

Helena-West Helena School District



2015-2016
Secondary
Student and Parent
Handbook

Table of Contents

Contact Information.....	4
Calendar	5
Mission Statements and Foreword.....	6
Absences	7
Academic Improvement Plan (AIP).....	9
Advanced Placement for Students in Grades 9-12 and Grading Policies	9
Alternative Learning Environment	11
Attendance Requirements for Students in Grades 9 – 12.....	12
Bullying	14
Class Exemption	16
Closed Campus	16
Communicable Diseases and Parasites	16
Computer Use Policy	18
Concurrent Credit.....	21
Conduct to and from School.....	22
Contact with Students While at School	22
Corporal Punishment	23
Custodial and Noncustodial Parent Rights and Responsibilities	23
Disruption of School.....	24
Distribution of Literature	24
Drugs and Alcohol.....	25
Emergency Drills.....	25
Entrance Requirements	25
Compulsory Attendance Requirements	28
Residence Requirements	28
Equal Educational Opportunity.....	29
Expulsion	29
Expulsion Hearing Procedures.....	30
Re-admission from expulsion	32
Extra Curricular Activities	32
Student Government.....	32
Extra Curricular, Co Curricular Discipline Policy	32
Gangs and Gang Activity	34
Graduation Requirements and Classification Credit Requirements	34
Required Courses of Study.....	34
Graduation Requirements for Special Needs Students.....	35
Homeless Students.....	36
Home Schooling.....	37
Homework Policy	38
Honor Graduates	38
Infectious & Communicable Diseases.....	39
In-School Suspension	39

Interim Reports39

Laser Pointers.....40

Make-Up Work.....40

Non-Discriminatory Policy41

Parent Involvement/Parent-Teacher Communication41

Permanent Records42

Physical Examinations or Screenings42

Placement of Multiple Birth Siblings.....43

Pledge of Allegiance43

Possession And Use of Cell Phones, Beepers, Etc.44

PPRA Notice and Consent/Opt Out for Specific Activities45

Privacy of Students’ Records/Directory Information.....46

Prohibited Conduct47

Remediation.....48

School Choice.....49

School District Insurance Policy.....49

School-Sponsored Programs and Activities /and Health Services49

School-Sponsored Programs and Activities /Students with Disabilities50

Search, Seizure, and Interrogations Student Medications53

Smart Core Curriculum-4.4556

Smart Core Curriculum-4.45.156

Student Assault or Battery61

Student Co-Curricular/Extra Curricular Activities62

Student Discipline63

Student Disciplinary Procedures65

Student Dress and Grooming.....75

Student Medications77

Student Illness/Accident.....81

Student Organizations/Equal Access.....81

Student/Parent Complaint Procedures.....82

Student Promotion and Retention83

Student Publications and the Distributions of Literature.....83

Student Records84

Student Rights and Responsibilities.....85

Student Sexual Harassment87

Student Suspension from School.....89

Student Transfers90

Student Vehicles90

Student Visitors.....91

Students Who Are Foster Children91

Tardies.....92

Tobacco and Tobacco Products92

Transportation Meeting the Bus.....92

Weapons and Dangerous Instruments.....94

Administrative Offices

305 Valley Drive
Helena-West Helena, AR 72342
(870) 338-4425

Central High School

Grades 7-9
103 School Rd
Helena-West Helena, AR 72390
(870) 572-2221

Grades 10-12
103 School Rd
Helena-West Helena, AR 72390
(870) 572-6744

Eliza Miller Elementary School

Grades 4-6
106 Miller Loop
Helena-West Helena, AR 72390
(870) 572-3705

J. F. Wahl Primary School

Grades K-3
125 Hickory Hill Drive
Helena-West Helena, AR 72390
(870) 338-4404

Pre-K
(870) 338-4406

Helena-West Helena School District 2015-16 Calendar

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17th Students first day
Qtr begins

14th End of Qtr
(47)

13th End of Qtr
(41)

1st End of Qtr
(50)

18th end of Qtr (40)

- Professional Development
- Pupil teacher interaction days
- Parent teacher conf day 12-6 pm

- Holiday
- Weather days

Helena - West Helena School District

Mission

The mission of the Helena-West Helena School District is to produce graduates who are fully prepared for life after school as productive, responsible and caring citizens.

Vision

The Helena-West Helena School District endeavors to be a globally competitive district where students receive the highest quality instruction. We aim to be responsive to our community, parents, and students and the ever changing educational landscape.

Visitors to Schools

The Helena-West Helena School District officials encourage visits to our schools by parents and members of the community. However, in consideration of safety issues, **VISITORS ARE REQUIRED** to register at the school office prior to visiting any teacher's classroom.

Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher or administration so that class disruptions may be kept to a minimum.

Principals have the authority to refuse entry onto school grounds or buildings to persons who do not have legitimate business at the school and to require any unauthorized person or persons in display of unacceptable conduct to leave the school or premises.

Note: Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-2-606. As such, they lose their right to be on campus.

FOREWORD

The information in this handbook is intended for use by the students, parents/guardian faculty/staff, and administration of Helena-West Helena School District. The main purpose of this handbook is to set forth clearly the standards of behavior and the limits on behavior established by law and the Helena -West Helena Board of Education policies. Students are encouraged to become acquainted with the policies and procedures that will be followed during the school year. It is necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program. Students and parents should understand that this handbook is not all-inclusive.

The Helena-West Helena School District is required to provide professional development to all faculty and staff. Professional Development of the student/parent handbook is included in professional development so that everyone (all faculty & staff) will enforce and be consistent in issuing discipline consequences as documented in the policy. In addition, each school is required to provide professional development of the student/parent handbook specifically to their faculty & staff so that everyone (all faculty & staff) will enforce and be consistent in issuing discipline consequences as documented in the policy.

Our teachers stand ready to help students through the classes, activities, and events of the school year. By making use of their knowledge and expertise students will grow both educationally and socially. Remember that a student's success in school will be directly proportional to his/her efforts. **PLEASE SIGN AND RETURN DOCUMENTS ON PAGES INDICATED**

ABSENCES-4.7

Excused Absences

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

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

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election 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).

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10)⁴ unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁵. 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 ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of

Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

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

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.

Notes: A.C.A. § 9-28-113(f) prohibits the lowering of grades of foster children for absences due to 1) a change in the student's school enrollment; 2) the student's attendance at a court ordered dependency-neglect court proceeding; or 3) the student's attendance at a court-ordered counseling or treatment.

Parents of students with excessive absences without cause are subject to the following sanctions: monetary fines, jail time, community service, and ultimately, the loss of children to foster care.

ACADEMIC IMPROVEMENT PLAN STATEMENT

"Academic Improvement Plan" – a plan detailing supplemental or intervention and remedial instruction, or both, in deficient academic areas for any student who is not proficient on the state-mandated criterion-referenced assessments and state mandated developmental appropriate assessments for K-12.

Beginning with the 2005-2006 school year, students in Grades three through eight, identified for an AIP who do not participate in the remediation program shall be retained. The district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

ADVANCED PLACEMENT

Non Advanced Placement GRADING POLICY

- A. The following grading scale shall be used for the Helena-West Helena School District
- | | |
|----------|--------------|
| 90 – 100 | A = 4 points |
| 80 – 89 | B = 3 points |
| 70 – 79 | C = 2 points |

60 – 69	D = 1 point
59 and below	F = 0 points

- B. Progress reports will be sent according to the district calendar to parents or guardians of those students who are failing or are not working up to capacity.
- C. Grades assigned to students reflect only educational objectives and are consistent with laws and regulations.
- D. If a student is having difficulty in class, the teacher(s) may call the parent/guardian for assistance in helping the student.

NOTE: Students are accountable for their behavior throughout the school year. Any infraction of the rules on the last day of school will be reviewed for disciplinary action at the opening of the following school term.

All Advanced placement courses shall be taught by an appropriately trained teacher.

- A. Students who take advanced placement courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

90 – 100	A = 5 points
80 – 89	B = 4 points
70 – 79	C = 3 points
60 – 69	D = 2 points
59 and below	F = 0 points

- B. Students who transfer into the District will be given weighted credit for the Advanced Placement courses, 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. AP weighted credit is contingent on the teacher being appropriately certified for AP.
- C. Students must be enrolled in and taking AP courses or International Baccalaureate courses to receive the 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 received in the course as if it were a non-AP course.
- D. Students will have ten days from the start of either semester to drop an AP or International Baccalaureate course. After ten days, a student must finish the entire semester. For those who request to drop before the end of the ten day grace period, they will only be allowed to move if space is available in other classes or if their credit status will allow them to drop the class.
- E. **In addition**, students will have **only ten days** from the start of either semester to drop any class, AP or regular.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools, ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School, A.C.A. § 6-15-902(c)(1), (c) (3).

ALTERNATIVE LEARNING ENVIRONMENT

The Helena-West Helena School District believes all students can learn and should have the opportunity to reach their maximum potential. A safe, orderly and supportive learning environment is imperative to provide this opportunity. The District also recognizes that some students' academic and learning styles can best be met through placement in an alternative education program that provides differentiated academic, self-paced and social skills instruction in order to facilitate student learning.

The District's Alternative Learning Program provides a setting to meet various students' behavioral, social, academic and personal needs and is tailored to a varied population of students with different needs. A student will be placed in an alternative program when the student's instructional and academic needs are not being met in the traditional classrooms.

The student's attendance and grades will be forwarded back to his/her regularly assigned school. Transportation to the ALE is provided by the District and is coordinated by the Superintendent.

The ALE is also designed to help students reach their full potential by providing a consistent and highly structured alternative instructional environment with the use of computer-based instructions, textbooks and supplemental materials. This program provides students individual and group counseling, behavioral modification sessions and other recognition opportunities.

The academic program for the ALE focuses on the core curriculum. Courses of study will enable the student to perform at grade level and will include English, math, science, social studies and physical education. Classes are limited in size and are designed to meet the student's individual needs. The student must comply with the terms of placement and meet individual behavior management and academic expectations prior to returning to the home campus.

Assignment to Alternative Education Program

A student may be assigned to the ALE by a designated committee or by the Board of Education for a minimum of a semester and up to a year depending on the referral. The parent/guardian and student are required to attend an intake conference. At the intake conference the parent/guardian and child will learn the required rules to be observed, the expected behavior and goals to be achieved and the criteria needed to earn an exit conference at the end of an enrollment period. An exit conference will be

granted to a student at the end of his/her enrollment period to determine placement for the next semester or next school year. A student's assignment to the alternative setting may be extended if it is determined by the exit committee that the student has not demonstrated success with the ALE's rules and expectations.

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 –12- 4.44

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

All students are required to maintain a level of attendance that will enable them to discharge their responsibility as learners and will enable the school to meet its obligations to the students.

Adopted: May 14, 2007

Legal References: AC.A. 6-18-201(a), AC.A 6-18-202, AC.A 6-18-207(a),
A.C.A.
6-18-208 and A.C.A. 6-18702

Cross References: Board of Education Policy JLCB

Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

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.

High School Attendance Policy and Procedures

1. Any child, who has received a high school diploma or its equivalent, as determined by the State Board of Education, is not subject to the attendance requirement.
2. Any child age 16 or older enrolled in a post-secondary vocational technical institution, a community college or a two-year or four-year institution of higher education is not subject to the attendance requirement.
3. Any child age 16 or older enrolled in an adult education program or in the National Guard Youth Challenge Program is not subject to the attendance requirement.
4. Any child age 16 or older enrolled in an adult education program prior to June 13, 1994, under a waiver granted by the local school district and who is currently attending the program, is not subject to the attendance requirement.
5. No more than three parent notes.
6. Excuse for bereavement for students not to exceed 5 days per family death
7. Students will be responsible for submitting doctor's note within 3-5 days of visits. No late notes will be accepted.

