -	8:47
2nd Period	8:51 -	9:36
3rd Period	9:40 -	10:25
Purple Lunch	10:25-	10:55
4th Gold	10:29-	11:14
Gold Lunch	11:14 -	11:44
4th Purple	10:59 -	11:44
Flex Period	11:48 -	12:33
5th	12:37-	1:22
6th	1:26 -	2:11
7th	2:15 -	3:00

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## **ATTENDANCE**

### **ABSENCES**

Students shall not be absent, as defined in this policy more than seven (7) days in a semester without a note. Students can have 3 parent notes, after those 3 notes a student must have professional notes. (i.e. Medical Doctor, Dentist, Psychologist, court document.) Students have 2 school days to clear up an unexcused absence. After that period of time, the absence will remain unexcused. When a student has 3 and 5 absences without a note, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. 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.

### **DIGITAL MAKE-UP**

Students must adhere to the above policy, but will be able to receive a “D” instead of an Excused or Unexcused absence. “D” stands for Digital Curriculum. Absences with a “D” do not count towards semester test exemptions. To receive the Digital Curriculum absence, students must meet two requirements. 1.) Have a note that fits within the number of allowed notes 2.) Make-up any school work from the days they missed. Students will have one day per day missed to make up work. The principal may extend the amount of notes allowed due to extenuating circumstances, but must be approved.

\*Students will be allowed 1 excused absence for two periods while taking their driver’s tests each semester. Students will not have to use a parent note for this; however, students must return within two periods.

According to DESE, a student is absent if the student is not:

1. present for onsite instruction provided by the district
2. participating in a planned district-approved activity, or
3. engaged in scheduled instruction at an off-site location, including remote learning.

### **CHECK-IN PROCEDURE**

A student who has missed a class or classes must bring a parent or professional note to the office when they return. Students arriving at school late must sign in at the office before going to class.

### **CHECK-OUT PROCEDURE**

Booneville Junior High School operates on a closed campus. No student will be allowed to check out and leave school without his/her parent, legal guardian or parents designee signing the student out on the forms in the junior high school office. **Notes and/or phone calls WILL NOT be accepted.** No student may be checked out by anyone under 21 years of age. No student shall be taken from class and sent on errands except by permission of the principal. Students may not be checked out to go to lunch. We ask that students limit checking out to only necessary appointments. The student must bring a check-in note when the return to school. Students who become ill and desire to leave campus during the school day must complete the following procedure:

1. After obtaining permission from their teacher, they are to contact the nurse.
2. They are to wait in the nurse's office until the parent/guardian has been contacted by phone and has been granted permission to check out of school.

The student is to bring a note from parent/guardian or professional when returning to school. If he/she is out of parent notes, a professional note will need to be obtained or it will be considered an unexcused absence.

## **TARDIES**

Tardies will be kept in each teacher's grade book and/or TAC. Tardies are defined as being late by ten (10) minutes or less. Anything over 10 minutes is considered an absence.

\*Note: Students who put their belongings down and leave class prior to the tardy bell will still be counted tardy if they do not return before the bell. Students have ample time to travel to each class but are given 3 "free" tardies for emergencies per 9 weeks prior to incurring any consequences.

• 1-3 tardies	Tardies Recorded
• 4 <sup>th</sup> tardy	½ day of Saturday School
• 6 <sup>th</sup> tardy	1 day of Saturday School
• 8 <sup>th</sup> tardy	3 days ISS
• 10 <sup>th</sup> tardy	5 days ISS

Parent meeting to determine appropriate punishment, which could range from loss of certain privileges (i.e.-driving to school), removal from extracurricular programs and in extreme instances FINS petition filed where student will be taken before the juvenile judge.

## **TRUANCY**

Any student who fails to follow all or part of his/her assigned schedule (whether on or off campus, whole or part of a period) will be considered truant. Truancy includes leaving school during the day without properly checking out through the office.

- FIRST TRUANCY:  
Five (5) days detention ½ day Saturday School, three (3) swats
- SECOND TRUANCY:  
Three (3) days ISS and a parent meeting
- THIRD TRUANCY:  
One (1) week ISS

## **AFTER SCHOOL PICK-UP**

The parking lot immediately south of the BHS Music Center has been designated as the after school pick-up area. Parents are requested to park in this area only and wait for their children after school each day.



## SCHOOL VISITATION

Your visits to BJHS are welcome. All visitors must stop by the office to sign in and pick up a “VISITOR” badge to wear while they are in the building. Conferences with teachers will be scheduled during the teacher’s conference period and may be scheduled through the office.

**Students are not allowed to bring visiting friends or relatives to school with them. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non- custodial parent known to the office personnel by presenting a copy of a file-marked court order restricting visitation in situations where visitation by the non-custodial parent is not allowed.**

## STUDENT WITHDRAWAL FROM BJHS

In the event that it becomes necessary for a student to withdraw from BJHS, the parent should notify the principal’s office for the procedure for withdrawal. This is essential if the required records are to be maintained in the proper manner.

## ACADEMICS

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.

### GRADING SYSTEM

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

### To determine grade point averages (GPA)

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

## ADVANCED PLACEMENT and HONORS COURSES

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

<u>Regular Classes/PreAP</u>			<u>Advanced Placement (AP)</u>		
A	=	100 – 90	4 points	A	= 5 points
B	=	89 – 80	3 points	B	= 4 points
C	=	79 – 70	2 points	C	= 3 points
D	=	69 – 60	1 point	D	= 2 points
F	=	59 and below	0 points	F	= 0 points

Students at BJHS will be held to a high academic standard. In order to encourage good study habits and sufficient effort, students that fail a test may be asked to copy the test questions they missed during after school detention or working lunch. Students that fail to do this or miss after school detention will be given ISS until the work is completed.

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses and honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

The nine week grade shall be determined in the following manner: Percentage grades will be given on daily work, daily or chapter tests, and the nine weeks test. An average of these percentages will be used to calculate the nine-week grade. Semester grades will be determined by counting each nine weeks grade as 40% and the semester test as 20%. In the event that no semester test is given, the semester grade will be calculated by averaging together the two nine week grades.

## **HONOR ROLL**

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 3.00 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

1. To be eligible for the honor roll a student must be enrolled in core curriculum classes. Core curriculum refers to the regular curriculum of Math, Science, English, Reading and Social Studies in which the adopted grade level textbooks are used.
2. Any student making all A's during a nine weeks grading period will have his/her name placed on the Superintendent's Honor Roll.
3. Any student making all A's and B's during a nine weeks grading period will have his/her name placed on the Principal's Honor Roll.

## **CONCURRENT CREDIT**

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

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Grading and Course, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements. Participation in the

concurrent high school and college credit program must be documented by a written agreement between:

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. 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 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 extracurricular activities, graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

### **CREDIT RECOVERY POLICY**

Booneville School District realizes the need to develop and implement a credit recovery program. The District intends to utilize software and other computer programs that include but are not limited to OdysseyWare.

Students must maintain a minimum of 60% in all classes in which they are seeking to receive credit. Students will be expected to fulfill their requirements for the reading program for the relevant grade level for which credit is being sought. Credit recovery will not be limited to school hours only. Students may make arrangements with administration/counselor for noon, after school or before school access to the program. Course must be completed within the semester it is started. All course work must be turned into administrator in hard copy before final grade is given.

Credit recovery will not be a method of by-passing a class that is offered. A student must have failed the course in order to take said course in the credit recovery program. Students are encouraged to attempt credit recovery at the earliest available time after they have failed said course. Student must be deemed to have given an earnest attempt at failed course in order to be allowed into the credit recovery program. A committee of counselor, teacher, administrator, and LEA supervisor (if applicable) will make the decision.

### **CURRICULUM**

In order to graduate from Booneville High School, a student must have ½ credit of business applications class in order to satisfy the state requirement.

The core curriculum for grades seven, eight and nine shall emphasize mastery of competencies and skills in the following subject areas that are required for each student: English, Mathematics, Science, and Social Studies.

Students in grades seven and eight may also be required to take instruction in the following areas: Physical Education, Keyboarding/Computer Tech, Career Development, Health Education, or Fine Arts (Art & Music).

Students in grades seven and eight who demonstrate below average reading or math ability will be placed in a reading class or math enrichment class instead of an elective class. These attempts will be made in order to assist those students who need additional instruction to make satisfactory progress in required courses.

Eighth grade students who qualify by teacher recommendation, grades, and standardized test scores, may take Algebra I for high school credit. Students with an “F” in eighth grade Algebra I will be required to retake Algebra I for credit during their ninth-grade year.

Students enrolled in Title I programs are expected to complete work as assigned and take advantage of this type of educational opportunity. Students not working up to expectations (not turning in assignments, low grades) in these classes may be transferred out and not recommended for future placement in courses of this type. This may give other students who wish to excel the opportunity to take these limited enrollment courses the next year.

### **PREREQUISITES**

7th Grade Pre-Algebra- To be eligible to take 7th Grade Pre-Algebra, students may be required to meet the standard on a qualifying rubric.

8th Grade Algebra- To be eligible to take 8th Grade Algebra, students may be required to meet the standard on a qualifying rubric.

Project Lead the Way- Project Lead the Way is an advanced class and students may be required to meet the standard on a qualifying rubric. Students in PLTW are expected to maintain at least a “C” in all classes. Missing work in any class may disqualify a student from being eligible in PLTW.

Pre-AP- Class size and teacher availability will dictate class space for Pre-AP courses. Students with the highest GPA will be considered first for placement in the class.

### **GRADUATION REQUIREMENTS**

See “Graduation Requirements” in District Handbook

### **DIGITAL LEARNING COURSES:**

See “Digital Learning Courses” in District Handbook

## SMART CORE CURRICULUM FOR THE CLASS OF 2018 AND THEREAFTER

See “Smart Core Curriculum and Graduation Requirements (2018 and after) 4.45.1” in District Handbook

### EXEMPTION POLICY

Students may be exempt from Fall/Spring semester test in a class if they meet the following criteria:

#### YOU “ARE” EXEMPT IF:

You have at least a “C” in the course and no absences.

\*Note: Digital Make-ups do not count as absences. Refer to “Absences” for the definition of a Digital Make-up.

#### YOU “ARE NOT” EXEMPT IF:

- You have any unexcused absences
- You have any “Out of School Suspension” referrals
- You have two referrals for any reason
- You have fines
  - Library fines, charges, and books must be returned in order for the student to be exempt.
  - All other fines will disqualify students for that class or activity only.

**\*Remember each class is separate from the others, meaning you may be excused from one but not another. The rules apply to each class separately.**

**\*It is important to note that the reason for the absence makes no difference in qualifying for exemption. No semester test will be given early unless approved by administration.**

### ASSIGNMENT POLICY

Parents and teachers should be partners in the education of students. Their joint efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen the home/school relationship and to help the student feel that home and school are working for his/her best interest. All “homework” for students will be class work that was not completed at school. Parents are encouraged to support their children’s efforts with homework.

Assignments, special reports, or projects should be turned in on time. It is left up to the individual teacher as to the penalty invoked for late or incomplete assignments. Such penalties may include, but are not limited to, the giving of partial credit or the loss of all credit. Should students persist in not doing their work, additional measures will be taken. Teachers should contact a student’s parent/guardian when a student has failed to turn in 2 assignments during a nine-week grading period. It is important to note that the failure to complete assignments, when averaged in with other grades, may be sufficient to fail a student.

