

# Earle School District Student Handbook

2012-2013

“The Home of the Mighty Bulldogs”



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## Table of Contents

ESD Vision.....	2
ESD Mission Statement.....	2
Student Handbook.....	2
Pledge of Allegiance.....	2
Directory.....	3
Message from Superintendent.....	4
School Calendar.....	5
Responsible for Student Conduct.....	6
Words and Terms to Know.....	6
Enrollment and Attendance.....	12
Absences.....	17
Student Publication.....	20
Privacy of Student Records.....	21
Guidelines for Developing Smart Core Curriculum.....	23
Graduation Requirements.....	25
District EOC Assessments and Remediation.....	26
Reporting of Grades.....	26
Academic Criteria for Extra-Curricular Activities.....	26
Promotion/Retention.....	27
Student Discipline Policy.....	28
Student Code of Conduct.....	29
Saturday School Procedure.....	43
Discipline Sanctions.....	43
Alternative Learning Environments.....	48
Transportation.....	48
Bus Policies.....	49
Contact with Students While at School.....	50
Athletics.....	51
Physical Exams or Screening.....	51
Physical Education Requirements.....	52
School Sponsored Field Trips.....	53
Gifted and Talented Classes.....	54
Earle Elementary School Section.....	55
Process of Evaluation.....	56
Grading.....	56
Academic/Honors Banquet.....	56
Playground Rules.....	57
Cafeteria Rules.....	57
Earle High School Section.....	59
Bell Schedule.....	60
Course Offerings and Requirements.....	60
Correspondence Courses and Summer School.....	60
Concurrent Credit.....	61
Advanced Placement.....	62
Grading System.....	62
Student Classification.....	63
Senior Information.....	63
Commencement.....	63
Graduation Requirements.....	64
Honor Graduates.....	65
Automobiles on Campus.....	66
Detachments.....	67

## **EARLE SCHOOL DISTRICT**

### **VISION**

A quality education for all students that includes

- A safe, effective and conducive learning environment that challenges each student to reach his/her potential
- Partnerships with parents and the community that encourage all students to become responsible, successful and productive citizens.

### **MISSION STATEMENT**

Believing that all students can learn and succeed, the administration, faculty and staff at Earle School District are committed to meeting the diverse educational, emotional, physical and social needs of all students. We believe our purpose is to develop confident, responsible, and competent individuals by providing challenging educational opportunities in a safe and inviting environment, where success and life-long learning are supported by parents, school, and the community.

### **STUDENT HANDBOOK**

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

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance may be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their 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 choosing 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.

*Earle School District does not discriminate on the basis of sex, race, religion, color, national origin, disability, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits..*



### **BOARD OF DIRECTORS**

*Eric Cox, President*  
*Sarah Johnson, Vice-President*  
*Arthur Berry, Secretary*  
*Charlie Cox, Member*  
*April Nance, Member*

### **CENTRAL OFFICE ADMINISTRATION**

*Rickey Nicks, Superintendent*  
*Adolphus Hicks, Director of Finance*  
*Satara Chase, Payroll Clerk/ Receptionist*  
*Fredonia Bean, Director of Special Services, LEA*  
*Linda Maples, Curriculum Coordinator*  
*Bonnie Lester, Director of Food Services*  
*Vaughn Sanders, Director of Transportation*  
*Guy Watson Jr., Director of Maintenance*

### **Earle School District Handbook Committee**

*Donald McVay, High School Principal*  
*Albert Coleman, Dean of Students*  
*Claudie Forrest, Dean of Students*  
*Carlross Guess, Elementary School Principal*  
*Keith Montgomery, 21<sup>st</sup> Century Coordinator*  
*Fredonia Bean, Teacher-LEA*  
*Angela Jones, Teacher*  
*Karen Peacock, Teacher*  
*Jessica Jefferson, Elementary Counselor*  
*Felicia A. Watson, High Counselor*  
*Satara Chase, Parent*  
*Vickie Means, Parent*  
*Cynthia Maples-Thompkins, Parent*  
*Jacquisa Pugh, Student*  
*Matthew Young, Student*



### **Earle School District Central Office**

**P.O. Box 637**  
**Earle, AR 72331**  
**Phone: (870) 792-8486**  
**Fax: (870) 792-8897**



## MESSAGE FROM THE SUPERINTENDENT

The goal of the Earle School District is to provide a quality education for all students. We strive to provide a safe learning environment so each child can feel safe as he or she adheres to the process of learning. Earle School District believes that all children can learn and achieve mastery to their highest potential when given the proper tools. It takes the parent, the teacher, and the child to work together to make the learning process at school a success. The policies and procedures listed in this handbook are a guide that must be followed if we are to provide a quality educational program for our children. By signing the form in the handbook, you have indicated that you have the rules and regulations of the school and that you plan to adhere to them. I hope that you become actively involved in your child(ren) education. By working together with your continued support, we can make our school a great learning environment. Together we can make this school year a valuable learning experience for all students.