Classes Missed for Participation in School Functions

Students or groups of students who participate in school-sponsored activities that are approved in advance by the appropriate Assistant Superintendent and/or the building administrator will not be counted as absent during the class periods missed due to that participation.

Absences Due to Disciplinary Sanction

When a student is suspended from school or sent home pending a parent/guardian conference, the absence will be coded to reflect the type of sanction. If the student

remains out of school for a period of time in excess of the number of days of suspension or sent home notice, those days will be counted as absences.

Make-Up Work

It is the teacher's discretion to give full or partial credit due to absences for a late assignment. Make-up work may not carry full credit. It is the student's and/ or his/her parent's/guardian's responsibility to request make-up assignments upon returning from absences. Teachers will determine a reasonable amount of time for the completion of make-up work following absences. If make-up work is not requested within two days of returning from an excused absence, the student forfeits the opportunity to make up work missed.

BULLYING-4.43

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 the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

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

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

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

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

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

Sarcastic “compliments” about another student's personal appearance.

Pointed questions intended to embarrass or humiliate.

Mocking taunting or belittling.

Non-verbal threats and/or Intimidation such as "fronting" or "chesting" a person.

Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics. Blackmail, extortion, demands for protection money or other involuntary donations or loans. Blocking access to school property or facilities. Deliberate physical contact or injury to person or property.

Stealing or hiding books or belongings and/or threats of harm to student(s), possessions or others.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Consideration may be given to other violations of the student handbook, which may have simultaneously occurred. Example: a student might be disciplined for both bullying and sexual harassment, in an inappropriate situation and/or bullying and assault.

Bullying (including cyber bullying, i. e. face book, twitter, skype, and etc.)

First Offense: Conference with student and parent/guardian

Second Offense: Mandated Counseling of student with parent in attendance by school counselor

Third Offense: 10 day Suspension/Probation with police involvement

Fourth Offense: Recommendation for expulsion and Parent Conference

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

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

- Necessary cessation of instruction or educational activities;

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal appearance actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Note: A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

CLASS EXEMPTION

A student must have a "B" or above in the class in which to be exempt, and miss no more than three (3) full days of school.

CLOSED CAMPUS- 4.10

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 unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance

or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (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).¹ 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 bloodborne, 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).

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 the 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.

4.3 COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

COMPUTER USE POLICY- 4.29

The Helena-West Helena School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to

equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that-- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they have no privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the computer use agreement.

The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose. The FCC’s Rules have been amended to align with the statute’s provision which allow local determination of what material is harmful to minors. 47 CFR 54.520(c)(4) states: “Local determination of content. A determination regarding matter inappropriate for minors shall be made by the school board, local educational agency, library, or other authority responsible for making the determination. No agency or instrumentality of the United States Government may establish criteria for making such determination; review the determination made by the certifying school, school board, school district, local educational agency, library, or other authority; or consider the criteria employed by the certifying school, school board, school district, local educational agency, library, or other authority in the administration of the schools and libraries universal service support mechanism.” Therefore, districts must decide on their definition of “harmful to minors.” The definition included in the policy is that which is used in the law and Code of Regulations. You may, but you do not have to, change it.

For your student handbook, add progressive discipline – first offense consequence, second offense consequence, etc.

Legal References: Children's Internet Protection Act; PL 106-554
FCC Final Rules 11-125 August 11,2011
20 USC 6777
47 USC 254(h)
47 CFR 520(c)(4)
A.C.A. § 6-21-107
A.C.A. § 6-21-111

General Authorized Use Of Computer Networks Regulations

1. Computer systems and networks are provided for conducting school business and for the educational benefit of students. They are not intended for private or personal use.
2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their password.
4. Users are responsible for respecting the policies of other networks which they access and adhering to those policies.
5. Users may not deliberately damage or disrupt a network or computer system. System components such as hardware, software, property or facilities shall not be destroyed, modified or abused. Examples of activities that are prohibited are altering security codes or passwords and introducing computer viruses.
6. No Helena-West Helena School District network, phone, or computer system will be used to intimidate, threaten or harass.
7. Users will not use the Helena-West Helena School District network for financial or commercial gain or to advertise, promote or endorse products or personal services.
8. The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
9. Network resources, information and electronic mail are not guaranteed to be private. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred.
10. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted.

Hardware

1. Only authorized individuals will install service or maintain District-owned hardware.

Software

1. Only software authorized by the District may be installed on computer hardware.
2. Only authorized individuals will install software on District equipment.

Internet

1. The purpose of providing Internet access to students is for educational benefit only.
2. Before a student is allowed to access the Internet, a Student Use Agreement must be signed by the student and the parent/guardian each school year.
3. E-mail accounts will be issued to secondary students in grades 6-12. Elementary students should not be issued individual e-mail accounts but may be provided access to e-mail through classroom account.
4. Users will not post personal contact information about themselves or other people.
5. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate.
6. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services.
7. Use of the system to access, store or distribute obscene, pornographic or inappropriate suggestive materials is prohibited.
8. Use of the Helena-West Helena School District networks and computers to access, store, or distribute materials or sites are considered racially derogatory or "hate sites" is strictly prohibited.
9. Students are to report any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

Supervision of the Computer Network

1. Coordination of the District computer network is under the supervision of the Superintendent or designee. The building level principal or designee of each school will be responsible for the list of activities related to the network.
2. The principal or designee will establish a system that ensures that all students receive instruction on District policies that address computer systems: and establish a process for supervision of students using the system and maintain user account agreements.
3. Users violating this policy and regulations are subject to loss of computer, phone, and network privileges as well as other District disciplinary actions.

CONCURRENT CREDIT

1. A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education can replace credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit.

- a. 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.
2. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.
3. Concurrent credit courses must be taught by a highly qualified teacher. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.
4. Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to Central High School in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until the transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or promotion.
5. Remedial classes and math classes lower than College Algebra shall not receive credit.

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

CONDUCT TO AND FROM SCHOOL - 4.19 Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

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. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

CONTACT WITH STUDENTS WHILE AT SCHOOL- 4.15

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial

parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student 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, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. Principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the social services with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the principal or designee is unable to reach the parent, he 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.

CORPORAL PUNISHMENT- 4.39

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

In accordance with the Family Educational Right to Privacy Act (Buckley Amendment), the Board of Education makes no distinction between the custodial and non-custodial parent with regard to access to school records unless evidence has been provided through a court order, state statute, or legally binding document that specifically revokes these rights. "Parent" means a parent of a student and includes a

natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. For the school's purposes, the parent who enrolls the student in school and with whom the student resides is considered the custodial parent unless school officials are informed otherwise by a certified court order.

Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies. Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.

Both parents can see the student at school unless prohibited by court order. Only the custodial parent has the right to remove the student from school property or grant permission for the student to be removed from school property by others.

Adopted: May 14, 2007 Legal References: Family Educational Rights and Privacy Act 9, 974, Buckley Amendment;
A.C.A. 9-13-104; A.C.A. 13-301; A.C.A. 9-13-302

DISRUPTION OF SCHOOL- 4.20

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 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.

DISTRIBUTION OF LITERATURE

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature.

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 literature;
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.

DRUGS AND ALCOHOL - 4.24

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the effects of alcohol and drugs. Their use is illegal and disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Helena-West Helena School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

EMERGENCY DRILLS - 4.37

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted at least annually. Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash.

ENTRANCE REQUIREMENTS - 4.2

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;

- e. An affidavit of the date and place of birth by the child's parent or guardian;
- f. United States military identification; or
- g. Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

4. No child shall be admitted to a public school of this state that has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B. The Arkansas State Board of Health updated the Rules and Regulations Pertaining to New Immunization Requirements effective 2014-2015 school year. A school may temporarily admit a child provided that the child is in process of receiving the new needed doses of vaccine or show proof that he/she has applied for an exemption for those vaccines he/she has not received within (30) calendar days after the child's original admission.

Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

COMPULSORY ATTENDANCE REQUIREMENTS-4.3

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1 RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age seventeen (17) or above and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

RESIDENCE REQUIREMENTS - 4.1

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

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.

EQUAL EDUCATIONAL OPPORTUNITY- 4.11

No student in the Helena-West Helena School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

Inquiries regarding SPECIAL EDUCATION issues should be directed to: Director of Special Services, telephone (870) 338-4425, ext. 128.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE and SECTION 504 issues should be directed to: Deputy Superintendent, telephone (870) 338-4425, ext. 106.

Inquiries regarding EQUITY, TITLE VI and TITLE IX issues should be directed to: Director of Curriculum K-12, telephone (870) 338-4425, ext. 124.

EXPULSION - 4.31

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the 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 no 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, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 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 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 of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Expulsion Hearing Procedures

An expelled student loses all academic credit during the expulsion period.

1. The hearing will be conducted at the next regularly scheduled meeting of the Board of Education. In cases where both the parent/guardian and the District representative agree, the hearing may be scheduled for another time.
2. Notice of date, hour and place where the School Board will consider and act upon the expulsion recommendation will be hand delivered or sent by certified

mail to the student's parent/guardian.

3. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appeal at the hearing, will be made available to the student at least 24 hours prior to the Board hearing.
4. The President of the Board or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the presiding officer of the Board, or his/her designee, and will be asked if the facts are true.
 - A. If the student denies the truth of the factual allegations or is not present, the Board will proceed with the hearing for its factual determination.
 - B. If the student admits the truth of the factual allegations, the Board will proceed with the hearing for determination of any disciplinary action.
5. The student is entitled to representation by a lawyer or lay counsel. Written notice of representation must be provided to the Superintendent's Office at least 48 hours before the Board hearing. If the student fails to provide notice, the Administration will be entitled to have the hearing rescheduled.
6. At the hearing, the principal or his/her designee will present evidence or circumstances for the recommendation for expulsion.
7. The procedure may include:
 - A. Presentation of statements, documents and other evidence by, and on behalf of, the District from people who witnessed the alleged offense(s) and others involved. Members of the Board and the student and his/her parent/guardian or legal representative may ask questions.
 - B. Presentation of statements, documents and other evidence by and on behalf of the student, if the student so desires. Members of the Board may ask questions.
 - C. The Board votes on the question of whether or not the student had committed the specified offense(s) and announces its decision. If the vote is the affirmative, the procedures continue.
8. The student may testify and may offer the statements of others; however, the student will not be required to testify during the hearing.
9. The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of an orderly hearing.
10. Factual determination by the Board of any punitive action to be taken.
 - A. The student's records and disciplinary background can be made available to the Board members.
 - B. The Superintendent makes a recommendation to the Board.
 - C. The student or his/her representative can make any desired statement or present evidence that might influence the Board's decision in his/her favor.
 - D. The Board votes on any disciplinary action to be taken and announces its decision. The Board may go into executive session to discuss the

evidence before making a decision.

A record of the hearing is kept, and if a written request is made, a parent/guardian will be furnished a record of the hearing. Note: The District may at any time during the discipline process decide to assign a student to an alternative education setting in lieu of removing the student from the District.

Readmission from Expulsion and Long Term Suspension

Expulsion and Long-term Suspension - Students who receive an expulsion or long-term suspension must be reinstated through the principal to schedule a reinstatement conference prior to the beginning of the new semester or school year in which the student is eligible to return. A letter of reinstatement must be presented at the time the student seeks school assignment or school enrollment.