Each teacher should advise students as to how and to what extent assignments will be used in determining their grade for each grading period.

## **MAKE-UP WORK**

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules:

1. **Students** are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. **Students** are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
5. The make-up schedule will be as follows:
  - a. **1-3 days absent:** 2 days to make up work
  - b. **4-6 days absent:** 3 days to make up work
  - c. **7-10 days absent:** 5 days to make up work
  - d. **11 or more days absent:** teacher and principal/asst. principal will determine appropriate amount of make-up time
6. Make up work which is not turned in within the make-up schedule for the assignment shall not receive full credit.
7. **Students** are responsible for turning in their make-up work without the teacher having to ask for it.
8. **Students** who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meet the day of their return.
9. Any student that is suspended out of school will be able to make up work for credit at the teachers discretion.
10. Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement.
11. As required/permitted by the student's Individual Education Program or 504 Plan.

If a student receives an incomplete on the report card, the work must be made up within amount of time determined by the principal or the grade will become an "F". Assignments will be collected by the office if a student is absent for more than three (3) days. For absences of three (3) days or less, students should contact a classmate for the assignments. If a parent requests that the assignments be collected from the teachers (four or more days absent) it will be the responsibility of the student to have the majority of the assignments completed and ready to turn in when the student returns to school.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

## **CONDUCT GUIDELINES**

### **DRESS CODE:**

In order to establish high standards for Booneville Jr. High School, it is important to maintain neatness, cleanliness and decency in the dress of all students. With the realization that there is an

accepted dress for all occasions and that what is appropriate for one occasion may not be for another, the Booneville School District has established the following dress code:

1. Dress and grooming should be clean and in keeping with good health and sanitary practices.
2. Shoes must be worn.
3. A student shall not wear types of clothes or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school.
4. Shorts and skirts must be of an appropriate length.

**The following *are* examples of dress that are NOT ACCEPTABLE:**

1. Tank Tops, backless blouses/shirts, dresses or tops **which expose undergarments**. See-through or low cut blouses, do-rags and clothing with holes or ragged edges
2. Items of clothing which have vulgar, obscene, offensive, or suggestive messages, or liquor, tobacco or drug advertising
3. Sleeveless shirts which do not fit snugly around the shoulders
4. Sleeveless shirts that expose the lateral area of the wearer
5. Tops which expose the midriff
6. Leggings and Jeggings may be worn with tops that cover private areas, under jeans, or with dresses of appropriate length.
7. Jeans/slacks or shorts that are excessively tight or excessively baggy, "Sagging" is not allowed.
8. Jeans/slacks that is so long that they drag the floor and may interfere with walking.
9. Any appearance, clothing, or personal hygiene which causes a disruption to the educational environment of the school will not be allowed (appearance that distracts teachers or students).
10. Clothing resembling sleepwear, such as pajamas, house shoes/slippers
11. Gloves (outside for cold weather or health reasons only)
12. Sunglasses (inside the building)
13. Any type of chain, including wallet chains, dog chains or collars, or studded apparel
14. Crutches or arm slings must be accompanied by a Dr.'s note in order to be allowed
15. No writing on students clothing or body parts by other students
16. **Caps and hats may not be brought to school.** Hoods and toboggans are not allowed to be worn on student's head in the building.
17. Pants with holes must meet the same requirements as shorts: any holes may not be higher than the students outstretched fingertips.
18. No bicycle or boxer shorts are to be worn. Shorts must be longer than outstretched fingertips of the student.
19. Students are prohibited from wearing, while on school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

**SHORT HAND DRESS CODE:**

Due to miscommunication and misunderstandings, here is a shorthand version of our dress code that outlines the *most common* violations. For an exhausted list, see the numbered list above.

1. Wear shoes
2. Skirts, shorts, and dresses have to be as long as fingers on the front of the thigh
3. Holes in jeans cannot be higher than outstretched fingers
4. DO NOT wear anything that exposes your underwear or private parts
5. No inappropriate images
6. Sleeveless shirts have to fit snugly around the shoulders
7. No shirts that show your stomach
8. You can only wear tights/leggings if your private areas are covered
9. No pajamas
10. No hats, hoodies, beanies, or bandanas

The principal will decide appropriateness and will make the final decision in cases where a question is involved. In all circumstances, we will err on the side of "most appropriate." It will not be a discussion at this point. Students whose appearance is disruptive to the educational

environment of the school will be sent home if their appearance is of such a nature that it cannot be corrected at school.

### **Consequences for Dress Code Violation**

- |                           |  |
|---------------------------|--|
| • 1 <sup>st</sup> offense | Change Clothing, Warn Student, Demerit on Behavior Matrix      |
| • 2 <sup>nd</sup> offense | Change Clothing, Parent Conference, Demerit on Behavior Matrix |
| • 3 <sup>rd</sup> offense | Change Clothing, 5 Days After-School Detention                 |
| • 4 <sup>th</sup> offense | Change Clothing, 3 Days of ISS                                 |

### **STUDENT DISCIPLINE:**

See “Discipline” in District Handbook

### **DISCIPLINARY RANGE OF INTERVENTIONS:**

See “Disciplinary Range of Interventions” in District Handbook

### **RESTORATIVE PRACTICES**

In addition to or in place of disciplinary intervention, principals may choose to use a restorative practices program when necessary.

### **DEMERIT SYSTEM:**

Demerits may be given any time a student is at school for breaking school rules and regulations or misbehavior of any kind. Demerits will be recorded on the Behavior Matrix by the teacher. Demerits are cumulative for all classes for misbehavior in a nine week grading period. Demerits are minor infractions that cumulatively add up to an office referral. Students are given 4 opportunities to correct their behavior prior to receiving punishment. Demerits are final and reset every 9 weeks.

### **Consequences:**

5 Demerits	Student will be referred to the office and will be assigned detention for one (1) week, receive Corporal Punishment, or ½ day Saturday School.
10 Demerits	Corporal Punishment or 10 days detention or full day Saturday School
15 Demerits	5 days of ISS
Above 15 Demerits	3 days out-of-School Suspension

### **DETENTION:**

Booneville Jr. High School will have Detention Hall for a thirty-minute period. Some detention days may be combined to help the parent/guardian. Detention may be assigned for tardies, minor infractions, incomplete homework, or other unacceptable student behavior.

### **IN-SCHOOL-SUSPENSION (ISS):**

Students are to report to the ISS room immediately after their breakfast or, if they do not eat breakfast, they should report to ISS immediately upon arriving on campus. No loitering in other locations on campus will be tolerated. Students will be required to adhere to a strict code of conduct while in ISS. Failure to comply with the rules could result in additional days being



added to the ISS assignment or out of school suspension and then return to complete the original ISS assignment.

Students receiving ISS shall not be permitted to participate in any school function beginning at the end of the school day the date of the assignment. Students shall be allowed to return to regular activities at the end of the school day (3:00 p. m.) on the day said punishment is completed. Students in ISS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed. Students violating ISS regulations will receive additional punishment ranging from additional days in ISS to suspension.

### **OUT-OF-SCHOOL SUSPENSION (OSS):**

1. A teacher may temporarily dismiss students from class for disciplinary reasons.
2. The teacher shall, when feasible, accompany students to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
3. The principal or designee shall determine whether to reinstate students in class, reassign them or take other disciplinary action.
4. The principal or designee of any school is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
5. Prior to suspension, the principal or designee shall inform students either orally or in writing about the infraction.
6. If students deny charges, the principal shall explain to them the evidence that forms a basis of the charges and shall permit students to present their side of the story.
7. When the principal considers that an out-of-school suspension is proper, he/she shall send the student(s) home.
8. Students in OSS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.
9. Students will be expected to complete work missed during OSS

### **SATURDAY SCHOOL DETENTION:**

**Saturday School Suspension is an on-campus educational setting provided as an alternative to Out-of-School Suspension. Students may only be assigned to Saturday School by the principal or assistant principal. Students assigned Saturday School must bring regular classroom assignments to work on during the time at Saturday School. Students will report to the designated area by 8:00 a.m. and remain there until 11:00 a.m. for ½ day Saturday School or from 8:00 a.m. until 2:00 p.m. for full day Saturday School. Any student showing up late or without sufficient work will be turned away.**

**The date for Saturday School may be moved one week at the request of the parent/guardian (provided Saturday School is in session on that date) to the principal/assistant principal. If a student fails to attend the assigned Saturday School, the student will be assigned 2 days of ISS for missing ½ day and 4 days of ISS for missing a full day of Saturday School. Parents are responsible for the transportation of their child to and from Saturday School. If the student is suspended for missing Saturday School they will make up their Saturday School when they return from the suspension.**

\*Students in Saturday school will be required to complete a restorative justice program.

### **CHEATING:**

Students are expected to do their own work. Cheating is considered a severe lack of honesty and integrity and is in effect "stealing" from oneself. Cheating will result in a grade reduction, parent notification, discipline referrals to the principal, or all of these.

## **VANDALISM AND DAMAGE TO SCHOOL PROPERTY:**

Students shall not vandalize or otherwise damage or be face any property, including furniture and other equipment, belonging to or used by the district. Parents/guardians of students guilty of damaging school property shall be held liable for damages in accordance with the law. Students shall not be in unlawful possession of other students' or staff property.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES:**

The Booneville School District will discipline students with disabilities in the same manner as other students unless the Federal Individuals with Disabilities Education Act requires alternative action.

## **EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES**

The District believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the District 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 (excluding tournaments).

Students are expected to ride the bus to extracurricular events. Only in extenuating circumstances and an agreement between the coach/sponsor and guardian, with prior approval from the principal, will the student be allowed to go to the event with alternative transportation.

Students may not be released to anyone other than their legal parent/guardian. The parent or guardian must present a note or sign a release document at the event in order for a student to be released. Parents or guardians may request that their son or daughter be released into the custody of another adult after the completion of an event. The procedure for this is to obtain a written permission statement from the principal (signed and cleared by the principal) and give it to the coach in charge prior to leaving for the trip. The adult who will assume custody of the student(s) must sign a checkout sheet held by the coach or sponsor in charge after the event before the student(s) will be allowed to leave the supervision of the coaches. **STUDENTS WILL ONLY BE RELEASED TO ADULTS 21 YEARS OF AGE OR OLDER.**

### ***Definitions:***

Extracurricular activities are defined as: Any school program where students from one 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.

Academic Courses are those that are identified in the Arkansas Department of Education's Standards for Accreditations 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. If a student passes an academic course offered on a block schedule, the courses can be counted twice toward

meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

The Supplemental Improvement Program is an additional instructional 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.

It is important to note that extra-curricular activities are not required for graduation. All extra-curricular activities will have sponsors/coaches who may require additional criteria for participation in his/her program. Students who do not meet said criteria may lose their privilege to participate in said activity at the sponsors'/coaches' discretion.

### **STUDENT ORGANIZATIONS & ACTIVITIES:**

The student organizations of the Booneville Jr. High School are an integral part of the instructional program leading to a well-rounded individual. All clubs and organizations must be sponsored by a certified faculty member.