Rickey Nicks, Superintendent



### **Earle Elementary School**

802 Barton Street

Earle, AR 72331

Phone: 870-792-8732

FAX: 870-792-1011

Carloss Guess, Principal

Jessica Jefferson, Counselor

Beatrice McKenzie, Secretary

### **Earle High School**

P.O. Box 637

16432 Hwy 64

Earle, AR 72331

Phone: 870-792-8716

FAX: 870-792-1004

Donald McVay, Principal

Felicia A. Watson, Counselor

Wednesday Cheers, Secretary

## The Earle School District calendar 2012-2013

<i>Professional Development (5 days)**</i>	<i>August 13-17</i>
1 <sup>st</sup> Day for Students/Begin 1 <sup>st</sup> quarter	August 20
<b>QUALLS (Kindergarten Screener)</b>	August 20- September 21
<b>Labor Day</b>	<b>September 3</b>
<b>Algebra I Retest</b>	<b>September 19-20</b>
End of 1 <sup>st</sup> quarter (42 days)*	October 17
Begin 2 <sup>nd</sup> quarter	October 18
<i>Parent/Teacher Conference (6 days)**</i>	<i>October 25</i>
<i>Professional Development/AEA (8 days)**</i>	<i>November 1-2</i>
<b>Window for Online Algebra I Strand Analysis Remediation</b>	<b>November 5-30</b>
<b>Mid-Winter Break</b>	<b>November 21-23</b>
<b>Window for Online Alternate Test for Algebra I</b>	<b>December 3-7</b>
End of 2 <sup>nd</sup> quarter (42 days)*	December 21
<b>Winter Break</b>	<b>December 24- January 4</b>
<i>Professional Development (9 days)**</i>	<i>January 7</i>
Begin 3 <sup>rd</sup> quarter	January 8
<b>Mid-Year EOC Algebra I Strand (Retest Opportunity)</b>	<b>January 15-16</b>
<b>MLK Observance</b>	<b>January 21</b>
<b>President's Day</b>	<b>February 18</b>
<b>Window for Online Algebra I Strand Analysis Remediation</b>	<b>March 4-29</b>
<b>Literacy Exam 11<sup>th</sup> grade</b>	<b>March 5-6</b>
End of 3 <sup>rd</sup> quarter (47 days)*	March 15
<b>Alternate Portfolios Deadline</b>	<b>March 8</b>
<b>Spring Break</b>	<b>March 18-22</b>
Begin 4 <sup>th</sup> quarter	March 25
<i>Parent/Teacher Conference (10 days)**</i>	<i>March 28</i>
<b>Mid Spring Break (Holiday-1 day)</b>	<b>March 29</b>
<b>Online Alternative Test Algebra I</b>	<b>April 1-5 (window)</b>
<b>NRT Testing Grades (1-2, 9) IOWA</b>	<b>April 1-12 (window)</b>
<b>Augmented Benchmark Exams Grades (3-8)</b>	<b>April 8-12</b>
<b>EOC Geometry</b>	<b>April 16-17</b>
<b>EOC Biology</b>	<b>April 23-24</b>
<i>Professional Development (11 days)**</i>	<i>April 26</i>
<b>EOC Algebra I (Retest Opportunity)</b>	<b>May 7-8</b>
<b>Earle High School Graduation</b>	<b>May 17</b>
<b>Memorial Holiday</b>	<b>May 27</b>
Last Day for Students, End of quarter (47 days)*	June 7 (May 31 <sup>st</sup> if no inclement weather)
<i>Professional Development (12 days)**</i>	<i>June 10 (June 3<sup>rd</sup> if no inclement weather)</i>

\* Denotes total days in each quarter

\*\* Denotes total days allotted for professional development

Early Dismissal Dates (referencing earlier policies/ procedures)

November 20      December 21      March 15

## **WHO IS RESPONSIBLE FOR STUDENT CONDUCT?**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations, which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

### **Students**

Students have the responsibility to pursue their education in a manner that shows respect for others students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in an orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Each student is responsible for his/her conduct at all times.

### **Parents or Guardians**

Parents or guardians are responsible for exerting the required controls so that children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, and that by actively soliciting the help of the school, behavior standards may be maintained.

### **Teachers**

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but also all other students with whom the teacher comes into contact. Each teacher is expected to maintain the kind of atmosphere, which will promote the learning process, and to utilize appropriate techniques. These techniques include conferences with students and parents, referral to

counselor or referral to other appropriate school personnel. Upon approval from the principal, the teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to maintain a proper classroom environment, the students are to be referred to the principal.