EXTRACURRICULAR ACTIVITIES

Extracurricular student activities are district-sponsored and directed activities designed to provide opportunities for students to explore areas of interest that complement and enrich the curriculum. These activities include clubs and organizations such as Student Council, Y-Teens, or Beta club.

STUDENT GOVERNMENT

Students have the right to be represented and to air grievances, problems, and concerns through legitimate channels provided by the schools. Such representation should be through a democratically elected representative student government or some other body constituted and approved to represent students.

EXTRA CURRICULAR AND CO-CURRICULAR DISCIPLINE POLICY

Coaches/sponsors are responsible for maintaining discipline among student participants in extracurricular and co-curricular activities that they coach/sponsor, including enforcing the student conduct code set forth in this handbook. In addition, the coach/sponsor may have rules and impose discipline not included in this handbook.

Coach/sponsors must develop and provide student participants a written student conduct code that identifies offenses that may result in the student being excluded from further participation in the activity, whether temporarily or for the remainder of the school year. The school principal must approve the written code of conduct, and a copy will be maintained in the principal's office and in the office of the program director for the activity. The student's parent/guardian will be given a copy of the code of conduct, and a signed parent/guardian form will be maintained by the sponsor.

When a coach/sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the coach/sponsor should conduct an informal conference with the student during which he/she should advise the student of the alleged offense, explain the evidence that forms the basis of the allegation and allow the student to respond to that evidence.

If the coach/sponsor then decides to exclude the student from participation, the coach/sponsor should, as soon as practicable, notify the principal and the student's parent/guardian by telephone. The student should also be given written notice of the offense for which he/she is being excluded and the term of the exclusion. The written notice should also be mailed to the student's parent/guardian, at the student's address of record, within three school days of the decision, with a copy provided to the principal and the program director for the activity. The informal conference need not occur before a student is excluded from participation where circumstances justify emergency removal pending an investigation.

The parent/guardian of a student may appeal the exclusion from participation to the school principal by contacting the school principal within three school days of receipt of the written notice of exclusion. The principal should confirm that the student was provided a written student conduct code that identified the alleged offense as one that might result in the student being excluded from further participation in the activity.

If the exclusion is upheld by the school principal, the parent/guardian may appeal a decision to exclude the student from participation for the remainder of the school year to the Superintendent by contacting that office within three school days of receipt of the principal's decision. No attorneys will be permitted at the hearing. The Superintendent will schedule a hearing as soon as practicable, not to exceed ten school days from when it is contacted by the parent/guardian. At the hearing, the coach/sponsor will present to the Superintendent or his/her designee the evidence that the student committed the alleged offense. The student's parent/guardian will have an opportunity to respond and to submit rebuttal evidence. At the conclusion of the hearing, the Superintendent or his/her designee shall render a decision. The Superintendent or his/her designee will decide only whether substantial evidence supports a finding that the student committed the alleged offense. If so, the exclusion will be upheld. The decision of the Superintendent or his/her designee is not subject to further appeal. This should not be read as prohibiting the coach/sponsor from imposing discipline before written notice is provided to the parent/guardian or before an appeal may be taken.

GANGS AND GANG ACTIVITY- 4.26

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.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 23 units is required for graduation for student participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Note: The twenty-two (22) units required by the state for graduation eligibility may be increased by your district, but may not be decreased.

CLASSIFICATION CREDIT REQUIREMENTS

Students must earn the amount of credits (units) listed below for classification in the classes indicated:

- To be classified as a sophomore: 6 total credits
- To be classified as a junior: 12 total credits, 2 of which must be English
- To be classified as a senior: 17 total credits, 3 of which must be English
- Total credits to graduate: 23 credits

Required Courses Of Study For Grades 9 – 12

9th Grade

English 9
Algebra 1 or equivalent
Physical Science
Civics/Economics
P. E. /Health
Electives

10th Grade

English 10
Geometry
Biology
World History
Oral Comm. /Fine Arts

11th Grade

English 11 or equivalent
a math
a science
Amer. Hist. or equivalent
Electives

12th Grade

English 12 or equivalent
a math
Electives

Required Number of Credits

2014-15 25
2015-16 23

Required for Promotion

Junior 12
Senior 17

Graduation Requirements For Special Needs' Students

The Board of Education believes in and is committed to the provision of educational programs through individualized instruction and related services for students who have special needs.

Essential to providing an appropriate program for students with handicapping conditions is acceptance of the premise that the instruction and training provided will culminate in graduation. Diplomas issued to special needs students will be the same as those issued to other students.

All students are required to complete the course of study as prescribed by the Arkansas Board of Education and the Helena-West Helena School District. Students placed in special education will complete this course of study as prescribed in their Individual Graduation Plan. Coursework will be presented at a level commensurate with the student's ability. The student's transcript shall identify which courses were completed through special education.

HOME BOUND

Applications for homebound may be picked up at the District's Administration Office. It is the practice of the Helena-West Helena School District to provide homebound instruction to students who are incapacitated to the extent of not being able to attend school. Homebound students receive only four hours of instruction a week from a certified instructor.

The district will provide homebound study for students who are pregnant by preparing work for students only. No student will be considered homebound until notified by the Helena-West Helena School District.

HOMELESS STUDENTS - 4.40

The Helena-West Helena 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 liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

The District shall do one of the following according to what is in the best interest of a homeless child, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy “school of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who become permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) 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;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

HOME SCHOOLING - 4.6

HOME SCHOOL STUDENT PARTICIPATION

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

The name, date of birth, grade level, and the name and address of the school last attended, if any;

1. The location of the home school;
2. The basic core curriculum to be offered;
3. The proposed schedule of instruction; and
4. The qualifications of the parent-teacher.

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 which might indicate the need for special education services.

HOMEWORK POLICY

The Helena-West Helena School District maintains that homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to (1) reinforce skill development; (2) extend time for reading and writing activities; (3) manage learning time away from the school setting; (4) communicate to parents/guardians learning activities provided during the school day; and (5) involve other adults in helping them to learn. In the Helena-West Helena School District, all homework assignments will be:

- Directly related to the curriculum and the current curriculum standards and benchmarks;
- Explained thoroughly in terms of content, process, and expectations;
- Reasonable so as not to preclude students from assuming other homework and community responsibilities;
- Designed to encourage and support efforts to develop the skills to learn independently.

HONOR GRADUATES

Honor graduates from Central High School shall have attended a state accredited or state approved high school for seven (7) semesters. A student must have seven (7) semesters in order to qualify as an honor graduate. Beginning with the 2012-13 school year, in order to be designated as an honor graduate students must have attended Central High School for four (4) semesters.

In addition, in order to be designated as an honor graduate; students must have a cumulative GPA of 3.0 or higher at the end of the eighth semester. To be designated with highest honors, students must have a cumulative GPA of 3.5 or higher at the end of the eighth semester.

Beginning with the graduating class of 2018, in order to be designated as an honor graduate; students must complete the Smart Core Curriculum and successfully complete at least on Advanced Placement (AP) course and take the AP course and take the AP exam during their senior year.

INFECTIOUS AND COMMUNICABLE DISEASES

The Helena-West Helena School District will adhere to the Arkansas Department of Health Policies and Procedures relating to the prevention of and response to infectious/communicable diseases. Students are not allowed to attend school during the period of communicability as established by the Arkansas Department of Health. The student's return to school is determined by the Health Department guidelines or written statement from the physician.

The staff has a responsibility to advise the principal when a student is suspected of having a communicable disease. The principal or designee will annually review with the staff the procedures to be used for handling students suspected of having a communicable disease. Principals have final responsibility for exclusion from school of a student with a communicable disease. The school nurse and Coordinator of Health Services serve in an advisory capacity to the principal on health related issues.

Student health information is confidential. However, the event of an emergency, information from a student's health record may be disclosed to appropriate parents to protect the health and safety of the student or other individuals.

IN-SCHOOL SUSPENSION

An in-school suspension is usually issued to the student by the school for minor misbehaviors in lieu of, or prior to, a short-term, out-of-school suspension based upon the building principal's recommendation.

1. Each in-school assignment may be from 2-5 days for elementary students and 3-5 days for junior and senior high school students. In-school suspension assignments should not exceed five days for any one offense.
2. The same process for imposing short-term suspensions applies to in-school suspensions.
3. school suspensions.
4. The building principal's decision is final in the appeal process governing in-school suspensions.
5. Students are not allowed to participate in school-sponsored extra curricular activities while serving an in-school suspension.

NOTE: Students must be reinstated on the following day after serving an in-school suspension. Students then will be eligible to participate in extracurricular activities.

INTERIM REPORTS, NINE-WEEK, SEMESTER and YEARLY GRADING PROCEDURES

Interim reports are one of the instruments used to report possible or pending failure to students and parent/guardians. Unsatisfactory work must be reported to the student and parent/guardian at the earliest possible time or a failing grade cannot be given at

the end of a nine-week grading period. Teachers are required to report the progress of all students. Interim reports are required for all students during the fifth week of the grading period. Interim reports may be distributed on District printed forms or on computer generated forms using the District's template for interim reports.

If a student's grade drops after the fifth week of the nine-week grading period so that the student is at risk of failure, an Interim Report must be sent to the parents. A failing grade cannot be given at the end of a nine-week grading period unless an Interim Report has been sent to the parents/guardians and filed with the guidance office.

LASER POINTERS- 4.28

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.

MAKE-UP WORK- 4.8

Students who miss school due to excused absences shall be allowed to make up the work they missed during their absence at the discretion of the teacher and 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. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
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. As required/permitted by the student's Individual Education Program or 504 plan.

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 as permitted by policy 4.7-ABSENCES.

NON-DISCRIMINATION POLICY

The commitment of the Helena-West Helena School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

It is the policy of the Board of Education that there will be no discrimination because of race, color, religion, sex, age, national origin or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program, and in all matters relating to the instruction, supervision, administration and Board policy development. Verbal and/or written civil rights questions should be directed to the Superintendent.

PARENT INVOLVEMENT

The Helena-West Helena School District knows that parent involvement in our school can have a dramatic effect on the academic achievement of our students. The Parent Involvement Plan is developed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

The Parent Involvement Plans are developed, so that parents will better understand our school's program and how the parent may become actively involved. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's teacher, parent facilitator, Parent Teacher Organization (PTA) officer, or the school principal. We welcome your suggestions.

You may retrieve a copy of the Parent Involvement Plan in its entirety from our District website or building principal.

PARENT-TEACHER COMMUNICATION- 3.30

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

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 in a personal conference. Written documentation should serve as evidence that this action has been taken.

PERMANENT RECORDS - 4.38

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates 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 upon the transfer of the student to another district.

PHYSICAL EXAMINATIONS OR SCREENINGS - 4.41

The Helena-West Helena 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 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. 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. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS- 4.53

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 no later than the 14th 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:

- 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.

PLEDGE OF ALLEGIANCE - 4.46

The Pledge of Allegiance shall be recited at the beginning of each school day. Those students choosing to participate shall do so by facing the flag with their right 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.

POSSESSION AND USE OF CELL PHONES, BEEPER, ETC.-4.47

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices during instructional time.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any audible sound coming from the phone or device. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Unless otherwise permitted in this policy, from the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices, having cameras, MP 3 players, Ipods, or any other portable music device. It is preferred that such devices be stored in the student's locker or vehicle in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

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

Students 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.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Helena-West Helena School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Helena-West Helena School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old and or an emancipated minor under state law.)