Qualifications for holding office in Booneville Jr. High School Organization are as follows:

1. No student will be allowed to hold office unless he/she has a conduct grade of "C" or better in all courses. An officer whose grades fall below a "C" will be given a warning. He/she will be allowed four (4) weeks to bring his/her grades up. The grades will be determined by last semester grades.
2. No student will be allowed to hold office unless he/she has a conduct grade of "C" or better based upon the last semester grade. If an officer is involved in a major discipline problem, he/she shall be removed from office.
3. School clubs must be approved by the board of education and the administration.
4. Students have the right to join an existing club and will not be denied membership on the basis of race, handicap, origin, or sex.

### **ATHLETICS:**

The Booneville Jr. High School Athletic Program is governed by the Arkansas Activities Association. The AAA along with the local school board sets rules and regulations determining eligibility of students and to a certain degree the scheduling of inter-school competition. Booneville is a member of District 4-AAAA and is a member of AAA. Booneville students must meet all requirements of the AAA in order to participate in extracurricular activities. Students may qualify to "letter" in a sport beginning in the eighth grade. Qualifications to "letter" may be obtained from the Athletic Director. The Arkansas State Board of Education prescribes standards for participation in competitive interscholastic activities. These standards require the following:

1. A student promoted from the sixth grade to the seventh grade automatically meets scholarship requirements for participation in competitive interscholastic activities.
2. A student promoted from the seventh grade to eighth grade automatically meets scholarship requirements for the first semester. The **second semester eighth grader** and the **first semester ninth grader** meet the scholarship requirements for junior high if he/she has passed four (4) academic courses the previous semester, three (3) of which must be in the core curriculum as specified by the Arkansas Department of Education.
3. The **first semester ninth-grade** student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts. The **second semester ninth-grade** student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which counts toward his/her graduation requirements. Ninth-grade students

must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

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). State Board of Education Standards for Accreditation 10.05 and 10.06 Arkansas Activities Association Handbook.

### **CHEERLEADERS AND DRILL TEAM:**

The Seventh Grade and Junior High Cheerleaders and the Junior High School Drill Team will be governed by the constitution of each group. Junior High Cheerleaders and Junior High School Drill Team members will letter when:

1. They complete both football and basketball season in good standing and
2. They return all uniforms to the group sponsor on the date set by the sponsor in good repair and clean.

The cost of letter jacket and/or letter is the responsibility of the student. Student may wear uniforms at school, ballgames, pep rallies, or other special events specified by the sponsor. The sponsor shall determine appropriate dress for the school day.

### **SPECIAL OLYMPICS:**

Criteria for Participation in Special Olympics:

1. Must be in attendance in Booneville Public Schools.
2. Must meet Arkansas Special Olympics guidelines.
3. Must have a current physical and parent consent form.
4. Within any nine-week grading period of the upcoming event, the athlete must not have been involved in any severe discipline problems resulting in Saturday School or multiple detentions. Any suspensions during the nine week period will result in dismissal from Special Olympics events for the remainder of that nine weeks.
5. Athlete's work assignments must be up to date at least two days before the event.
6. Athletes must demonstrate good sportsmanship during all practices and events.
7. Final decision concerning participation will be the decision of the athlete's teachers and principal.

### **HOMECOMING ACTIVITIES**

Each year, in conjunction with homecoming, the student council sponsors activities designed to honor former students of BHS. These activities usually consist of dress up days, a pep rally, and a parade. One representative from each class (7<sup>th</sup> - 12<sup>th</sup>) will be elected by a vote from each individual class. The student body will vote from a pool of five girls nominated by the football players in their class. The queen will be elected from the 12<sup>th</sup> grade by a vote from the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students from a pool of five girls nominated by the 12<sup>th</sup> grade football players. The class representatives and queen all must have a 2.0 GPA and must meet AAA guidelines. All classes, clubs, and campus organizations are encouraged to have an entry in the homecoming parade which is held on the afternoon of the homecoming football game.

## **GENERAL POLICIES**

### **BACKPACKS, BOOK BAGS, ATHLETIC BAGS, BLANKETS, ETC.:**

Book bags & backpacks are for transporting books to and from school only. All students are allowed to carry backpacks throughout the day. Athletes may use athletic bags to transport athletic equipment, but this must be taken to the gym or field house as soon as the student reaches the school. Blankets or pillows of any kind are not allowed on school property.

### **BEVERAGE POLICY**

1. Drinks can be brought to school in a clear plastic container that seals completely.
2. There will be no unsealed drinks brought in from outside sources. All cups will be confiscated immediately.
3. Contents of any drink may be inspected by any teacher/administrator at any time.

### **BULLETINS, ANNOUNCEMENTS, AND POSTERS:**

1. Each morning a bulletin containing announcements of activities is sent to each class. Announcements will be read over the intercom to the students. Any student responsible for putting notices in the bulletin must have the announcement signed by the sponsor the day before.
2. Posters may be placed **only in designated areas** with the principal's permission. The person who puts up the poster is also responsible for removing the poster and placing them in appropriate trash cans.

Whereas the bulletin information is available to all students, all students are responsible for information contained in the bulletin each day.

### **CELL PHONES:**

Cell phones may be used before school, after school, during lunch, or in between classes. Students are expected to have cell phones put away prior to the tardy bell. Students are not allowed to use cell phones during class time.

#### **Consequences for using cell phones during class time:**

- **1<sup>st</sup> Offense:** The teacher will keep the phone on his or her desk until the end of the period and the offense will be recorded in the Behavior Matrix.
- **2<sup>nd</sup> Offense:** The teacher will send the phone to the office and the offense will be recorded in the Behavior Matrix. \*A parent or guardian will be required to come pick the cell phone up from school.
- **3<sup>rd</sup> Offense:** The teacher will send the phone to the office and record the offense in the Behavior Matrix. The School Resource Officer will retain the cell phone for 30 calendar days. After 30 days, a parent or guardian may pick up the phone and the student will receive an office referral.

Students caught with their cell phone out and refuse to give it to the teacher will immediately receive an office referral.

Taking video or pictures of students or staff without permission is strictly prohibited and may result in an office referral.

Using earbuds during the class period will count as a cell phone offense without permission from the teacher.

## **FUNDRAISING:**

Throughout the year students may participate in fundraising for a school related club or extracurricular activity. Students will not be allowed to bring in fundraising from outside sources.

## **COMPUTER USE:**

The District Computer Use Agreement is the same for all of the Booneville School District. **BY SIGNING THE HANDBOOK FORM IN THE BACK OF THIS HANDBOOK, THE STUDENT AND PARENT ARE AGREEING TO ABIDE BY THIS COMPUTER/INTERNET POLICY.**

Consequences for failure to abide by the computer use guidelines include, but are not limited to the following:

- **1st offense:** Contact the parents and 5 days detention, corporal punishment, or ½ day Saturday School.
- **2nd offense:** No computer use for 5 school days and a full day of Saturday School.  
**This includes no use during computer classes.**
- **3rd offense:** Conference with the student and parents and no computer use for 20 school days. **This includes no use during computer classes.**

## **FOOD AND LUNCHES FROM HOME:**

1. Students may have bottled water at school as long as it is in a bottled water bottle with a cap.
2. No food or drinks (other than bottled water) may leave the cafeteria.
3. Students may bring water, tea, juice or soda in their lunches. Lunches should be in a lunch box or sack.
4. Fast food/restaurant lunch deliveries will not be made to students.
5. "Candy Bags" will not be delivered to students during school hours except on Homecoming Day and Valentine's Day
6. Students are allowed to charge a maximum of \$7.50 for paying students and \$2.40 for reduced. After the maximum is reached, an alternate meal will be served. Students are to pre-pay prior to meal service to avoid holding up the serving line.
7. No checking out for lunch.

## **HEAD LICE:**

Students suspected of having head lice will be sent to the office for a further check. If head lice or nits are found, the student will be sent home with instructions for the parents to treat the child for head lice. The student may return the same day, if treated and no lice or nits are found. The child must be back in school within 24- hours and must be rechecked before returning to class. Previously infested students may be rechecked, and if nits are found, procedures above will be repeated. If a student is found to have head lice three times at school, the principal may ask for help from the Social Services Department to work with the family. Parents should frequently check the child's head and notify the school if any flits or lice are found.

## **HEALTH CARE:**

Any student who becomes ill or is injured at school will be cared for by the teacher, principal, school nurse, or secretary. If a student becomes too ill to remain in class and/or could be

contagious to other students, the school nurse, principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the nurse's office or area where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date. Accident insurance is available for students.

For the safety of other children, no pets or animals shall be brought to the Jr. High School campus or on the school buses without prior approval from the supervising teacher or principal and for the expressed purpose of a class project. Any animal used for such projects must have a legal and current rabies vaccination and certificate.

### **LIBRARY:**

The Jr. High School Library meets all the requirements of the State Department of Education. Approved books are in open shelves in the well-lighted reading room. Many books and other materials of learning are added each year to meet the needs of the students and faculty. Student librarians are trained each year to facilitate the use of the library.

If a parent objects to instructional/library materials they may contact the building principal or Media Specialist to review the district policy regarding the selection/removal of instructional/library materials and to obtain a copy of the "Request for Reconsideration" form. Selection of instructional and media center materials will be based on the following criteria:

1. Relevance to the local curriculum, state, and national standards
2. Literary merit including quality of writing and/or illustrations
3. Timeliness
4. Reading level
5. Popular appeal
6. Cost
7. Social significance and representation of diversity
8. Authority and accuracy of content
9. Format
10. Reputation and standards of the publisher or producer
11. Representation of differing viewpoints

The library is open to most students from 7:30 AM until 3:30 PM each school day. Most materials may be checked out for a period of one week and may be rechecked if necessary. A student may only recheck a book 3 times in a row. After that, the book must be returned. The student may not check out any more books until the book is returned or purchased. Report cards will be held until books are returned or purchased.

Gift materials can be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with school funds. All gifts become part of the general collection and thus property of Booneville Public Schools. Gifts of books and other materials will be welcomed from individuals and organizations with understanding that items may be disposed of if they are inappropriate for the collection.

## **MUSIC:**

Students are permitted to listen to music on their phones or other device **ONLY** with the use of headphones. Students will not be allowed to play music directly from their phone or external speaker at any time. This rule applies to **all** school related activities, including bus transportation.

Cell phones **are not** permitted during class time for any reason, including music.

## **SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS:**

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

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

## **LOST AND FOUND:**

All found articles must be turned in to the principal's office. Students who have lost articles should check the office.

## **PARENT CONTACT:**

Booneville Junior High School welcomes and recognizes the importance of communication between teachers and parents/legal guardians. Students will be given a progress report midway through each nine-weeks grading period. Students are to take these reports home and have their parents sign the report and bring it back to each teacher.

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. Parents may contact the school secretary to set up an appointment with teachers whenever the need arises.



The District has the right to ask disruptive visitors to leave its school 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.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. 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)/legal guardian(s) for each scheduled conference. If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly to the parent.

*State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3 A.C.A. 6-15-1701(b) (3) (C)*

### **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference A.C.A. 6-16-108

### **PROMOTION AND RETENTION:**

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.- If there is doubt concerning the promotion or retention of a student or

his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor
- d. A 504/special education representative (if applicable); and
- e. May include parent.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.<sup>2</sup>

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send

their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable, the Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

### **RECREATION TIME RULES:**

1. Obey supervisory personnel.
2. Use equipment appropriately.
3. Stay within designated boundaries.
4. Fighting and "rough-housing" will not be allowed.
5. Absolutely no rock or gravel will be thrown.
6. No leaving designated area without permission.
7. Rules may be modified to meet certain circumstances.

### **SCHOOL MEAL MODIFICATIONS:**

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request a dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition<sup>1</sup> a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator<sup>3</sup>, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Anne Jester – Food Service Director

*Legal References: Commissioner's Memo FIN-09-044 7 CFR 210.10(g)—*

### **SCHOOL TRIPS AND EXTRACURRICULAR ACTIVITIES:**

A valuable part of a student's education comes from participation in meetings, conventions, and personal appearances in school groups. **However**, it is possible for an individual student to participate to the extent that it may interfere with his/her academic work. For this reason, the following regulations have been adopted:

1. Students making school sponsored trips will not be counted absent on the office record, but will be required to make up class-work.
2. Consent of a parent or guardian must be given in advance before a student can make a school trip. Incentive trips will be used occasionally as a reward for students who meet certain standards or criteria such as turning in all their homework assignments for a specific period of time or students who exemplify exceptional conduct.
3. Students are expected to ride the bus to extracurricular events. Only in extenuating circumstances and an agreement between the coach/sponsor and guardian, with prior approval from the principal, will the student be allowed to go to the event with alternative transportation.
4. Students may not be released to anyone other than their legal parent/guardian. The parent or guardian must present a note or sign a release document at the event in order for a student to be released. Parents or guardians may request that their son or daughter be released into the custody of another adult after the completion of an event. The procedure for this is to obtain a written permission statement from the principal (signed and cleared by the principal) and give it to the coach in charge prior to leaving for the trip. The adult who will assume custody of the student(s) must sign a checkout sheet held by the coach or sponsor in charge after the event before the student(s) will be allowed to leave the supervision of the coaches. **STUDENTS WILL BE RELEASED TO ADULTS ONLY.**
5. The decision whether or not to take a student on a trip rests with the trip sponsor and principal.

### **FIELD TRIPS OR CONFERENCES:**

Students will not be considered absent from school if they choose to participate in an organized field trip or school-related conference. Written permission is required from a parent or guardian in order for a student to participate in field trips or conferences. Non-school sponsored organizations requesting trips during the school day must obtain permission from the principal, and participants must use a parent note to be excused. Students with absentee or discipline problems may not be allowed to participate on field trips.

### **OVERNIGHT TRIPS:**

Any certified employee of the school who desires to sponsor an overnight trip that includes students and is considered school sponsored, must consult with his/her principal prior to discussing the trip with students or parents. The sponsor and principal must present the proposed trip to the superintendent for his approval in plenty of time for proper planning of the trip.

### **DISPLAY OF STUDENT PHOTOS ON THE WEB SITE:**

The school may from time to time display the photograph or video clip of a student/s on the school/teacher web site to give recognition of student activities or accomplishments. Only the student's first name will be used in conjunction with the photograph or video clip. It is understood that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

### **STUDENT VEHICLES:**

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

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

### **AUTOMOBILES/MOTORCYCLES:**

Automobiles and motorcycles of students may be searched without a warrant if reasonable cause is evident. A K-9 (drug sniffing dog), under the supervision of an authorized law enforcement official, may be used to sniff student vehicles on school property. Once an alert has been signaled by a K-9 that drugs have been detected, this shall constitute reasonable cause to search by proper personnel.

Automobile/motorcycle registration is the responsibility of each student. A permit is required to drive on school campus. Reckless driving will not be tolerated and will result in a loss of driving privileges. If a student should drive another vehicle not registered with the office, the student should check in at the office or risk possible towing at the owner's expense. To properly register a vehicle, the driver should bring their driver's license, proof of insurance and vehicle registration to the office. A Booneville Jr. High School vehicle registration sticker must be displayed in the bottom right-hand section of the windshield. If the sticker is not displayed, the driver risks the loss of driving privileges and/or towing at the owner's expense.

### **TELEPHONE:**

See "Telephone Policy" in District Handbook.

### **TOBACCO POSSESSION AND USE:**

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction. Possession of a lighter

and/or matches is also prohibited.

**Act 1555-** “An act to require that a copy of the statue prohibiting smoking or use of tobacco or tobacco products on school property be posted in a conspicuous place at every entrance of each school building or school bus.”

**Section1. Arkansas Code 6-21-609** is amended to read as follows: “6-21-609. Prohibition against smoking or use of tobacco products in any form in or on any property owned or leased by a public school district, including school buses, is prohibited. Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10) nor more than one hundred dollars (\$100).”

### **TOYS, CARDS, ETC.:**

Toys, collectibles, etc. should not be brought to school. Such items will be held in the office until the end of the day. Any item not claimed within a week after school is out will be destroyed or given away.

### **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING:**

See “Audio Taping/Video Surveillance” in District Handbook

### **ALTERNATIVE LEARNING ENVIRONMENT**

The ALE program shall assess the student either before or upon entry into the alternative learning environment; provide intervention services designed to address the student’s specific educational needs; and if the student exhibits one or more of the characteristics identified in Section 4.02.1.2, provide non-punitive intervention services designed to address the student’s specific behavioral needs for long-term improvement of the student’s ability to control his or her behavior.

A student may be enrolled in ALE only on the referral of an Alternative Education Placement Team to be composed of the following individuals:

- School counselor from the referring school;
  - Building principal or assistant principal from the referring school;
  - One (1) or more of the student’s regular classroom teachers;
  - LEA special education or 504 representative, if applicable;
  - Parent or guardian of the student, if they choose to participate; and
  - ALE administrator or ALE teacher, or both.
- At the option of the school district, the student may be included as a member of the Alternative Education Placement Team.

The school district shall document efforts to contact the parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian’s convenience, and maintain such documentation in the student’s Student Action Plan (SAP).

To be an eligible ALE student, a student must exhibit two (2) or more of the characteristics. Students will not be placed in the ALE based on academic problems alone. Situations that negatively affect the student’s academic and social progress may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;

- Abuse: physical, mental, or sexual;
- Frequent relocation of residency;
- Homelessness;
- Inadequate emotional support;
- Mental/physical health problems;
- Pregnancy; or
- Single parenting

Students placed at risk, though intelligent and capable, typically manifest one or more of the following characteristics:

- Personal or family problems or situations;
- Recurring absenteeism;
- Dropping out from school; or
- Disruptive behavior

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction. The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

*Legal References: A.C.A. § 6-18-508, 509; A.C.A. § 6-20-2305(b) (2); ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of the Allowable Expenditure of These Funds – 3.01, 3.05, 4.00, and 8.0*

**Booneville High School  
945 North Plum Street  
Booneville, AR 72927  
(855)-675-3339  
Principal: Amy Goers**

***Mission Statement***

The faculty and staff of Booneville High School believe that all students can learn. Therefore, we accept the responsibility to provide for the development of all students in progressing toward their greatest potential.

***Code of Ethics:***

1. To respect law and authority
2. To act openly and honestly
3. To uphold truth
4. To develop school loyalty
5. To accept responsibility
6. To be trustworthy
7. To use educational opportunities to the best of my ability so that I may better serve others and myself
8. To treat my schoolmates fairly at all times
9. To make my goals and aims high
10. To form character by consistently trying to control my thoughts, words, and deeds to the betterment of my personal behavior
11. To be willing to work for any worthy activity of school, community, or state
12. To do my best to achieve all these purposes in order to be the best possible high school student and scholar

***School Colors and Mascot***

The colors of Booneville High School are old gold and purple. The colors are used in all letters given by the school and uniforms worn by the athletic teams. The mascot is a Bearcat. This name is applied to all athletic teams. The Bearcat is also the motif for the design used in class rings, pins and invitations.

***Alma Mater***

Booneville High to thee, our dear old alma mater  
To thee we will pledge our faith and loyalty.  
Long may students sing thy praises and thy glories,  
Long may they proclaim thy honor to the sky.  
We will cherish thee thy halls a shrine to learning.  
May our lives reflect thy greatness  
Booneville, our own Booneville High.  
-Gwendolyn Skinner

**High School Handbook Committee**

Ginger Lloyd, Counselor	Allen Ray, Parent
Amy Goers, Principal	Andy Napier, School Board Member
Sarah Ulmer, Student	
Beth Miesner, Teacher	

*Revised June, 2015    Adopted July of 2023*



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## ATTENDANCE

### ATTENDANCE

Students shall not be absent, as defined in this policy more than seven (7) days in a semester without a note. Students can have 3 parent notes, after those 3 notes a student must have professional notes. (i.e. Medical Doctor, Dentist, Psychologist, court document.) Student have 2 school days to clear up an unexcused absence. After that period of time, the absence will remain unexcused. When a student has 3 and 5 absences without a note, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. 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.

### DIGITAL MAKE-UP

Students must adhere to the above policy, but will be able to receive a “D” instead of an Excused or Unexcused absence. “D” stands for Digital Curriculum. Absences with a “D” do not count towards semester test exemptions. To receive the Digital Curriculum absence, students must meet two requirements. 1.) Have a note that fits within the number of allowed notes 2.) Make-up any school work from the days they missed. Students will have one day per day missed to make up work. The principal may extend the amount of notes allowed due to extenuating circumstances, but must be approved.

\*Students will be allowed 1 excused absence for two periods while taking their driver’s tests each semester. Students will not have to use a parent note for this; however, students must return within two periods.

According to DESE, a student is absent if the student is not:

1. present for onsite instruction provided by the district
2. participating in a planned district-approved activity, or
3. engaged in scheduled instruction at an off-site location, including remote learning.

### REGISTRATION

Students attending BHS are scheduled by the principals and counselors in the summer based upon the student’s choice of classes as shown on the pre-registration form filled out by the student in the spring. Student choices will be followed if at all possible. After the semester begins, a student’s schedule may be changed by a teacher, counselor, LEA Supervisor or administrative recommendation for a schedule change. All changes must be approved by the administration. New students will be enrolled conditionally until all records are obtained and all health records are brought up to date. Students enrolling in Booneville High School who have been home schooled will be classified according to the following criteria:

1. If the student has completed the 9th grade and wishes to enroll in the 10th grade, the student’s age must be appropriate for the 10th grade level and provide documentation in the form of test results on the state adopted nationally normed standardized tests administered to 5th, 7th grade students that they are ready for the 10th grade.
2. Students who are older than the customary 10th grade student will be classified the number of credits they have earned from an accredited high school.
3. In order for students to receive credit for courses completed through home schooling, the student must:

- a. Provide documentation showing that they had followed the appropriate steps to participate in home schooling
- b. Successfully complete the semester tests administered in that course. The student will receive credit toward graduation upon successfully passing the test (60% and above). The credit will not be calculated into the GPA.

### **CHECK-IN PROCEDURE**

A student who has missed a class or classes must bring a parent or professional note to the office when they return within 48 hours. Students arriving at school late must sign in at the office before going to class.