Dates: On or about October 15, 2008
Grades: Five and six
Activity: Arkansas Prevention Needs Assessment (APNA) Survey

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent [for ED funded, protected information surveys only]: A parent must sign and return the attached consent form no later than the first week of October so that your child may participate in this survey.

Opt-Out [for ED funded, protected information surveys]: Contact the school's principal no later than the first week of October if you do not want your child to participate in this activity.

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION - 4.13

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) days¹ 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 (hereinafter "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.

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

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,⁵ his/her placement on the honor role (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 right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled. Parents 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

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

PROHIBITED CONDUCT - 4.18

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 reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations; Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
3. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
4. Possession or use of tobacco in any form on any property owned or leased by any public school;
5. Willfully or intentionally damaging, destroying, or stealing property that is not their own ;
6. Possession of any paging device, beeper, or similar electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;*
7. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
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 their own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy & Excessive tardiness;
15. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
16. Hazing, or aiding in the hazing of another student;
17. 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;
18. Sexual harassment; and bullying.

REMEDIATION

ACTAPP Rule # 7.03.3: Any student required to take a general end-of-course assessment who is identified as not meeting the requisite scale score for a particular assessment shall participate in the remediation activities as required by the student’s individualized Academic Improvement Plan(AIP) in the **school year** that the

assessment results are reported in order to receive academic credit on his or her transcript for the course related to the end-of-course assessment.

If the student does not participate in the remediation activities, the Helena West Helena School District will require that student be retained the subject in which the student needs remediation.

SCHOOL CHOICE - 4.5

The Helena-West Helena School District has chosen to opt out of School Choice.

SCHOOL DISTRICT INSURANCE POLICY

The Helena-West Helena School District does not assume liability for accidental injuries sustained by school children on its campuses. Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is an approved coverage offered through an independent agency.

Arkansas School Law, 21-9-301 states: "It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state will be immune from liability for damages. No tort action will lie against any such political subdivision because of the acts of their agents and employees."

SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES HEALTH SERVICES

Immunization of Students

Arkansas law requires that no child can be admitted to school that does not have the vaccines required for his/her age. Families must show proof of immunizations every time a child enrolls in a new school. These records are to be presented at the school, not at Student Registration. The immunization record must include written proof of at least three doses of diphtheria, tetanus, and pertussis vaccine and three doses of polio vaccines. The last dose of these vaccines must be after the child's 4th birthday. The record must also include two doses of rubeola (measles) vaccine, one dose of rubella (German measles) vaccine and one dose of mumps vaccine. Additionally, three doses of Hepatitis B vaccine and one dose of Vermicelli (chickenpox) vaccine are required before entering kindergarten and seventh grade. Parents/guardians of students who do not provide adequate immunization records will be referred to Municipal Court.

Physical Examinations of Students

Physical examinations will be required for all students entering the District unless evidence of examination is provided by the sending school district. For those students not receiving the required examinations by a physician, the school will make arrangements to have an examination conducted by the school nurse. Any health problems discovered during examinations will be reported to the parents/guardians.

The District will arrange for assessment of vision, hearing, scoliosis, blood pressure, dental and other health concerns of students. Any student who participates in athletics, including cheerleading, will have a yearly physical examination prior to participation. The nurses are responsible for routine assessment and screening programs.

Parents/guardians are urged to inform the school nurse and teacher of any known health conditions a student may have. The student's parent/guardian and teacher may request additional screening any time they are concerned about a student. The screening programs provided by the District include:

Vision and Hearing	Grades 7 & 10
Scoliosis -Females	Grade 7, 8 & 10
Scoliosis-Males	Grade 7, 8 & 10
Blood Pressure	Grade 8 & 10

SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES /STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act and Arkansas Act 102 guarantees students with disabilities a free, appropriate public education in the least restrictive environment. In discharging its responsibility to ensure that students with disabilities are served appropriately, the Helena-West Helena School District makes every effort to locate and identify all students, who may be disabled through Child Find Activities. Procedures consistent with state and federal regulations are utilized in referring, evaluating, and delivering specialized instruction and related services to students with disabilities.

To be eligible for special education, a student must have an identified disability which results in an adverse effect on educational performance and the corresponding need for special education. Appropriate services are provided for students with the following disabilities: deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment and other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury and visually impairment autism. Once eligibility has been established, a program is designed which meets the individual needs of the students. Programming consists of the development and review of an Individual Education Plan (IEP) for each student receiving special education and related services. It is the responsibility of the

Educational Management Team to review all data compiled during the referral reevaluation process.

The IEP must be completed prior to placement of students in special education and related services. During the process of programming for the placement of students with disabilities, the team must:

1. Provide special education and related services based on the student's IEP; and
2. Determine at least annually, the need for continued placement in special education.

Curriculum for students with disabilities must be designed to meet individual needs and to include appropriate sections of the general curriculum. Modifications in materials, methods of instruction, and/or curriculum must be made to assist the student with a disability. District policy has been developed regarding graduation requirements for students with disabilities.

Procedural Safeguards

There are a number of specific procedures written into the law and expanded in the regulations to protect the rights of students and their parents/guardians. These safeguards include: due process, nondiscriminatory testing, least restrictive environment, native language, confidentiality, and the right to representation. For further information, refer to the District's Appraisal Guide for Special Education and Your Rights as the Parents under P. L. 94-142.

Federal law and school district policies provide safeguards to ensure that students who receive special education services are appropriately placed. Parents are involved in all phases of the process. The District encourages full participation at all conferences in which the educational needs of the students are being considered. For further information, contact the Special Education Department at 338-4425.

Least Restricted Environment

Helena-West Helena School District policy ensures that, to the maximum extent appropriate, students with disabilities are educated with students who do not have handicapping conditions. A full continuum of services is available in the District. Determination of the least restrictive environment will be made on an individual basis, taking into account services needed and the program placement which would be most conducive for learning to occur. Based on the programming team's recommendations of needed special education and related services, it will be the responsibility of the special education administrator(s) to locate and place a student in the most appropriate school/site.

Disciplining Students Who Are Handicapped within the Guidelines of (IDEA) Individuals With Disabilities Education Act

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a handicapping condition. Procedures are identified in Appraisal Guide for Special

Education, District's Guidelines for Students with Disabilities covered under Section 504 of the Rehabilitation Act of 1973, and the District's Disciplinary Policies and Procedures Manual.

A student with disabilities who engage in misbehavior and disciplinary infractions is subject to normal school disciplinary rules /procedures as such treatment does not abridge the right to a free and appropriate public education. Care should be taken that any disciplinary action does not in constitute a unilateral change in a student's receipt of special education. An exclusion from school for more than ten school days of a student with disabilities (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. The Individual Education Plan (IEP) team of a student with a disability will convene to consider if a functional behavioral assessment and particular discipline procedures should be adapted for the student and included in his/her IEP.

After a short-term suspension is imposed on a student with a disability, an immediate meeting of the student's IEP team should be held to determine a manifestation regarding the behavior with a view toward assessing (conducting a functional behavioral assessment) the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. The team may need to develop a behavior management plan following the functional behavior assessment.

If a long-term suspension or expulsion recommendation is being made, the team must complete a functional behavioral assessment and a manifestation determination before any disciplinary action can be completed. At this point, a special education supervisor must be involved in the process. A student receiving special education services may not be terminated from services for more than ten days in a school year.

Disciplining Students Who Are Handicapped Within the 504 Guidelines

The school's administration must always consider the student's handicapping condition when applying disciplinary sanctions, especially those which could result in his/her exclusion from a program or activity. The school must conduct an evaluation prior to any action with respect to any significant change in the student's placement. In practical terms, this means that a school must conduct an evaluation of the student prior to administering a disciplinary suspension which constitutes a change in a placement or an expulsion. The primary purpose of the evaluation should be to determine if the student's behavior has any relationship to his handicapping condition. Where appropriate, a 504 student should have as part of his /her accommodation plan a component that addresses behavior.

Special Health Needs

Parents/Guardians of students with special handicapping conditions which necessitate consideration, such as transportation, classroom placement/adjustments

or special procedures in the routine school schedule, should contact the principal of the school, school nurse, or the Division of Exceptional Children.

Arkansas law requires that all students with special health care needs, including chronically ill, medically fragile and technology dependent students, must have an "Individual Health Care Plan" with input from parents and physicians. Forms are available from your school nurse or registrar. Students that have a chronic condition such as asthma, diabetes or seizures must have an emergency "Action Plan" written by your child's physician or nurse practitioner. Individual Health Care Plans (IHPs) and Action Plans are to be updated annually.

Parents/Guardians of students with medical conditions that may require dietary restrictions must have a physician complete the "Certification of Disability for Special Dietary Needs" annually. This form may be obtained from the school nurse or the Child Nutrition Department.

SEARCH, SEIZURE, AND INTERROGATIONS- 4.32

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 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. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- 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, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

- Students of the Helena/West Helena School District should be aware that school officials have access to a registered drug dog. The dog has been trained to locate marijuana and other illegal drugs in lockers and automobiles. Periodic, unannounced visits to the school and school activities will be made by the dog and handler in an effort to prevent possession of drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to school district policies and local, state, and federal laws. The primary purpose of using a drug dog is to serve as a deterrent against drugs being brought onto the campuses. It is hoped that no student will have to be subjected to suspension, expulsion, or legal action.
- The Arkansas State Police will make unannounced visits to the Central High School High School campus. The school officials will be notified of the visit upon arrival at the school. A school official will accompany the handler during the sniff search of lockers and automobiles. The sniff search will take place while the students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.
- Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. Every effort will be made to protect students from embarrassment. The search of a locker or automobile, if possible, will be conducted while other students are not present.
- The investigating interview will be conducted in the privacy of a school official's office, with the school official, a representative of the local law enforcement, and the parents or guardian of the student present, if possible.
- Any illegal substance secured during a search will be used as evidence in applying school district policies for suspension or expulsion and as evidence for prosecution according to the laws of the State of Arkansas.

Search and Seizure: General Rule (Fourth Amendment)

Students and their property are subject to reasonable searches by school district administrators and teachers. A search is reasonable where: (1) the school official has reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating the law or a school rule; (2) the scope of the search is reasonably related to the objective of the search; and (3) it is not excessively intrusive in light of the age and sex of the student and the nature of the suspected violation. Whether the school official's belief is reasonable will usually depend on the content of the information provided to the school officials and the reliability of that information.

Where reasonable, a student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' book bags and purses are also subject to being searched.

Strip Search

A strip search is defined as requiring a student to remove clothing that reveals his/her nakedness. Whether or not reasonable, school officials will not require a student to remove any clothing, except for shoes, socks and coats or jackets, and will not touch a student as part of a search. If school officials believe that some type of strip search may be justified, two school officials of the same sex as the student should take the student into a private area and request that the student produces the object of the search. If the student refuses, the student should be detained until his/her parent or guardian can come to the school and conduct the search along with two school officials of the same gender. If the parent or guardian will not or cannot obtain the object of the search and the school official still believes that an additional search could produce evidence of a violation, the matter should be referred to the school resource officer or other police officer.

Scanning of Students, Book-bags, Backpacks and Purses

Because of the danger presented by students bringing weapons to school, students will be subject to random and periodic general scanning with metal detectors. Book-bags, backpacks, purses and similar containers are permitted on school property. Such containers and their contents are at all times subject to random and specific scanning by school officials and to scanning with metal detectors. Students will be held responsible for the contents of such containers brought onto school property.