### **CHECK-OUT PROCEDURE**

Booneville High School operates on a closed campus. No student will be allowed to check out and leave school without his/her parent, legal guardian or parent designee signing the student out on the forms in the high school office. **Notes and/or phone calls WILL NOT be accepted.** No student may be checked out by anyone under 21 years of age. No student shall be taken from class and sent on errands except by permission of the principal. Students may not be checked out to go to lunch. We ask that students limit checking out to only necessary appointments. The student must bring a check-in note when they return to school. Students who become ill and desire to leave campus during the school day must complete the following procedure:

1. Their teacher, will contact the nurse.
2. They are to wait in the nurse's office until the parent/guardian has been contacted by phone and has been granted permission to check out of school.

### **TARDIES**

Tardies will be kept in each teacher's grade book and/or TAC. Tardies are defined as being late by ten (10) minutes or less. Anything over 10 minutes is considered an absence. The policy is per nine weeks as follows:

- 1-3 tardies      Tardies Recorded
- 4th tardy      ½ day of Saturday School or 1 day ISS
- 6th tardy      1 day of Saturday School or 2 days ISS
- 8th tardy      3 days ISS
- 10th tardy      5 days ISS

Parent meeting to determine appropriate punishment, which could range from loss of certain privileges (i.e.-driving to school), removal from extracurricular programs and in extreme instances FINS petition filed where student will be taken before the juvenile judge.

\*Note: Students who put their belongings down and leave class prior to the tardy bell will still be counted tardy if they do not return before the bell. Students have ample time to travel to each class but are given 3 "free" tardies for emergencies per 9 weeks prior to incurring any consequences.

### **TRUANCY:**

Any student who fails to follow all or part of his/her assigned schedule (whether on or off campus, whole or part of a period) will be considered truant. Truancy includes leaving school during the day without properly checking out through the office.

Punishment Range:

- 1st offense- 1/2 day Saturday School, 5 days detention, or 1 day ISS
- 2nd offense- 3 days ISS and parent meeting
- 3rd offense- 5 days ISS

\*\*Credit for make-up work may be allowed

## ACADEMICS

### CLASSIFICATION OF STUDENTS

A student's classification refers to his/her position in the high school relative to the graduation requirements. Students will be classified according to the number of credits earned. The following requirements must be met by the beginning of the fall semester for a student to be classified in the indicated grade level.

- **Freshman** - A minimum of 5 credits must be earned to promote to Sophomore
- **Sophomore** - A minimum of 6 additional credits (for a total of 11) must be earned to promote to Junior
- **Junior** - A minimum of 6 additional credits (for a total of 17) must be earned to promote to Senior
- **Senior Graduation** - A minimum of 22 credits must be earned in order to graduate. Of these 22 credits, 6 credits may be non-solid credits, and 3 credits may be earned from correspondence study, with permission of the Principal.

### ASSIGNMENT AND INDEPENDENT STUDY POLICY

Parents and teachers should be partners in the education of students. Their joint efforts in assigning and monitoring work can provide an excellent opportunity to strengthen the home/school relationship and to help the student feel that home and school are working for his/her best interest. All "homework" for students can be class work that was not completed at school. Parents are encouraged to support their children's efforts with schoolwork.

Assignments, special reports, or projects should be turned in on time. It is left up to the individual teacher as to the penalty invoked for late or incomplete assignments. Such penalties may include, but are not limited to, the giving of partial credit or the loss of all credit. Should students persist in not doing their work, additional measures will be taken. Homework should be assigned regularly, clearly stated, relevant, regularly collected and checked and returned to the students as soon as possible. Homework should complement and reinforce classroom learning. Each teacher should advise students as to how and to what extent work will be used in determining their grade for each grading period. Assignments should not be ordinarily required of students over an extended holiday period. Teachers should communicate concerns about inaccurate or incomplete assignments to parents. It is important to note that the failure to complete assignments, when averaged in with other grades, may be sufficient to fail a student.

### MAKE-UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules:

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignment when asked by a returned student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Students are responsible for assignments missed for any reason including school business.
7. Students are responsible for turning in their make- up work without the teacher having to ask for it.
8. Students who are absent on the day their make- up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. Students are still responsible for making up work due to out of school suspension.

If a student receives an incomplete on the report card, the work must be made up within two weeks or the grade will become an “F” as required/permitted by the student’s Individual Education Program or 504 Plan.

## **GRADING SYSTEM**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

Grading Scale is as follows:

90 and above	A
80-89	B
70-79	C
60-69	D
Below 60	F

The nine-week grade shall be determined in the following manner: Percentage grades will be given on daily work, daily or chapter tests, and the nine weeks test. An average of these percentages will be used to calculate the nine-week grade. The semester grade will be calculated by counting each nine-week period in the semester as 40% and the semester test as 20%. In the event that there is no semester test given, the semester grade will be calculated by averaging together the two nine-week grades. See “Grading” in District Handbook pages for more information regarding grades.

## **REPORT CARDS**

Official report cards will be issued every nine weeks. The report card will reflect the academic achievement and attendance of each of the students’ courses of study. After approximately 4½ weeks of each nine weeks, a progress report will be sent home with the student to the parent/guardian. This progress report will reflect the mid-nine week grades for each course the student is enrolled in.

## **PROMOTION/RETENTION/COURSE CREDIT:**

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Booneville School District shall include the criteria in the student handbook.

## HONOR ROLL

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 3.00 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

1. Any student making all A's during a nine weeks grading period will have his/her name placed on the Superintendent's Honor Roll.
2. Any student making all A's and B's during a nine weeks grading period will have his/her name placed on the Principal's Honor Roll.
3. To be eligible for the honor roll a student must be enrolled in core curriculum classes. Core curriculum refers to the regular curriculum of Math, Science, English, Reading and Social Studies.

## EXEMPTION POLICY

Students may be exempt from Fall/Spring Semester exams in a class if they meet the following criteria:

YOU "ARE" EXEMPT IF:

You have at least a "C" in the course and no absences.

\*Note: Digital Make-ups do not count as absences. Refer to "Absences" for the definition of a Digital Make-up.

YOU "ARE NOT" EXEMPT IF:

- You have any unexcused absences
- You have any "Out of School Suspension" referrals
- You have two referrals for any reason
- You have fines
  - Library fines, charges, and books must be returned in order for the student to be exempt.
  - All other fines will disqualify students for that class or activity only.

**\*Remember each class is separate from the others, meaning you may be excused from one but not another. The rules apply to each class separately.**

**\*It is important to note that the reason for the absence makes no difference in qualifying for exemption. No semester test will be given early unless approved by administration.**

## CREDIT RECOVERY POLICY

Booneville School District realizes the need to develop and implement a credit recovery program. The District intends to utilize software and other computer programs that include but are not limited to OdysseyWare.

Students must maintain a minimum of 60% in all classes in which they are seeking to receive credit. Students will be expected to fulfil their requirements for the reading program for the relevant grade level for which credit is being sought. Credit Recovery will not be limited to school hours only. Students may make arrangements with the administration/counselor for noon, after school or before school access to the program. Course must be completed within a semester



it is started. All course work must be turned into the administrator in a hard copy before final grade is given.

Credit Recovery will not be a method of bypassing a class that is offered. A student must have failed the course in order to take said course in the credit recovery program. Students are encouraged to attempt credit recovery at the earliest available time after they have failed said course. Students must be deemed to have given an earnest attempt at failed course in order to be allowed into the credit recovery program. A committee of counselor, teacher, administrator, and LEA supervisor (if applicable) will make the decision.

## **REMEDIATION**

Due to state academic regulations, students not proficient in state EOC exams will not be granted credit in related courses until they have been remediated. Therefore, beginning with the 2005-2006 school year, any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are reported or he/she will not receive credit on his or her transcript for the course related to the end-of-course assessment.

## **SUMMER SCHOOL**

Summer School is not offered at BHS every year. Summer School, when offered, will be only for those students that have attempted the course in a conventional high school setting. With special permission and approval from the counselor and principal, seniors may take summer school courses for classes they have not attempted. Only those students who have failed a class or not received credit will be allowed to attend summer school at Booneville High School. Summer School must be completed before Oddessyware credit recovery can be attempted. Priority will be first given to Booneville High School students. Priority will be given to seniors first and then to juniors, sophomores, and finally freshman that have failed. There are only a certain amount of slots available when summer school is offered. There will be a cost incurred for each class, and parents will need to fill out the necessary paperwork before students may begin the class. There are no refunds and payment must be received before credit is given. The handbook rules of Booneville High School, as well as any classroom rules will be enforced.

## **TUTORING AND COMPUTER AVAILABILITY**

It is important for parents/guardians to know that tutoring and computer availability is provided by Booneville High School at the following times: 7:30 a.m., during lunch and after school until 3:30 p.m. These are all available by appointment with instructors and are at no cost to the student. Students must request help in advance to provide instructors the appropriate time to set their personal schedules.

## **GRADUATION REQUIREMENTS**

In order to receive a diploma from Booneville High School, students must have a minimum of 22 units toward either the Smart Core or Core curriculum. Not all units earned toward graduation necessarily apply to Smart Core requirements. Of these 22 units, 16 units must be completed in

solid subjects. A minimum of 22 units is required for graduation. The following courses must be part of the 22 units:

- 4 units of English
- 3 units of Social Studies with one unit of world history, one unit of American history and ½ unit of civics or American government and One-half unit (½) Economics
- 4 units of mathematics with one unit of algebra or its equivalent and one unit of geometry or its equivalent. All math units must build on the base of algebra and geometry knowledge and skills.
- 3 units of science with at least one unit of biology or its equivalent and one unit of a physical science
- ½ unit of oral communication
- ½ unit of physical education
- ½ unit of health and safety
- ½ unit of fine arts
- All students must receive a passing score on the Arkansas Civics Exam
- All students shall receive credit in embedded Personal and Family Finance Standards

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2022 AND THEREAFTER**

See “Smart Core (2022 and after)” in District Handbook.

### **ONLINE COURSES**

See “Digital Learning Courses” in District Handbook.

\*online classes are not allowed unless there is a scheduling conflict and the course is approved by the teacher and principal.

### **CORE-CURRICULUM FOR UNCONDITIONAL COLLEGE ADMISSION:**

- 4 units of English with emphasis on writing skills, not to include courses in oral communications, journalism, drama, or debate
- 3 units of natural science with laboratories, chosen from physical science, biology, chemistry or physics. Only one unit may come from a life science.
- 4 units of mathematics including algebra I and II, geometry and an advanced math. It is strongly recommended that students take a math course during their senior year.
- 3 units of social studies including one of American history (does not include contemporary American history), one of world history (does not include world cultures, world geography, or global studies) and at least one-half unit of civics or American government (not to include courses in practical arts).
- Students must have a minimum GPA of 2.0 on a 4.0 scale in order to qualify for unconditional admission to a public institution for higher education.

### **CORE-CURRICULUM FOR ARKANSAS CHALLENGE SCHOLARSHIP:**

The core-curriculum for the Arkansas Challenge Scholarship is the same as the core-curriculum for unconditional college admission. Students should check with the guidance counselor for additional guidelines that must be met in order to qualify for the Arkansas Challenge Scholarship.

### **EARLY RELEASE FOR COLLEGE CREDIT**

The following guidelines were recommended by the committee:

1. Fifth year seniors will be required to be enrolled in enough classes to fulfill graduation requirements. They are not required to be enrolled in seven classes.

2. Seniors may be permitted to leave after four academic classes under the following conditions:
  - a. Approval of educational transition committee
  - b. Student is enrolled in appropriate courses to fulfill graduation requirements
  - c. Student will attend a two or four-year institution of higher education
  - d. Each candidate must enroll in six hours, pay for these classes, books and fees and provide their own transportation.
  - e. Students not taking advantage of this program the first semester will be permitted to enter the program during the second semester provided conditions A through D are met.
  - f. Students taking advantage of this program the first semester will be permitted to continue the program during the second semester provided that they have successfully completed the six hours of credit enrolled in the first semester. There is no need to file another application for the spring semester.
3. Seniors who did not successfully complete the six hours of credit enrolled in the first semester will not be allowed to leave early the second semester. They are to be enrolled in seven classes at the high school, only one of which is to be a study hall.
4. All other students are to be enrolled in seven classes, only one of which is to be a study hall.

### **CONCURRENT CREDIT**

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

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 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 extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

## **WORKFORCE COMPLETERS**

Workforce completers are determined by the successful completion of three (3) units of any workforce education program of study including the foundation core. Completers will be recognized at graduation by a white cord.

## **HONOR GRADUATES**

Honor students will be determined by grade point average computed on semester grades beginning with the first semester of the ninth grade year and through the second semester of the twelfth grade year, with the exception of those students taking high school courses during their eighth grade year. Additional requirements for being selected as an honor student are:

1. Be enrolled at BHS during the junior and senior year if transferred from a school of lower rating.
2. Be enrolled at BHS during the senior year if transferred from a school of equal or higher rating.
3. Be a regular full-time student for these periods.
4. Have a minimum GPA of 3.50 in all solid courses.
5. Students must have completed the following curriculum:
  - a. Four units of Pre AP English or its equivalent
  - b. Two units of the same foreign language
  - c. Four units of mathematics which must be chosen from Algebra I, Algebra II, Geometry, Advanced Math, College Algebra, Pre-Calculus or Calculus.
  - d. Three units of science, which must include Pre-AP Biology and two courses from Advanced Physical Science, Pre-AP Chemistry or Physics, or Advanced Anatomy and Physiology
  - e. Three units of social studies including one unit of American History (does not include Contemporary American History), one unit of world history (does not include world culture, world geography, European history or global studies) and at least one-half unit of civics or American government (not to include courses in practical arts.)
6. Honor graduates will be required to have taken three AP courses and the AP test assigned to said course.
7. Students must maintain a "C" or better in any College Course
8. AP courses may only be replaced by a college core course

\*A core course is defined as a course in Math, Science, English, or History

\* After meeting the requirements of honor graduate, a student may choose to drop a college course without affecting his or her honor graduate status. Dropping a college course that replaces an AP course with a "D" or an "F" will result in a student being excluded from honor graduate status.

## **VALEDICTORIAN AND SALUTATORIAN**

Honor students ranked first and second are designated valedictorian and salutatorian respectively. The honor student with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in Booneville High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Booneville District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Booneville High School. Their selection shall be separate from and in addition to selection of the valedictorian from non-consolidated/annexed students enrolled in Booneville High School.

The honor student with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Booneville High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Booneville District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Booneville High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in Booneville High School.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

\*In case of a tie, ACT Scores will be used as a tiebreaker.

## **REQUIRED COMMENCEMENT ACTIVITIES**

The final week of school is a busy one for seniors. The week opens with the baccalaureate address on Sunday afternoon. This is followed by Class Night on Tuesday evening, during which the class history, etc. are read. The formal commencement program is held on Thursday evening at Bearcat Stadium.

All programs are planned by the members of the graduating class and, with the exception of the baccalaureate, are conducted by the members of the senior class. All awards honoring the members of the senior class are presented during the Class Night program. In order for a student to be eligible to participate in commencement activities, a student must have met the following criteria:

- Must be no farther than one required credit from meeting state mandate for graduation.
- Must have taken care of all financial obligations to the school district
- Must attend class night practice, class night and graduation practice in order to walk at graduation.



## **2023 Graduation Exercises Practice Schedule**

**Baccalaureate                      BHS Auditorium-Practice-May 12, 2023 at 1:00 p.m.**

**Sunday, May 14, 2023** .....

BHS Auditorium 2:00 p.m.

Meet in the Cafeteria at 1:30 p.m.

Clothing

Girls: Sunday dress

(No longer than graduation gown)

Black shoes (heel 1-2")-no open-toed or strapless heel.

Boys: Dark pants (no jeans)

White button-down shirt

Graduation Cap & Gown	Dark tie
Dry clean gown well before Sunday	Dark socks & shoes
	Grad Cap & Gown/Dry clean

**\*\*Note: Nothing can be worn on the graduation gown except for honor stole and/or beta cord and/ or workforce education completer cord.**

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**Class Night                      BHS Auditorium-Practice-May 16 at 1:00 p.m.**

**May 16 .....**

**BHS Auditorium 7:00 p.m.**

Be in the auditorium by 6:30 p.m.

Clothing

<b>Girls:</b> Formals (tea length or prom dress) shirt, & tie, dress shoes	<b>Boys:</b> Dark dress pants (no jeans),
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**Graduation                      BHS Football Field-Practice- May 18 at 1:00 p.m.**

**May 18 .....**

**BHS Stadium 8:00 p.m.**

Be at the multipurpose complex (field house) at 7:30p.m. for picture

Clothing same as for Baccalaureate

*Students inappropriately dressed will not be allowed to walk in the graduation ceremony.* If you need a tie or have trouble finding the appropriate attire for any event, please come see Mrs. Goff or Mrs. Lloyd. **You MUST attend the practice for class night and graduation or you will NOT be allowed to participate.** Baccalaureate is an optional event, but if you plan on attending Baccalaureate you MUST attend that practice.

Please advise parents and guests to remain seated during each event. There is not enough room for tripods. Pictures may be taken from auditorium seats or after the event. These events are formal ceremonies and need to be respected as such.

**GENERAL POLICIES**

**BACKPACKS, BOOK BAGS, ATHLETIC BAGS, BLANKETS, ETC.:**

Book bags & backpacks are for transporting books to and from school only. All students are allowed to carry backpacks throughout the day. Athletes may use athletic bags to transport athletic equipment, but these should be taken to the field house or gym as soon as possible. Blankets or pillows of any kind are not allowed on school property.

**BEVERAGE POLICY:**

1. Drinks may be brought to school in a clear plastic container that seals completely.
2. There will be no unsealed drinks brought in from outside sources. All cups will be confiscated immediately, except before school in the cafeteria.
3. Contents of any drink may be inspected by any teacher/administrator at any time.

## **WEBSITE and SOCIAL MEDIA GUIDELINES:**

### **THINK before you act because your virtual actions are real and permanent!**

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not **SHARE** your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- **DO YOUR OWN WORK!** Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures and music may be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
- If you edit someone else's work, be sure it is in the spirit of improving the writing. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

## **CLOSED CAMPUS:**

The campus of Booneville High School is a closed campus. Students are not to leave the campus during the school day without first being checked out in the front office by their parent or guardian. Students will not be permitted to leave the campus for lunch. Fast food from off campus cannot be delivered during school hours, unless served through the cafeteria or by school-sponsored organizations. It is the responsibility of each student to clean up the area where they have eaten. All visitors must check in at the office. Visitors will only be allowed to go into the main buildings with approval from one of the principals. Unexpected or emergency requirements to leave school can be arranged by telephone with the principal or the parent/guardian may come to the office to check the student out of school. Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed. Any visitation to the classroom shall be allowed only with prior permission from the school principal.

## **DISRUPTIVE VISITORS:**

The District has the right to ask disruptive visitors to leave its school 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.

## **LIBRARY:**

The high school library meets all requirements of the State Department of Education and the North Central Association. Approved books are in open shelves in the well-lighted reading room. Many books and other materials of learning are added each year to meet the needs of the

students and faculty. If a parent objects to any instructional/library materials they need to contact the principal's office to review a copy of the district's policies. Student librarians are trained each year to facilitate the use of the library. The library is open to students from 7:45 a.m. until 3:30 p.m. each school day. Most materials may be checked out for a period of two weeks and rechecked if necessary. A fine of five cents per day is charged for overdue books. The student must pay for any book that he/she may lose. Report cards will be withheld until the student pays his/her fine, or for the book, as the case may be.

### **LOST AND FOUND:**

Any and all articles found on school grounds should be turned into the library. Students who have lost articles should check in with the librarian.

### **MARRIED STUDENTS:**

Students who are married shall report their marriage to the registrar or principal at the time of registration or at the time of marriage if it occurs during the school year. Married students are encouraged to avail themselves of the guidance services provided by the school. Married students shall have the same educational opportunities - curricular and extracurricular opportunities - as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

### **SCHEDULE CHANGES:**

Schedule changes will require the signature of the school counselor, the high school principal, as well as the accepting and releasing teacher. Signatures should be obtained in this order.

### **TELEPHONES:**

See "Telephone Policy" in District Handbook.

### **TEXTBOOKS:**

Students shall be responsible for the care and return of textbooks and may be charged for replacement of lost or damaged textbooks. The following charges will be assessed for the abuse of textbooks:

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

### **VEHICLES:**

Automobiles of students may be searched without a warrant if reasonable cause is evident. 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. No Jr. High students will be permitted to park in the high school parking lot under any circumstances.



A K-9 (drug sniffing dog), under the supervision of an authorized law enforcement official, may be used to sniff student vehicles on school property. Once an alert has been signaled by a K-9 that drugs have been detected, this shall constitute reasonable cause to search by proper personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

In order to park on school campus, students will be required to properly register their vehicle with the office and obtain a parking permit. The student should bring their driver's license, proof of insurance, and vehicle registration to the office. Students driving vehicles without the permit displayed risk losing their driving privileges and/or possible towing at the owners' expense. In the event the student changes vehicles during the school year, the office must be notified and the new information be recorded. Reckless driving will not be tolerated and will result in the loss of driving privileges.

#### **STUDENT PUBLICATIONS ON SCHOOL WEB PAGES:**

Student publications that are displayed on school web pages shall follow the following guidelines:

1. Not contain any non-educational advertisements.
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees.

#### **STUDENT DISTRIBUTION OF NON SCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS:**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and

5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations

### **BULLETINS, ANNOUNCEMENTS, AND POSTERS:**

A daily bulletin containing announcements of activities is made available to each teacher before the school day begins. The bulletin will be read at the beginning of the second period over the intercom by a student. If this is not done, the second period teacher is to read the bulletin to his/her class. Whereas the bulletin information is available to all students, each student is responsible for information contained in the bulletin. Posters may be placed in the building or on the grounds with the principal's permission. The person who puts up the poster is also responsible for removing the poster and placing them in appropriate trash receptacles.

### **ALTERNATIVE LEARNING ENVIRONMENT**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Students may not progress pass grade level in ALE. They may only make up failed credits.

A student may be enrolled in ALE only on the referral of an Alternative Education Placement Team to be composed of the following individuals:

- School counselor from the referring school;
- Building principal or assistant principal from the referring school;
- One (1) or more of the student's regular classroom teachers;
- LEA special education or 504 representative, if applicable;
- Parent or guardian of the student, if they choose to participate; and
- ALE administrator or ALE teacher, or both.
- At the option of the school district, the student may be included as a member of the Alternative Education Placement Team.

The school district shall document efforts to contact the parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).