Scanning Student Locker and Desks

Students' lockers and desks are school property and are at all times subject to random and periodic general inspections by school officials without notice to or the consent of the student. Students will be held responsible for the contents of their locker or desk.

Automobiles

Students are permitted to park on school property as a matter of privilege, not right. School officials may conduct random and periodic general inspections of-vehicles parked on school property without notice to or the consent of the student. In addition, the interior, including the glove box, trunk and console, of vehicles parked on school property will be subject to reasonable searches by school officials.

Role of the School Resource Officer

A cooperative program between District and the Helena-West Helena Police Department is the placement of a School Resource Officer (SRO) in each secondary school. The role of the SRO consists of five priorities.

- Protect students and staff from negative outside influences and assist in maintaining an orderly environment.
- Act as an advisor to staff in safety matters, violence reduction strategies, and legal aspects of activities of students.
- Facilitate learning in citizenship, related law education through specialized presentations to classes and arrange for guest lectures on topics discussed by staff.
- Provide a positive role model to the students and foster better understanding between the law enforcement community and the staff.
- Assist students through counseling in law-related problems and in mediating disputes.
- The officer will attempt to identify problems with students and guide them in addressing their problems in a nonviolent manner.

Police Interviews of Students

The District strongly discourages police interviews with students at school during school hours. The police will have ample opportunity to talk to a student away from school or before or after school. Police interviews of students should be conducted at school during school hours only where: (1) requested by a school administrator or the Superintendent; (2) other reasonable attempts to locate and interview a student have failed; or (3) circumstances where the health, life or safety of the student would be at risk if the interview were conducted at home, e.g., an investigation into allegations of child abuse by a parent/guardian.

4.45.1 - SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign 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 grade, or when a 7-12 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 records. Both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional one (1) unit to graduate for a total of twenty-three (23) 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.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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.) or three(3) units and Computer Science

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
- Computer Science

*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.

- Algebra II

- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, Computer Science or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience or two (2) units with Computer Science chosen from

One unit of Biology; and

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

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

Social Studies: three (3) units

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

Physical Education: one-half (1/2) unit

Note: While one-half (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 (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.⁸

Fine Arts: one-half (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.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) 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 two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (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 (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.⁸

Fine Arts: one-half (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.

Beginning with the entering 9th grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

STUDENT ASSAULT OR BATTERY- 4.21 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 included in each school's annual plan. Schools are encouraged to offer a variety of

co-curricular activities. Co-curricular/extracurricular activities will be available to all students without discrimination.

Junior High School Interscholastic Athletics/Cheerleading/Drill Team/Pep Club

1. The principal is responsible for designating the coaches/sponsors of athletic teams and spirit groups.
2. At least once per semester all students will be given information regarding participation in, and eligibility for, interscholastic athletics and spirit groups.
3. An 8th grade student cannot participate on a 9th grade team except when they are ineligible for middle school participation either by the age or semester rule.
4. Interscholastic athletic/spirit group activities will be scheduled so that they do not conflict with semester and final exam schedules.
5. Transportation for after school athletic/spirit group activities will be provided to all students participating in athletic and spirit group activities.
6. Schools will follow rules and regulations of the Arkansas Activities Association, State Department of Education and North Central Association.
7. When racial disparities are identified in interscholastic athletic or spirit groups, the principal will work with the school to develop a plan for improvement where appropriate.

AGE: The age rule is an attempt to equalize competition among athletes in our member schools. A middle school student whose 15th birthday is on or before September 1 may not participate in a middle school interscholastic event. In the year a student in middle school becomes too old for middle school participation, he/she may be allowed to participate for the high school team.

Athletics And Spirit Groups Scholarship (Academics)

1. A student promoted from the 6th to the 7th grade automatically meets the scholarship requirements.
2. A student promoted from the 7th to the 8th grade having passed 4 classes (3 of which are core) will meet scholarship requirements. During the spring semester, the 8th grade student must maintain a 2.00 GPA. If the student's GPA falls below 2.0, the student may enroll in the SIP program (Supplemental Instruction Program) to maintain eligibility for the 9th grade.
3. A student repeating either the 7th or 8th grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.
4. A student who is socially promoted or is administratively promoted will be eligible.
5. An 8th grade student who is ineligible for middle school due to the age rule may compete for the high school and the eight consecutive semesters of opportunity for eligibility shall begin.

Special Requirements for Drill Teams, Cheerleaders and Pep Squads

Scholastic eligibility requirements will become effective for cheerleaders, drill teams, and pep squads at the time of tryouts. All grade levels will be eligible for membership in cheerleaders and pep squads. Seventh grade students are eligible to try out for cheerleader

A. Eligibility Requirements: and drill team squads.

B. Selection of Cheerleader/Drill Team Officers:

Nominees must meet requirements set forth in the group's constitution.

Intramural Games and Sports

The Board of Education is committed to providing opportunities for more students to engage in sports and games by encouraging intramural programs. Intramural programs should be well balanced, provide for individual student differences, ensure inclusion and participation of all students and be designed to foster positive social and emotional growth.

High School Athletics And Spirit Groups Scholarship (Academics)

Students who wish to participate in extracurricular activities must have a 2.0 grade point average for the semester preceding the semester in which they participate in athletics and other extracurricular activities. No more than two correspondence courses may be used on a student's entire transcript for GPA purposes.

Students transferring from other districts bring their eligibility status with them. They will then use their first full nine-week grades in Helena-West Helena School District to meet Helena-West Helena School District GPA requirements. If a student's GPA is below 2.0, he/she must attend the Supplement Instructional (tutoring) Program (SIP) to maintain eligibility until his/her GPA is 2.0.

Special Requirements for Drill Teams, Cheerleaders and Pep Squads

A. Eligibility Requirements

Scholastic eligibility requirements will become effective for cheerleaders, drill teams, and pep squads at the time of tryouts. All grade levels will be eligible for membership in cheerleaders and pep squads.

B. Selection of Cheerleader/Drill Team Officers

1. Each squad, after being selected, will nominate its candidates for office.
2. Nominees must meet requirements set forth in the group's constitution.
3. Only squad members will be allowed to vote. The vote will be by secret ballot.

STUDENT DISCIPLINE - 4.17

The Helena-West Helena Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the 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. Disciplinary consequences may range from a minimum reprimand to a maximum recommendation for expulsion.

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 Helena-West Helena 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 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.

SECTION 504 of the Rehabilitation Act of 1973

1. The Helena-West Helena School District does not discriminate against individuals on the basis of handicap. This nondiscriminatory obligation under 504 of the Rehabilitation Act applies to admission or access to, participation in, or treatment or employment in, its programs and activities.

1. As used in this policy and any implementing procedures, “an individual with with handicaps” means a person who has, or had, is regarded as having, a physical or mental impairment that substantially limits one or more of his/her major life activities. An individual with handicaps does not include an individual currently engaging in the illegal use of drugs when the district acts on the basis of such use; or any individual who is an alcoholic or who has a currently contagious disease or infection if current alcohol use or such disease and infection constitutes a direct threat to the property, health, or safety of others or results in the individual being unable to perform the duties of the job.
3. The board will designate a 504 compliance officer to coordinate the District’s efforts to comply with 504 and to investigate and attempt to resolve grievances regarding alleged violations of 504 and this policy. A copy of the Rehabilitation Act of 1973 and 504 implementing regulations may be obtained from the 504 compliance officer.

DISCIPLINARY ACTIONS/PROCEDURES (General Rules)

Reduction of Sanction: The Superintendent, an Assistant Superintendent or the Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student’s right to appeal the lesser sanction.

Time: Where a time period (e.g., “24 hours or 48 hours”) is established for the taking of some action, Saturdays, Sundays and student holidays will not be counted.

Record of Proceedings: No audio, video or stenographic recording of any kind will be permitted for any conference or hearing except as provided for in these rules.

Failure to Appear at an Appeal Hearing: The failure of the student and his/her parent/guardian to appear at an appeal hearing as provided for in these rules will be considered a waiver of the student’s right to appeal. The Helena-West Helena School District representative hearing the appeal will determine if good cause exists and if an appeal hearing will be rescheduled.

Sent Home

A sent home is used to establish contact with a parent/guardian to resolve problems that do not require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent/guardian come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal.

Exclusion from Class

The Board agrees that all teachers have the right to exclude a pupil from class when his/her presence is intolerable to the learning process. Under such circumstances, the student will be referred to the principal. Within 48 hours of the exclusion, a meeting will be arranged by the principal. Such meeting will include: the principal, the teacher, the pupil’s parents/guardians and any specialist deemed necessary by any of the

parties. Following the meeting, the principal and teacher will make a joint decision on the disposition of the case. In the event the teacher and principal do not reach a joint decision, the matter will be referred to the appropriate Assistant or Associate Superintendent. If the student is excluded from the same class a second time, he/she may be dropped from that course for the remainder of the semester or school year. If the student continues to be disruptive to the learning process in his/her new environment, placement in an alternative setting or a recommendation for expulsion is in order.

Short-term Suspension

A short-term suspension is used to exclude students from school attendance for a period of 3-6 days. Days designated by the District as non-student attendance days are not included in the length of the suspension (for example, staff development and/or teacher record days, student holidays, parent/guardian conference days, inclement weather or emergency closings).

Long-term Suspension

A long-term suspension is the exclusion of a student from his/her regular attendance zone school for violations of disciplinary policies for a period of 10 school days.

Expulsion

An expulsion is the exclusion of a student from school attendance for extremely serious violations of policy. Expulsions are issued by the Board of Education for the duration of the current school year and/or until the student is reinstated by the Board of Education. The student is also denied the right to take part in or attend any school function during the expulsion until reinstated by the Helena-West Helena School

District Board of Education. Expulsions for handgun and weapons violations will be for one calendar year.

Note: Any student expelled from other schools or districts may not enroll in the Helena-West Helena School District unless approval is given by the Board of Education.

Note: Any student on a short or long-term suspension, or expulsion, are not permitted on/any school campuses or at any District-sponsored activities during the duration of the suspension without the permission of a school administrator.

Disciplinary Probation

Any student who has been involved in a violation of school rules may be placed on disciplinary probation by the Board of Education, the District's Hearing Official, the building principal or his/her authorized designee in addition to, or in lieu of, suspension. Probation should be for a definite time period during which critical

examination and evaluation of the student's behavioral progress will take place. A student may be placed on probation for the recurrence of the same offense or a combination of offenses that are injurious or disruptive to the school's operation. Students who violate their probationary status may be recommended for Long-term suspension or expulsion. Students who are placed on strict probation by the Board of Education and who violate this probation will be recommended for Expulsion. During the probationary period, the student may be denied the privilege of participation in, or attendance at, all extracurricular activities.

The parent/guardian and student will be notified by the building principal/designee prior to placing the student on disciplinary probation. The terms of probation, the length of the probation and the consequences for violating the probation will be discussed in a formal conference with the student and the parent/guardian. Written documentation bearing the parent/guardian and student signatures will be kept on file as official verification of the probationary status and the probationary period. The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as outlined in the probationary agreement.

Physical Restraint

There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact. Any person employed by the District may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- To restrain a student from an act of wrongdoing;
- To quell a disturbance threatening physical injury to self or others;
- To obtain possession of weapons or other dangerous objects which are within the control of a student; and
- For the protection of self, others, or property.

An act of a teacher or other employee will not be considered child abuse if the act was performed in good faith and in compliance with Board and/or school policies and procedures. Such acts will not be construed to constitute corporal punishment. In the case of a student with a disability, any restraint used beyond the four specific situations listed above will be identified on the Individual Education Plan (IEP) as a form of intervention.