To be an eligible ALE student, a student must exhibit two (2) or more of the characteristics. Students will not be placed in the ALE based on academic problems alone. Situations that negatively affect the student's academic and social progress may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
- Abuse: physical, mental, or sexual;
- Frequent relocation of residency;
- Homelessness;
- Inadequate emotional support;
- Mental/physical health problems;
- Pregnancy; or
- Single parenting

They may only make up failed credits. Students placed at risk, though intelligent and capable, typically manifest one or more of the following characteristics:

- Personal or family problems or situations;
- Recurring absenteeism;
- Dropping out from school; or
- Disruptive behavior

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds. Legal References: A.C.A. § 6-18-508,509, A.C.A. § 6-20-2305(b) (2), ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds- 3.01, 3.05, 4.00, and 8.0.

## **CONDUCT/DISCIPLINE**

### **EXPECTED STUDENT BEHAVIOR:**

See "Expected Student Behavior" in District Handbook.

### **STUDENT CONDUCT BEHAVIOR CODE:**

See "Student Conduct Behavior Code" in District Handbook.

### **STUDENT APPEARANCE**

#### ***Dress Code:***

In order to establish high standards for Booneville High School, it is important to maintain neatness, cleanliness, and decency in the dress of all students. With the realization that there is an accepted dress for all occasions, and what is appropriate for one occasion may not be for another, the Booneville School Board has established the following dress code.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

- a. Dress and grooming should be clean and in keeping with good health and sanitary practices. Shoes must be worn. (No house shoes will be allowed.)
- b. A student shall not wear types of clothes or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school.
- c. Students will be allowed to wear appropriate shorts provided that the shorts are of an acceptable length (The shorts must be long enough to come past the student's fingertips when they are standing erect with their arms hanging to their sides and their fingers outstretched). No bicycle or boxer are to be worn. Pants with holes in them must meet the same requirements as shorts; any holes may not be higher than the student's outstretched fingertips. Skirts, except for approved cheerleading, should come within six (6) inches of the top of the knee.
- d. Halter tops, tank tops, tops with spaghetti straps, hats, caps, bandanas, and do – rags are not acceptable. Shoulder width must be 2 inches wide (width of a dollar bill).
- e. "See-through" blouses or shirts are not acceptable.
- f. Students shall not wear clothing that has implied or stated vulgar, obscene, or offensive messages, liquor, tobacco or drug advertising.
- g. Sleeveless shirts that do not fit snugly around the shoulder may not be worn. Sleeveless shirts must not expose the lateral area of the wearer. Shoulder width must be 2 inches wide (width of dollar bill).
- h. Tops that expose the midriff may not be worn.
- i. Jeans/slacks or shorts that are excessively tight or excessively baggy are not to be worn. "Bagging" is not acceptable.
- j. Pajama Bottoms/tops are not acceptable.
- k. Chains, choke chains, billfold chains and dog collars are not acceptable.
- l. No exterior piercings (nose, eyebrow, etc.) If a student has an external piercing other than and ear piercing (nose, eyebrow, lip, ets.) a small stud must be worn in the piercing.
- m. Any appearance, clothing or personal hygiene which causes a disruption to the educational environment of the school will not be allowed.

- n. Caps are not allowed on the school campus from 8:00 a.m. - 3:00 p.m.
- o. Leggings and Jeggings may be worn with tops that cover private areas, under jeans, or with dresses of appropriate length.

\*All items confiscated by and held in the office may be picked up at the end of the semester. Items left in the office will be discarded.

### ***Short Hand Dress Code:***

Due to miscommunications and misunderstandings, here is a shorthand version of our dress code that outlines the *most common* violations. For an exhausted list, see the numbered list above.

1. Wear shoes
2. Skirts, shorts, and dresses have to be as long as fingers on the side of the thigh
3. Holes in jeans cannot be higher than outstretched fingers
4. DO NOT wear anything that exposes your underwear or private parts
5. No inappropriate images
6. Sleeveless shirts have to fit snugly around the shoulders
7. No shirts that show your stomach
8. You can only wear tights/leggings if your private areas are covered
9. No pajamas
10. No hats, hoodies, beanies, or bandanas

The principal will decide appropriateness and will make the final decision in cases where a question is involved. In all circumstances, we will err on the side of “most appropriate.” It will not be a discussion at this point. Students whose appearance is disruptive to the educational environment of the school will be sent home if their appearance is of such a nature that it cannot be corrected at school.

### ***Prom Dress Code:***

Students attending the BHS prom must follow the Prom Dress Code Guidelines:

- **Males:** Formal suit or tux with socks and dress shoes or building principal approval.
- **Females:** Formal dress with dress shoes or building principal approval. Attire that is considered inappropriate in the judgment of a school administrator may result in being denied admission.

In order to maintain high standards at Booneville High School, it is important to maintain neatness, cleanliness and decency in the dress of all students at all events. Prom is no exception. Dresses that expose all of the midriff area or dresses with excessive splits are not acceptable. \*\*  
***The principal or an administrator will make final determinations regarding the above dress code violations. We may provide lace for dresses with excessive cleavage.***

### **PROHIBITED CONDUCT:**

See “Prohibited Conduct” in District Handbook

### **CELL PHONES AND OTHER ELECTRONIC DEVICES:**

Cell phones may be used before school, after school, during lunch, or in between classes. Students are expected to have cell phones put away prior to the tardy bell. Students are not allowed to use cell phones during class time.

### **Consequences for using cell phones during class time:**

- **1<sup>st</sup> Offense:** The teacher will keep the phone on his or her desk until the end of the period and the offense will be recorded in the Behavior Matrix.

- **2<sup>nd</sup> Offense:** The teacher will send the phone to the office and the offense will be recorded in the Behavior Matrix. \*A parent or guardian will be required to come pick the cell phone up from school.
- **3<sup>rd</sup> Offense:** The teacher will send the phone to the office and record the offense in the Behavior Matrix. The School Resource Officer will retain the cell phone for 30 calendar days. After 30 days, a parent or guardian may pick up the phone and the student will receive an office referral.

Students caught with their cell phone out and refuse to give it to the teacher will immediately receive an office referral.

Taking video or pictures of students or staff without permission is strictly prohibited and may result in an office referral.

Using earbuds during the class period will count as a cell phone offense without permission from the teacher.

### **DISCIPLINARY RANGE OF INTERVENTIONS:**

See “Disciplinary Range of Interventions” in District Handbook.

### **RESTORATIVE PRACTICES**

In addition to or in place of disciplinary intervention, principals may choose to use a restorative practices program when necessary.

### **UNEXCUSED ABSENCES:**

See “Unexcused Absences” in District Handbook.

### **DEMERIT SYSTEM/BEHAVIORAL MATRIX:**

Demerits may be given any time a student is at school for breaking school rules and regulations or misbehavior of any kind. Demerits are cumulative for all classes for misbehavior in a nine week grading period.

### **Consequences:**

3 Demerits	Student will be referred to the office and will be assigned detention for one (1) week, 2 days ISS, or 2 days Saturday School.
6 Demerits	4 days ISS 10 days detention or full day Saturday School
9 Demerits	6 days of ISS
Above 9 Demerits	3 days out-of-School Suspension

### **IN-SCHOOL SUSPENSION (ISS):**

Students are to report to the ISS room immediately after their breakfast or, if they do not eat breakfast, they should report to ISS immediately upon arriving on campus. No loitering in other locations on campus will be tolerated. Students will be required to adhere to a strict code of conduct while in ISS. Failure to complete work or comply with

the rules could result in additional days being added to the ISS assignment or out of school suspension and then return to complete the original ISS assignment.

**Students receiving ISS shall not be permitted to participate in any school function beginning the first morning of the assigned punishment. Students shall be allowed to return to regular activities at the end of the school day (3:00 p. m.) on the day said punishment is completed. It is important to note that students whose punishment starts during one week and will be completed the following week will not be able to participate in any school functions during that weekend. Students in ISS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed. Students violating ISS regulations will receive additional punishment ranging from additional days in ISS to suspension.**

### **OUT-OF-SCHOOL SUSPENSION (OSS):**

**Students not present at school cannot benefit from educational opportunities the school environment affords. Administrators shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from or a school activity. A student may be suspended for behavior including, but not limited to that which:**

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

**The School principal or designee shall proceed as follows in deciding whether or not to suspend a student.**

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

**When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.**

### ***Out-of- School Suspension Procedures:***

- A teacher may temporarily dismiss students from class for disciplinary action.
- The teacher shall, when feasible, accompany students to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
- The principal or designee shall determine whether to reinstate students in class, reassign them, or take other disciplinary action.

- The principal or designee of any school is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
- Prior to suspension, the principal or designee shall inform students either orally or in writing about the infraction.
- If students deny charges, the principal shall explain to them the evidence that forms a basis of the charges and shall permit students to present their side of the story.
- When the principal considers that an out-of-school suspension is proper, he/she shall send the student (s) home.
- Students in OSS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.
- Students will receive credits for work while in out-of- school suspension.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be one of the following means, listed in order of priority:

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

**\*Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. \*Suspensions initiated by the Superintendent may be appealed to the Board.**

### **SATURDAY SCHOOL SUSPENSION:**

Saturday School Suspension is an on-campus educational setting provided as an alternative to out-of-school suspension. Students may be assigned up to five days of Saturday School Suspension based on the Principal's discretion. 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 for the next week's assignments on the Friday before suspension begins. Students may only be assigned Saturday School by the principal or assistant principal and/or his/her assigned designee. Students may be assigned to Saturday School Suspension for inappropriate behavior in or out of class, poor attendance, excessive tardies, cumulative disciplinary referrals or misconduct reports, or for other infractions for which it is felt this would be appropriate action.

Students will report to the designated area at (½ day) 8:00 a.m. until 11:00 a.m. and (full day) 8:00 a.m. until 2:00 p.m. While there, students will follow all rules and regulations for Saturday School Suspension. Any student showing up late or without sufficient work will be turned away. Students will be responsible for their own transportation to and from Saturday School Suspension. Students assigned a full day of Saturday school will be responsible for providing their own lunch. Failure to attend Saturday School will result in 4 days In-School Suspension.

**\*Students in Saturday school will be required to complete a restorative justice program.**

## **EXTRA-CURRICULAR ACTIVITIES**

### **ACTIVITIES / FUNDRAISING:**

All arrangements for any activity must be cleared with the principal before the activity is scheduled. The principal shall be the one to put the activity on the calendar. Scheduling of activities on school nights should be kept at a minimum. It is our policy each year to discourage as many money making projects as possible. Teachers must get permission from the principal for any fundraising campaign. No class or club may assess dues without permission of the principal.

### **ATHLETICS:**

The Booneville High School athletic program is governed by the Arkansas Activities Association. The AAA along with the local school board sets rules and regulations determining eligibility of students and to a certain degree the scheduling of inter-school competition. Booneville is a member of District 4-AAA and is a member of the Arkansas Activities Association. Booneville students must meet all requirements of the AAA in order to participate in extracurricular activities.

### **ARKANSAS ACTIVITIES ASSOCIATION (AAA):**

In addition to the foregoing rules, the district shall abide by the rules and regulation of the Arkansas Activities Association (AAA) governing interscholastic activities. Legal Reference: Arkansas Dept. Of Education: Rules and Regulations Establishing the Academic Standards for Student Participation in Competitive Interscholastic Activities.