The school employee using physical restraint will:

- A. immediately, or as soon thereafter as possible, notify the principal of the incident;
- B. provide a written report of the situation indicating why such action was deemed

- necessary; and
- C. the principal or his/her designee will inform the parent/guardian of the incident using the appropriate disciplinary reporting form.

Emergency Removal

A building administrator may remove a student without an informal hearing if it is determined that the student's continued presence poses an immediate danger to persons or property or may substantially disrupt the school's orderly operation. A written notice will be provided to the parent/guardian explaining the reason for the student's emergency removal from school. Whenever a student is removed under these conditions, a parent/guardian will be notified when the informal suspension hearing will be held. This hearing will normally be provided within three school days.

Parent/Guardian Notification of Suspension/Sent Home

Before the student is sent home, school officials will make every reasonable effort to notify the parent/guardian of a suspension and the reasons for the action. In no case will a severely handicapped student be sent home before a parent/guardian contact is made. The parent/guardian will be informed that the student's suspension includes a loss of opportunity to participate in any school-related activity. The student is also prohibited from entering any Helena-West Helena School District school or other District property without prior authorization of the principal or designee.

Loss of Academic Credit - Expulsion

A student will lose all academic credit for the semester(s) in which the expulsion occurs.

Student Parent Reinstatement Conference

When a student is being short-term suspended, a conference should be held with the parent/guardian and the student to seek resolution of the misconduct and to consider the reinstatement requirements. The parent/guardian and administrator should agree on a mutually satisfactory time for the conference. If the parent/guardian does not request a conference by the end of the suspension, the appropriate administrator shall initiate contact. The building administrator may select an alternative means for a reinstatement conference if the parent/guardian is unable to attend.

Students who have been in alternative, residential or day treatment and educational facilities must be reinstated by the Superintendent/designee.

The Helena-West Helena School District is committed to providing fair and equitable treatment to students in academic and disciplinary matters. A section of the Revised Desegregation and Education Plan (1998) dealing with discipline states:

Helena-West Helena School District will implement programs, policies and/or procedures designed to ensure there is no racial discrimination with regard to student discipline. Helena-West Helena School District will strictly adhere to the policies set

forth in the *Student Handbook* to ensure that all students are disciplined in a fair and equitable manner.

Helena-West Helena School District will purge students' discipline records after the fifth grade and eighth grade of all offenses, except weapons offenses, arson and robbery, unless Helena-West Helena School District finds that to do so would not be in the best interest of the student. Helena-West Helena School District will work with the students and their parents to develop behavior modification plans for students who exhibit frequent misbehavior.

Due Process Procedures (Suspensions)

The principal of a school may suspend a student from school for a period of 2-10 school days. Before a short-term suspension is imposed, the following process will be followed:

1. Before leaving school, the student must be provided an informal conference to give his/her side and to hear the evidence upon which the administrator has based his/her decision for the suspension.
2. During the informal conference, the administrator will advise the student orally or in writing of the alleged offense(s).
3. The informal conference need not occur before a student is removed from school where circumstances justify emergency removal.
4. During the informal conference, the student is not entitled to an attorney, to have witnesses or to cross-examine witnesses.
5. If the administrator determines there is sufficient evidence to support a suspension, the student must be given a written statement of the charge(s), and the student's parent/guardian must be notified promptly.
6. The administrator will make every effort to notify the parent/guardian by phone within 24 hours of the student being suspended.
7. Written notice of suspension, the offense(s) and an explanation of the appeal process will be mailed to the student's parent/guardian at the student's address of record, within 36 hours of the suspension.
8. The notice must explain the procedure for the student's reinstatement.

Expulsion Recommendations

1. The student will be informed orally and in writing of the charges against him/her including a summary of the evidence upon which charges are based and be given an opportunity to give his/her side of the story.
2. A copy of the expulsion recommendation stating the offense(s) and an explanation of the appeal process will be delivered or sent by certified mail to the parent/guardian at the student's address of record within 36 hours following the principal's decision to recommend an expulsion.
3. The student's parent/guardian should, within 72 hours of the student being

notified of the expulsion recommendation, give notice, in person or by phone, of the student's desire to appeal the recommendation(of expulsion only) to the Helena-West Helena School District Superintendent's Office at 338-4425.

4. A prompt hearing will be scheduled as soon as practicable not to exceed 10 school days from the date of the expulsion recommendation.
5. The student is entitled to representation by a lawyer or lay counsel.
6. If the student will be represented by an attorney, written notice of representation must be provided to the superintendent at least 48 hours before the hearing.
7. The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given, the Administration will be entitled to have the hearing rescheduled to a date and time when an attorney can be present on the district's behalf.
8. A formal hearing will be provided to the student and the following guidelines must be adhered to:
 - a. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing.
 - b. The superintendent presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the superintendent and will be asked if the facts are true.
 - c. If the student admits to the truth of the factual allegations, the superintendent or his/her designee will proceed with the hearing for determination of any disciplinary action.
 - d. If the student does not admit to the allegations, the superintendent will proceed with the hearing for determination of facts.
9. At the hearing, the principal or his/her designee will present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents and other evidence by, and on behalf of, the school from people who witnessed the alleged offense(s) and from others involved.
10. Presentation of statements, documents and other evidence by, and on behalf of, the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify.
10. The student may present witnesses on his/her behalf. The superintendent may permit cross-examination of witnesses. The cross-examination may be limited if the superintendent believes it is abusive or interferes with an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
11. The superintendent may ask questions based on the written and oral evidence, the superintendent determines the disciplinary action to be

taken. Written notice of the decision will be provided to the student's parent/guardian and the school's administrator at the conclusion of the hearing.

12. A record of the hearing will be kept, and if a written request is made the parent or legal guardian will be furnished a record of the hearing.

STUDENT DISCIPLINARY PROCEDURES

In an effort to improve student behavior and positively impact student achievement, the Junior and Senior High Schools will employ the use of Positive Behavior Instructional Strategies (PBIS).

OFFENSES-CATEGORY I

Category 1: Offenses are considered minor in nature and should be dealt with by school building administrators and staff in consultation with students' parents/guardians.

Disciplinary actions for Category 1 Offenses:

1. Warning
2. Student, staff, administrator and/or parent conference
3. In-school Suspension
4. Sent home
5. Counseling
6. Saturday School
7. School Detention

- 1. Truancy (Skipping School or Classes)**
- 2. Tardiness**
- 3. Public Display of Affection**
- 4. Cheating on Test and Class Assignments**

Tardiness

- **First Offense**
Warning/parent conference
- **Second Offense**
Corporal punishment if no Corporal punishment - 1 day ISS
- **Third Offense**
2 days ISS
- **Fourth Offense**
3 days ISS
- **Fifth Offense or more**
5 days ISS

Habitual Category 1 Offenses will automatically move to Category 2 disciplinary procedures.

OFFENSES CATEGORY 2

Class or School Disruption

First Offense: Parent Contact

Second Offense: In-School Suspension and Parent Conference

Third Offense: 3 Day Suspension and Parent Conference

NOTE: Motorcades/Parades will be considered a school disruption, and will not be tolerated. **THIS WILL BE AN AUTOMATIC 3 DAY SUSPENSION.**

Failure to follow directions or commands (Insubordination)

First Offense: In-School Suspension and Parent Conference

Second Offense: 3 Day Suspension and Parent Conference

Third Offense: 5 Day Suspension and Parent Conference

Tobacco and Tobacco Products

First Offense: 3 Day Suspension with Parent Conference

Second Offense: 5 Day Suspension with Parent Conference

Third Offense: Mandated Counseling of student with parent in attendance by school Counselor

Verbal threatening by a student to another student.

First Offense: Parent Conference

Second Offense: 3 day Suspension and Parent Conference

Third Offense: 5 day Suspension and Parent Conference

Fourth Offense: Recommendation of Expulsion and Parent Conference

Profane, Rude, and Abusive Language

First Offense: Parent Conference

Second Offense: 2 day Suspension and Parent Conference,

Physical Abuse or Assault by a student on another student

First Offense: 3 Day Suspension and Parent Conference

Second Offense: 5 Day Suspension/Probation and Parent Conference

Third Offense: Recommendation for Expulsion and Parent Conference

Gambling

First Offense: 3 Day Suspension and Parent Conference

Second Offense: 5 Day Suspension/Probation

Fighting

- First Offense:** 5 Day Suspension and Parent Conference
- Second Offense:** 10 Suspension, and Parent Conference and Probation
- Third Offense:** Recommendation of Expulsion and Parent Conference

Group Fighting/Food Fights

- First Offense:** 10 day Suspension and Parent Conference
- Second Offense:** Recommendation of Expulsion and Parent Conference

To engage or attempt to engage in a sexual act with another person or touch in a sexually offensive manner on District property or at a school-related activity is prohibited.

- First Offense:** 5 Day Suspension, Parent Conference, and Mandated Counseling of student with parent in attendance by school Counselor
- Second Offense:** 10 Day Suspension and Parent Conference
- Third Offense:** Recommendation of Expulsion and Parent Conference

The Use of Profanity Directed to or About a Staff Person in a non-threatening Manner

- First Offense:** 5 Day Suspension and Parent Conference
- Second Offense:** 10 Day Suspension and Parent Conference
- Third Offense:** Recommendation of Expulsion and Parent Conference

False Alarm

- First Offense:** 10 Day Suspension and Parent Counseling/Police Report
- Second Offense:** Recommendation of Expulsion and Parent Conference

Vandalism-Breaking and Entering/Vandalism in excess of \$500

- First Offense:** 10 Days Suspension, Parent Conference and Probation
- Second Offense:** Recommendation of Expulsion and Parent Conference

Vandalism to Computer Hardware/Software

- First Offense:** 10 Day Suspension, Parent Conference, Probation/Police Report
- Second Offense:** Recommendation of Expulsion and Parent Conference

Disorderly Conduct/Hindering/Interfering with a School Function

- First Offense:** 5 Day Suspension and Parent Conference
- Second Offense:** 10 Day Suspension and Parent Conference
- Third Offense:** Recommendation of Expulsion and Parent Conference

Failure to Permit a Lawful Search or Inspection by a School Official

- First Offense:** 5 Day Suspension and Parent Conference
- Second Offense:** 10 Day Suspension and Parent Conference

Forgery or Falsification of Information

- First Offense:** 3 Day In-School Suspension and Parent Conference
- Second Offense:** 3 Day Suspension and Parent Conference
- Third Offense:** 5 Day Suspension and Parent Conference

Possession/Use of Paging Devices, Cellular Phones and/or Other Electronic Communication Devices During the Instructional Day

- First Offense:** Warning, confiscation of the device with mandatory parent pick up and Parent Conference
- Second Offense:** Suspension: 3 days and Parent Conference
- Third Offense:** Suspension: 5 days and Parent Conference

Failure to surrender device will result in an automatic 3 day suspension.

Possession of a Laser Pen Light

- First Offense:** Warning, confiscation of the device and Parent Conference.
- Second Offense:** 5 Day Suspension and Parent Conference
- Third Offense:** 10 Day Suspension and Parent Conference

Use of Fireworks

- First Offense:** 10 Day Suspension and Parent Conference
- Second Offense:** Recommendation of Expulsion and Parent Conference

All Schools and the Administration of the Helena-West Helena School District reserves the right to pursue disciplinary or legal action for behavior, which is subversive to good order and discipline in the school even though such behavior is not specified In the preceding written rules.

Habitual Category 2 Offenses will automatically move to Category 3 disciplinary procedures.