### **ACADEMIC ATHLETIC REQUIREMENTS:**

#### ***Junior High:***

- The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts.
- The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which counts toward his/her graduation requirements.
- Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

#### ***Senior High:***

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

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



## **STUDENTS WITH AN INDIVIDUALIZED EDUCATION PLAN (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).

## **STUDENT ORGANIZATIONS AND EQUAL ACCESS:**

No group shall be entitled to use the name of the public schools or any department of the school without having first obtained the consent and then accepted the supervision of the principal or teacher designated by him. There shall be no secret club or organization within the Booneville School District. 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 meeting. Such meetings must meet the following criteria:

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, 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 well-being of students and faculty, and to assure that attendance of students is voluntary.
7. 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.

In lieu of fundraisers, each class/organization may pay a fee to help offset yearly costs including, but not limited to homecoming and float supplies, prom expenses and graduation activities. This will be determined by the class/organization sponsor. All class/organization members must meet these obligations. Failure to do so may result in a student's name being added to the fine list. A.C.A. § 6-5-201 et seq. A.C.A. § 6-21-201 et seq. 20, U.S.C. 4071 Equal Access Act, Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990), A.C.A. § 6-18-601 et seq.

## **SCHOOL TRIPS:**

A valuable part of a student's education comes from participation in meetings, conventions and personal appearances in school groups. However, it is possible for an individual student to participate to the extent that it may interfere with his/her academic work. For this reason, the following regulations have been adopted:

1. Students making school-sponsored trips will not be counted absent on the office record but will be required to make up class work. **Students should talk with the teacher prior to leaving.**
2. Consent of parent or guardian must be given in advance before a student can participate in school trips.
3. Must be caught up on all assignments.
4. Must not have excessive absences.
5. Must have at least a "C" average in all subjects.
6. Will be responsible for getting any missed work

Students may not be released to anyone other than their legal parent/guardian. The parent or guardian must present a note or sign a release document at the event in order for a student to be released. Parents or guardians may request that their son or daughter be released into the custody of another adult after the completion of an event. The procedure for this is to obtain a written permission statement from the principal (signed and cleared by the principal) and give it to the coach in charge prior to leaving for the trip. The adult who will assume custody of the student(s) must sign a checkout sheet held by the coach or sponsor in charge after the event before the student(s) will be allowed to leave the supervision of the coaches. **STUDENTS WILL ONLY BE RELEASED TO ADULTS 21 YEARS OF AGE OR OLDER.**

### **OVERNIGHT TRIPS:**

Any certified employee of the school who desires to sponsor an overnight trip that includes students and is considered school sponsored, must consult with his/her principal prior to discussing the trip with students or parents. The sponsor and principal must present the proposed trip to the Superintendent in plenty of time for proper planning of the trip. This also must be done prior to discussing the trip with students or parents.

### **SCHOOL SPONSORED STUDENT ACTIVITY INSURANCE:**

See "Student Sponsored Student Activity Insurance" in District Handbook

### **CHEERLEADERS/DRILL TEAM:**

Sr. High Cheerleaders & Sr. High Drill Team members are chosen in the spring. Cheerleaders/ Drill Team will be selected by a judging committee. Each student must agree to abide by the constitution and bylaws of this organization before trying out.

### **HOMECOMING:**

Each year, in conjunction with homecoming, the student council sponsors activities designed to honor former students of BHS. These activities usually consist of dress up days, a pep rally, and a parade. One representative from each class (7<sup>th</sup> - 12<sup>th</sup>) will be elected by a vote from each individual class. The student body will vote from a pool of five girls nominated by the football players in their class. The queen will be elected from the 12<sup>th</sup> grade by a vote from the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students from a pool of five girls nominated by the 12<sup>th</sup> grade football players. The class representatives and queen all must have a 2.0 GPA, adhere to the attendance policy, and must meet AAA guidelines. Students that receive more than one office referral per semester will be ineligible for homecoming court. All classes, clubs, and campus organizations are encouraged to have an entry in the homecoming parade which is held on the afternoon of the homecoming football game. When choosing homecoming royalty for basketball, any student that was elected for football homecoming will be ineligible for the basketball ballot.

## **MR. & MISS BHS:**

Each year, the BHS chapter of the National Beta Club sponsors a Mr. and Miss BHS contest. All classes, clubs, and organizations at BHS from grades 10-12 are eligible to enter representatives in this contest. Contestants for Mr. BHS complete an information sheet based on school and community activities. This sheet is used during a personal interview during which he is judged based on composure, personality, stage presence and appearance. Miss BHS contestants compete in the areas of personal interview, talent, and modeling. The selection criteria consist of poise, personality, beauty, and talent as judged by competent out-of-town judges during a formal competition in the high school auditorium. All AAA guidelines must be followed.

## **CO-CURRICULAR ACTIVITIES**

The co-curricular activities of the Booneville High School are an integral part of the instructional program leading to a well-rounded individual. To help provide for participation for all without over participation by anyone individual, the following rules have been adopted. Qualifications for holding office in Booneville High School are:

1. No student will be allowed to run for or hold office in a school activity unless he/she has a grade of "C" or better in all courses. An officer, whose grades fall below a "C" will be given a warning. He/she will be allowed four (4) weeks to bring his/her grades up. The grades will be determined by the last semester grades.
2. No student will be allowed to hold office unless he/she has a conduct grade of "C" or better based upon the last semester grade. If an officer is involved in a major discipline problem, he/she shall be removed from office.
3. A student may not be a major officer of more than two (2) organizations at any one time. A major office is president, vice-president, editor or business manager of any campus organization. District, regional, state or national offices are not included.
4. School clubs must be approved by the board of education and the administration.
5. Students have the right to join an existing club and will not be denied membership on the basis of race, national origin, sex, or other arbitrary criteria.
6. All clubs and organizations must be sponsored by a staff member.

***Future Business Leaders of America (FBLA)*** - The purpose of the Junior High and Senior High FBLA Club is to provide information and experience for those students interested in business. Membership is open to any student who has completed one (1) business course or is presently enrolled in a business course.

***Family Career and Community Leaders of America (FCCLA)*** – The Family Career and Community Leaders of America is the national organization of students studying homemaking in secondary schools of the United States and its territories. It is the purpose of the program to further the development of pupil initiative in planning and carrying out activities related to homemaking. Any student who is regularly enrolled in a homemaking class in a secondary school, or has been enrolled, is entitled to become an active member of any chartered FCCLA chapter.

***Future Farmers of America (FFA)*** - The National FFA Organization or FFA, as it is well known, is the national organization of, by, and for students studying vocational agriculture in the public secondary schools. Any student who is regularly enrolled in a vocational agriculture

class, or has been enrolled, is entitled to become an active member of the National FFA organization.

***Future Teachers of America (FTA)*** - Membership in the Future Teachers of America is open to those students who have an interest in becoming teachers. Its purpose is to provide information and experience for its membership which will help these students to plan for the future.

***Key Club*** - Membership in the Key Club is open to all students of BHS who have an interest in becoming an active member. All members must have and maintain a 2.5 or better grade point average. The Key Club is a community service organization and is sponsored by the Booneville Kiwanis Club. The main purpose of this club is to provide a liaison between BHS and our local businesses and community.

***Library Media Club*** - The Library Media Club is a school service organization dedicated to helping others locate information and providing access to materials needed for class work. Membership includes students in grades 10-12 who have an interest in learning the skills necessary for organizing a library and operating media equipment.

***National Beta Club*** - The National Beta Club is a non-secret achievement-service organization for high school students. Its objectives are: to encourage effort, to promote character, to stimulate achievement, and to encourage and assist students to continue their education after high school. Only state-accredited schools are eligible for a chapter of the National Beta Club. Membership is limited to students whose scholastic standing is sufficiently creditable to indicate superior mental qualifications, and they must be of high moral standings.

Booneville Beta Club membership is open to senior high school students. The requirements for membership is All A's or B's or a 3.25 GPA in core curriculum classes for the previous semester. Students must also be enrolled in at least 2 of the following each year: Pre-AP, AP, Pre-Calculus, Statistics, Spanish II, Comp I, Comp II, or College Algebra. In addition, students must have at least a "B" average in conduct per semester. Students must be enrolled in core-curriculum classes and meet all other requirements as set forth in the club constitution. The Beta Club is at all times subject to refutation and supervision of the school administration, and members not meeting the standards set forth academically, morally, or by the club constitution may be dropped from the roll.

***Student Council*** - The purpose of this organization shall be to develop concepts, of and practice in good citizenship; to promote harmonious relationships throughout the entire school by improving student-student and student-teacher relationships; to improve school morale, assist in orderly direction of school activities, charter school clubs and promote general welfare. The Student Council shall consist of a president and vice-president elected by the student body, three (3) representatives from each senior high grade, and three (3) members at large agreed upon by the sponsor and administration.

## **AWARDS & ORGANIZATIONS**

### **ATHLETIC AWARDS:**

Athletic awards shall be given at the end of each respective season only in sports approved by the Arkansas Activities Association and the Booneville Board of Education. The first year any student letters in a high school sport, he/she will be awarded letter and bars for the number of years a student letters. If a student letters in another sport, he/she will be given an insignia for that sport. A student may purchase a jacket or sweater if they desire to do so. Athletic awards for junior high shall consist of a letter only.

There are certain criteria that must be met in order for an athlete to earn an athletic award. In senior high football, players must participate in one-half of the quarters in a regular season or be a senior who has participated for three years and completes the current season. Any senior who has participated for three years in a sport and not met criteria will letter upon completion of the 3<sup>rd</sup> year. In junior high football, players must participate in 16 quarters. In basketball, players must participate in at least one-fourth of the quarters. Only "A" games count in this total. Track team members must earn at least a fraction of a point in any relay meet that is sanctioned by the Arkansas Activities Association. Tennis players can letter if they reach the semifinals of a district tournament with at least six teams participating or if they reach the finals of a district tournament in which fewer than six teams are participating. Golf players shall letter if the team or player finishes third or higher in medalist play as determined by total number of strokes in conference tournament play as long as there are at least six teams competing for the title. If there are fewer than six teams competing, the team or player must finish first or second. Baseball, softball, volleyball, and cross country players must participate in one-half of the innings played during regular season games. Any exceptions to the above award system must be made by coaches, directors, or sponsors of activities with the approval of the principal.

### **BAND AWARDS:**

A band student shall have the opportunity to earn a jacket during his/her junior year of band. The award is given based upon satisfactory performance by the band member as determined by the band director. The award shall be paid for by the Booneville Band Booster Club. \*Refer to the band handbook for details

### **CHEERLEADER/DRILL TEAM AWARDS:**

After successful completion of a year's activity, a senior high cheerleader shall receive an award as determined by the sponsor.

### **CHORUS AWARDS:**

Students will earn a choir letter during the spring semester of their junior year provided this is at least their second year of participation in choir. The letter will be paid for by the choir department. Juniors who are in choir and who do not have two years of service in choir may earn a letter the spring semester of their senior year. The letter will be paid for by the choir department. Students who earn a letter may purchase a jacket or sweater at their own expense.

**CLASS RINGS:**

Students classified as juniors will be allowed to place their orders for a class ring. The school does not provide any financial support in the purchase of the class rings.