OFFENSES CATEGORY 3

Students found guilty of Category 3 Offenses will receive an expulsion

recommendation. The Helena-West Helena Police Department will be immediately notified, and violators will be prosecuted to the fullest extent of the law (Arkansas Codes 6-18-502 and 6-17-113). **A calendar year expulsion is required by law for firearm and weapons violations.**

1. Use and/or Possession or Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances
 - **First Offense:** Recommendation of Expulsion and Parent Conference
2. Participation in Prohibited Clubs, Street Gangs, Fraternities, and Sororities or Similar Organizations
 - **First Offense:** Recommendation of Expulsion and Parent Conference
3. Inappropriate Use of Technology/Computers
4. Use of Multi-fingered Rings, Chemical Agents, or Laser Pen Lights Arson
5. Drug/Alcohol Sale or Distribution
6. Physical Assault on Staff
7. Verbal Abuse of Staff
8. Possession or use of Firearm/ Weapon or Facsimile Weapon
9. Possession or use of Explosives
10. Extortion/Robbery
11. Unlawful Assembly
12. Inciting to Riot
13. Terroristic Threatening
14. Felony Violations
15. Sexual Misconduct—Deliberately showing private body parts/organs in a public place will not be tolerated.

First Offense: Mandated Counseling of student with parent in attendance by school Counselor

Second Offense: 5 Day Suspension and Parent Conference

Third Offense: 10 Day Suspension and Parent Conference

STUDENT DRESS AND GROOMING - 4.25

The Helena-West Helena 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, unsafe, could cause property damage, or are offensive to common standards of decency.

Uniform Specifications

1. The standard uniform adopted by the District for students in grades kindergarten through twelfth is khaki pants, blue khaki pants, shorts, skirts or

skorts, capri pants and red, white or navy blue collared polo style shirts/blouses.

2. Khaki pants, shorts, skirts and skorts must fit well at the waist and not sag.
3. Shorts, skirts, and skorts must be no shorter than one inch above the knees.
4. No manufacturers' logos or brand names may be visible unless school sanctioned. If visible when purchased, logos or brand names must be removed.
5. No visible drawstrings are allowed on pants, shorts, or skorts.
6. Belts should be worn at all times on pants with belt loops.
7. All clothing must be hemmed. No cut-offs or rolled up cuffs are allowed.
8. Shirts must fit well and must not be over-sized or under sized.
9. Shirts must be tucked in at all times.
10. Shirts must have collars and may be polo-style or dress-style.
11. Shoes must be oxford or tennis. Slippers (house shoes or bedroom slippers), slides (with exposed toes and heels), steel-toed boots, and combat boots will not be permitted.
12. No bands or strings should be worn around the legs of your pants

Inappropriate dress

Spandex clothing, logos of any type, sunglasses in any school building, wind suits and pants, bandanas, do-rags or wave caps, pajamas, stretch pants and clothing worn inside out. Any clothing, which advertises or displays emblems, insignias, badges, or other symbols which identifies a student as being part of a group (other than school sanctioned groups) is unacceptable. Clothing which advertises alcoholic beverages or those items with obscene or questionable printing is not acceptable.

When indoors, garments designed for outdoor use or wear (such as hats, caps and sunglasses) are unacceptable for both boys and girls. Pouches for both boys and girls are unacceptable. No hats or caps are allowed in building or worn inappropriately on campus. Hats should be kept out of site at all times in the building.

Sponsors of special activities may (with the principal's approval) regulate the dress and appearance of the students participating in those activities. Anything that is not covered in the dress code, but is considered inappropriate by the principal or his/her designee will be handled in the same manner as Items covered under unacceptable dress. Students who refuse to abide by these reasonable guidelines will be subject to disciplinary action: ZERO TOLERANCE.

Uniform Exemption

A parent or guardian may request that his or her child be exempted from the

uniform requirement by submitting a written statement to his or her child's principal. The statement shall contain the parent or guardian's philosophical or religious objections to the uniform requirements.

The principal of each campus in which this policy is implemented shall form an advisory committee consisting of parents, teachers, and students that will examine the written statements submitted by parents seeking an exemption to this policy. The parent or guardian seeking an exemption shall have the right to appeal an adverse decision of the advisory committee to the Helena-West Helena School Board by filing a written appeal within fifteen (15) days of receiving the adverse decision of the advisory committee.

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. 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, students are not allowed to carry any medications, including over-the-counter medications or any 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-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. 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 over-the-counter medications to the extent giving such medications are included in the student's IHP.

Option One

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 than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Option Two

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) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence¹ 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.² 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.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-injectable epinephrine, or both and 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. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the

school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon 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 developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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 developed under Section 504 of the Rehabilitation Act of 1973 which 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 employee certified 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 and 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 trained¹ 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.

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 regulations.

Notes: A.C.A. § 17-87-103 (11) as amended by Act 1232 of 2013 provides for Glucagon administration to students suffering from diabetes. It deals solely with the administration of Glucagon by school nurses, the training requirements for “volunteer school personnel,” and the exemption from liability of the nurses or trained volunteer school personnel resulting from his or her actions or inactions. Districts are not under any obligation to “recruit” volunteers and 4.06 of the Rules explicitly states that no employee shall be pressured into volunteering.

Arkansas Children's Hospital, The University of Arkansas Medical System, the Department of Health, and ADE are currently developing a training that would meet the statute's and this policy's certification requirements.

The time frame in this paragraph is not statutorily mandated and may be changed to better suit your district and the employment contract of the school nurse. Any changes you make, however, need to address the need for students to have their medications through the last day of school and the reality of parent's work schedules.

This policy offers two different options regarding permissibility of students attending and participating in classes while taking Schedule II medications. Be sure only one option is included in the adopted policy and delete the heading "Option One" or "Option Two" in the final version. The footnote numbers relate to the language contained within the specific option.

Option One

Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications. Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

If a student has surgery or is in an accident resulting in the student needing to take Schedule II medication, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

Option Two

A partial, but not all-inclusive listing of Schedule II medications not specifically permitted includes Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

The specific authorization should be provided on the doctor's letterhead along with the completed Medication Administration Consent Form (4.35F) .

A student who had surgery or was in an accident and is taking a Schedule II medication may be told by his/her doctor to not attend class. In such a case, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes
A.C.A. § 6-18-707
A.C.A. § 6-18-1005(a)(6)
A.C.A. § 17-87-103 (11)

STUDENT ILLNESS/ACCIDENT- 4.36

If a student becomes too ill to remain in class and/or could be contagious to other students, 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 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.

STUDENT ORGANIZATIONS/EQUAL ACCESS - 4.12

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.

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. Nonschool 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.

Fraternalities, 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.

STUDENT/PARENT/GUARDIAN COMPLAINT PROCEDURE

The following procedures will be used to address a complaint from a student, parent or guardian. Complaints can include, but are not limited to, discrimination based on race, national origin, religion, handicap, age or gender, including sexual harassment:

1. Report the alleged incident to the principal as soon as possible after the event(s) occurs. If the complaint involves the principal, report the alleged incident to the Assistant Superintendent or Associate Superintendent for School Services as soon as possible after the event(s) occurred.
2. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation within ten days.
3. If the individual bringing the complaint is not satisfied with the principal's resolution, he/she may appeal to the Assistant Superintendent or Associate Superintendent for School Services.
4. The appeal must be made in writing ten days from receipt of the principal's decision. If the individual is not satisfied with the Assistant or Associate Superintendent's resolution of the complaint, he/she may appeal to the Superintendent of Schools or his/her designee.

STUDENT PROMOTION AND RETENTION

The purpose of the following regulations is to provide guidelines for teachers and campus-level administrators to use in making decisions relating to promotion and retention of students from one grade to the next.

Seventh & Eighth Grade Students

- A student will be retained if he or she fails the year of math and English.
- A student will be allowed to attend summer school if he or she fails any 1 semester or year of language arts and math.
- A student will be retained if he or she ***does not attend summer school*** .

Act 35 7.03.5 Please note that any student who receives failing grades in language arts and math and scores proficient on benchmark grades will be changed and the student will be promoted.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE - 4.14

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control 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 publications 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. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct 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 publications include:
 - a. Those that are obscene;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

1. Not contain any non-educational advertisements. Additionally, student web publications shall;

2. Not contain any personally identifying information, as defined by “Directory
3. Information” in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
4. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Nonschool Publications

School authorities* shall review nonschool 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.

STUDENT RECORDS

Student records are defined to be all official records, files, and data directly related to students, including all material that is found in each student's cumulative record folder. This includes those intended for school use or made available to parties outside the school or school system, and including, but not necessarily limited to, the following identifying data:

1. Academic work completed
2. Grades and standardized test scores
3. Attendance data
4. Scores on standardized intelligence, aptitude and psychological tests
5. Interest inventory results
6. Health data
7. Family's background information
8. Teacher or counselor rating and observations
9. Verified reports of serious or recurrent behavior patterns.

Notice to all Parents/Guardians and Students Attending the Helena-West Helena School District:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students or students if they are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parent/guardian or the student is limited and generally requires prior consent by the parent/guardian or the student.

Student Records Access

Those who have the right to inspect and review the education records (Cumulative Record Folder: CRF) kept about the student include:

1. parents/guardians of students who are under 18 years of age;

2. parents/guardians who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code; and students who are at least 18 years of age (here after called eligible students).

Once the student becomes eighteen (18) or attends an institution of post-secondary education (even if he/she is not yet 18), he/she becomes eligible to see all of his /her education records except financial records of parent/guardian(s). The student has a right to see any letters of recommendation placed in his/her file after January 1, 1975, unless he/she waives the right to see them.

Any student (between the ages of 18 and 21) who does not wish his/her parents/guardians to have access to his/her cumulative record folder (CRF) must so inform the principal of the school where the records are kept and prove that he/she is not a tax dependent of his /her parents/guardians.

If a parent/guardian of a student who is at least 18 and no longer attending a school within the District wishes to inspect and review his/her child's CRF, he/she must prove to the principal that he/she claims the student as a dependent for federal income tax purposes. Parents/guardians or eligible students who wish to inspect and review the cumulative record folder will submit a request in writing to the principal of the student's school. When the principal receives a written request for review of the records from a parent/guardian or eligible student, the principal will schedule a time as soon as possible but no later than 45 days after a request is made. The inspection/review will be made in the office of the principal or at another place designated by him/her.

Student Record Inspection Log

The principal will maintain in each cumulative folder for which he/she is responsible a cumulative record inspection log. The inspection log will include the name and reason for inspection of each person requesting access to the cumulative record folder but will not include disclosures to the parents/guardians, the student, school officials, or persons who have student, or parental/guardian consent or disclosures of directory information. The inspection log may be inspected by the student's parents/guardians or the eligible student.

STUDENT RIGHTS AND RESPONSIBILITIES (FIRST AMENDMENT)

Freedom of Speech/Press

The Helena-West Helena School District recognizes the constitutional right of students to & freedom of speech and the press. Students who have facts and opinions on topics are allowed to express them. Student writers or editors of publications must observe the same legal responsibilities as those imposed upon regular print media. They may not publish articles that are obscene, abusive or libelous or which might incite a riot. This right includes expression in school-sponsored publications, whether such publications are supported by the school or by

use of school facilities, or are produced in conjunction with a class.

Student publications shall recognize that truthfulness, fairness, accuracy and responsibility are essential to the practice of journalism. The school does have the power to put some limits on how you use this right. Non school-sponsored materials must be submitted before they are distributed. One or more court decisions have stated that the school must:

1. Establish where and when materials can be distributed. However, the times cannot be limited to before and after school or the place restricted to outside the school building.
2. Have a procedure outlined for turning in your publications for approval.
3. Name the persons to whom your materials must be submitted (principal or designee).
4. Give a reasonably quick decision on whether materials may be distributed.
5. Have a prompt appeal process if the decision is not favorable.
6. Give a limited time for appeals.
7. Have understandable rules about what cannot be published or distributed.
8. Promise to protect those who peacefully express themselves.

If you have followed the rules listed above, your materials cannot be prohibited unless they contain:

1. The use of obscene language - those words that describe in an offensive manner sexual conduct that has little or no political, artistic, or scientific value. It may be characterized as obscene if it meets all three of the following criteria:
 - A. An average person applying contemporary standards would find that the material taken as a whole, appeals to prurient interests in such subjects as sex, nudity, bodily functions, or masochism.
 - B. The material depicts or describes such matters in a patently offensive way going substantially beyond the ordinary limits of candor.
 - C. The material taken as a whole lacks serious literary, artistic, political or scientific value.
2. The use of libelous or slanderous materials -meaning materials or items that are not true and could cause someone harm. Materials are characterized as libelous if they meet the following criteria: It includes any false and malicious information which, by printing, writing signs or pictures, tends to expose a person to public scorn, hatred or ridicule, done knowingly and/or recklessly and/or negligently.
3. Disruptive materials - written ideas, comments, and feelings which could be proven to interfere with classrooms or other supervised school activities; this includes materials that would cause students to break certain rules of behavior.

4. Fighting words - words that would make others angry or offend them and, when used, would cause them to fight; this may include language that creates racial, religious, or other group hostility.
5. Published works that constitute an unwarranted invasion of privacy.
6. Published works that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or that will materially or substantially disrupt the orderly operation of the school.
7. Distribution -means to pass out or hand out written materials or information to individuals or groups.
8. Publications produced without school sponsorship
 - a. Students may distribute in school, during the school day, publications that are not school-sponsored provided:
 - 1) They bear the name of the sponsoring organization or individual.
 - 2) Publications that are distributed are published by students enrolled in the Helena-West Helena School District
 - 3) The time, place, and manner of distribution have been agreed upon by students and administration in advance of distribution.
 - b. The student has a right to be informed by the principal or his/her designee of any policy or procedure regarding distribution of publications which are not school sponsored.
 - c. Distribution may be halted, and disciplinary action taken by the principal after the distribution has begun, if the publication:
 - 1) Causes or may be reasonably expected to cause substantial disruption of school activities.
 - 2) Is directed toward and likely to incite or produce imminent lawless action.
 - 3) Encourages actions which endanger the health and safety of students and/or staff.

Remember, when exercising your rights, you cannot disregard other people's rights. If you cause a disturbance in the school, you could be suspended or expelled.

STUDENT SEXUAL HARASSMENT - 4.27

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that

the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

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

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students

who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

STUDENT SUSPENSION FROM SCHOOL- 4.30

Administrators 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. 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 school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 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.

Out-of-school suspensions shall be treated as absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

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 Superintendent may be appealed to the Board.

STUDENT TRANSFERS - 4.4

The Helena-West Helena School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

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

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

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

Except as otherwise required or permitted by law, 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.

4.33—STUDENTS' 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 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.

STUDENT VISITORS- 4.16

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.

STUDENTS WHO ARE FOSTER CHILDREN-4.52

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 ADE, and individuals involved with each foster child to ensure that he/she 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, ensure that the foster child remains in his/her current school, 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 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. 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.

TARDIES - 4.9

Promptness is an important character trait that District staff is to encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

Tardy Policy Definition

A student is tardy when he/she fails to be in the classroom or other assigned location by the time the tardy bell stops ringing.

Conditions

1. There are generally no excused tardies. However, an exception will be made if the student is delayed due to official school business or for other reasons approved by the building administrator.
2. Generally, school/class tardiness will not affect a student's citizenship grade. In those cases, however, when the persistent efforts of school personnel fail to eliminate tardiness or if the student refuses to accept an assigned sanction, the citizenship grade may be lowered by a building administrator.
3. The tardy policy becomes effective one week after the opening of each school year to allow students time to learn their schedules.
4. Tardies will accumulate on a semester basis, rather than on a nine-week basis.

TOBACCO AND TOBACCO PRODUCTS - 4.23 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 property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

TRANSPORTATION MEETING THE BUS

- Be at the bus stop 10 minutes before the bus is scheduled to arrive. Do not

arrive earlier than 10 minutes.

- Be on the proper side of the road while you wait, even if you must cross the street to enter the bus.
- Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
- Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports, or porches, or on lawns without permission.
- Stand back at least 10 feet from the bus stop, and do not approach the bus until it has come to a complete stop and the door is opened.

If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school, or (3) hitchhike. Call the Transportation Department at 338-4415 or call your school.

Getting On and Off the Bus

- Enter and leave the bus quickly and in an orderly manner.
- Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.
- If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street 10 feet in front of the bus and wait until the driver or student patrol has signaled you to cross.
- If you drop any object while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

Riding the Bus

- Ride only the bus to which you are assigned.
- Visitors are not allowed to ride buses unless permission is first obtained from the Director of Transportation. Arrangements should be made by calling 338-4415.
- Obey the instructions and directions of the driver. Students are under his/her supervision.
- The driver will submit a written report of all bus violations to the school principal.
- Do not distract the driver or disturb other riders on the bus. This means that students must remain reasonably quiet while on buses.
- Remain seated while the bus is in motion or stopped, except as the driver directs.
- Legs and feet should not be in the aisle.
- Keep all books, lunches, coats, etc., out of the aisle of the bus. Knives, firearms, sharp objects, clubs or animals are never allowed on a school bus.

Emergency Procedures

- In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus. If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied.
- If the exit is through the rear emergency door, those students sitting next to the aisle will leave first, beginning with those students in the rear of the bus.
- If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.
- In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
- If the bus should be overturned, students should evacuate through windows or through either door.
- Upon leaving the bus in an emergency, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

Transportation (Special Needs Student)

Parents/guardians of students who receive specialized transportation are to notify Special Needs Students Transportation when the student will not be riding the bus. Students who have specialized transportation may be picked up or dropped off at locations other than the home bus stop upon written approval from the Division of Exceptional Children.

Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parents or guardians will be responsible for providing the necessary supervision.

The Helena-West Helena School District encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the Transportation Department. It is helpful when a person can identify the bus by its number when making such reports. Any recommendations that will assist the department in its operation are also encouraged. The telephone number of the Transportation Department is 338-4415.

WEAPONS AND DANGEROUS INSTRUMENTS - 4.22

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

school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

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

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on 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 weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a

student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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

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

Use of an electronic device is permitted to the extent it is approved in a student's 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, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.² Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

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.

Notes: As districts move toward one-to-one computing and other options for integrating technology into classroom instruction and student learning, ASBA advises that in changing this policy (or any other locally generated policy), districts be mindful of the potential concerns relating to equitable access to the technology. When classroom instruction involves technology devices, it is important to make sure all students have reasonably the same access and are not hampered by their socio-economic status. Permitting or requiring students who own laptops, iPads or any other such device to use them as part of the instructional/learning environment without providing similar devices to those who don't own or have access to such devices is unfair to those students.

The ADE Testing Administration Manual requires this language. Our interpretation is that on testing days students will not be allowed to have their cell phones in their possession during any test they take.

ASBA suggests adding another sentence that specifies the increasing severity of the penalty for repeat offenders. Given the severity of a breach of test security, you might consider separate penalties for such action. If you choose to do so, don't forget to amend the last sentence of the second paragraph.

To perform a search of an electronic device, an administrator would have to possess individualized suspicion that an examination of the device would reveal evidence of student misconduct, **and** the search itself would have to be tailored to the suspicion. For instance, if there were an allegation that harassing text messages had been sent from Student A to Student B during lunch, individualized suspicion would exist as to the text message history contained on Student A's phone. However, viewing pictures or files unrelated to the suspected misconduct would be inappropriate and a violation of the student's rights under the 4th Amendment of the US Constitution. Merely confiscating a cell phone because the student received a call on it, does not give individualized suspicion to justify a search.

This sentence is included because insurance companies have ruled that injuries occurring while driving and talking on school issued cell phones are subject to workers comp awards.

Legal References: A.C.A. § 6-18-515

4.42—STUDENT HANDBOOK

It shall be the policy of the Helena-West Helena 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, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

FORMS

Objection to Publication of Directory Information Form

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Helena-West Helena School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

My objection is to the disclosure or publication of directory information to

Military recruiters _____

Public and school sources _____

Both military recruiters and public and school sources _____

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.29F—STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____

Grade Level _____

School _____

Date _____

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

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

4. **"Misuse of the District's access to the Internet"** includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;

- d. making unauthorized copies of computer software;
- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files; identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- n. invading the privacy of individuals;
- o. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- p. using the network for financial or commercial gain without district permission;
- q. theft or vandalism of data, equipment, or intellectual property;
- r. attempting to gain access or gaining access to student records, grades, or files;
- s. introducing a virus to, or otherwise improperly tampering with the system;
- t. degrading or disrupting equipment or system performance;
- u. creating a web page or associating a web page with the school or school district without proper authorization;
- v. providing access to the District’s Internet Access to unauthorized individuals;
- w. failing to obey school or classroom Internet use rules; or
- x. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- y. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

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

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may also examine all system activities the Student participates

in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

PARENT/GUARDIAN SIGNATURE REQUIRED ON THIS PAGE

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

This form is good for school year **2015-2016**. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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.

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

Name(s) of medication(s)

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication

instructions

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

Parent or legal guardian signature _____

Date _____

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

- Vision test
 - Hearing test
 - Scoliosis test
 - Other, please specify
-

Non-emergency, invasive physical examination as defined in Policy 4.41
Comments:

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.35F3—GLUCAGON ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year **2015-2016**. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container 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, it's possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature _____

Date _____

Date Adopted:

Last Revised:

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 units or 3 units with Computer Science One unit must be taken at 11th or 12th grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics
- Computer Science

Natural Science – 3 units with lab experience or 2 units with Computer Science chosen from:

- Biology (1 unit)

Two units from the following three options:

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

Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

Beginning with the entering 9th grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)
(Comparable concurrent credit may be substituted where applicable.)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

Parent/Guardian Signature

Date

School Official Signature

Date

Arkansas Department of Education—August 7, 2013

**Helena-West Helena School District
STUDENT/PARENT/GUARDIAN CONTRACT**

To Parents/Guardians and Students:

Please read and familiarize yourself with the Student Conduct Code, discipline due process procedures, transportation regulations, and other important information contained in your copy of the Helena-West Helena School District *Student and Parent Handbook*. Your signatures below certify that you and your child received a *Student and Parent Handbook* from the school he/she attends. Please sign this student/parent/guardian contract and return the contract to your child's school.

School

As a parent/guardian, I accept responsibility for ensuring that my child obeys the rules, procedures, and/or regulations as they are written.

Parent's/Guardian's Signature

Date

As a student in the Helena-West Helena School District, I accept responsibility for my behavior and agree to follow all rules and regulations, including the transportation regulations that govern student behavior at my school, in my classroom, and in the District.

Student's Signature

Date

Homeroom: _____

Bus # assignment: _____

Seat # assignment: _____

PARENT/GUARDIAN SIGNATURE REQUIRED ON THIS PAGE
(SIGNATURE ALSO REQUIRED ON BACK OF THIS PAGE)