### **Principal**

The principal of the school is expected to disseminate to all students at the beginning of the year, and to each new student upon registration, the rules and regulations currently in effect. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules and procedures.

### **Superintendent**

The superintendent is responsible for exercising leadership, establishing all necessary procedures, rules and regulation to make effective the Board of Education policies relating to standards of student behavior.

### **Board of Education**

The Board of Education, acting through the superintendent, holds all school employees responsible for the supervision of students while legally under the supervision of the school.



## **WORDS AND TERMS TO KNOW...**

Parents are urged to read and discuss the following words and terms with their children before reading and discussing the rules section of the handbook. While every effort has been made to make handbook language simple, young students will need parental assistance in understanding the definitions and concepts used. (Parents should also keep in mind that school personnel would be happy to be of assistance.)



1. **EQUAL EDUCATIONAL OPPORTUNITY:** The Board of Education believes that every child, regardless of race, creed, color, sex, cultural or economic background, or handicap, should be given the opportunity to develop and achieve to the maximum extent possible. To provide equal educational opportunity, all programs offered by schools within the district will be open to all students.
2. **RIGHTS AND RESPONSIBILITIES:** Students, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution; and, those rights cannot be denied except through due process of law. In order for others to enjoy their citizenship rights, it is necessary for students to behave in such a way that others are treated equally and with respect.
3. **DUE PROCESS:** To guarantee that students will not have their rights taken away unfairly, there are established procedures, which school personnel must follow. (Example: Before a student is suspended from school, the principal must notify the student and his/her parents of the reason, and must explain the appeal procedures.)
4. **PARENT:** The term parent refers to those persons who by blood relationship or through custody or guardianship proceedings have control or charge of any student in attendance in District schools.
5. **INSUBORDINATION:** The term is used to describe a state of being disobedient, resistant to authority or unwilling to follow directions.
6. **REASONABLE SUSPICION:** School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the law that could result in his physical injury to others.
7. **REASONABLE FORCE:** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting

himself in such a way that could result in his physical injury or injury to others.

8. **PROBATION:** Principal or designee may suspend punishment for a rule violation and notify parents and student in writing at the parent conference that the student must obey the rules for the remainder of the year under penalty of recommendation for expulsion.
9. **NORMAL SCHOOL HOURS:** While en-route to and from school, including the arrival and departure from the bus stop.

#### **EARLE SCHOOL DISTRICT POLICIES**

Ark. Code Ann. §§ 6-11-105, 6-18-502, 6-18-503, 6-18-504, 6-18-505, 6-18-506, 6-18-507, 6-18-514 and 25-15-201 et seq.

#### **ARKANSAS CODE 6-21-609**

Smoking or use of products containing tobacco any form on any property owned or leased by a public school district, including school buses, is prohibited. Any person violating the provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$10.00 nor more than \$100.00

#### **DISRUPTION OF SCHOOL**

The building administrator shall discipline any student who threatens a school employee, a school employee's family and/or communicates a death threat concerning a school employee, a school employee, a school employee's family, and/or another student.

*(Act 1046 of 2001)*

The building administrator shall also discipline any student who communicates a false alarm (present, past, or impending bombing, fire, offense, catastrophe, or other emergency) knowing that the report is false and/or baseless to or about a school.

*(Act 567 of 2001)*

The building administrator will schedule a conference with the custodial parent or guardian, an administrator and the teacher as soon as possible following the incident.



*Act 1520 of 1999* requires principals who have personal knowledge or have received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision shall immediately report the incident or threat to the superintendent of the school district or his designee and the appropriate local law enforcement agency. The law enforcement agency shall immediately report the incident to the office of the prosecuting attorney and shall immediately initiate an investigation of the incident.

### **CELL PHONES AND COMMUNICATION DEVICES**

The Earle School District prohibits students from being in possession of any paging device, beeper, telephone, or similar electronic communication device on the school campus during the normal school day. Students may possess communication devices on a school campus after normal school hours during extracurricular activities

Ark. Code Ann. §§ 6-11-105, 6-18-502, 6-18-503, 6-18-504, 6-18-505, 6-18-506, 6-18-507, 6-18-514 and 25-15-201 et seq.

### **EXPULSION**

The Board of Education may expel a student for the remainder of the school year for conduct it deems to be of such gravity as to make short-term suspension or other disciplinary action inappropriate or where it finds that the student's continued attendance at school would be disruptive to the educational program or would pose unreasonable danger to other students or staff members.

Ark. Code Ann. § 6-18-507 concerning suspension and expulsion procedures;

### **INSULT OR ABUSE OF A TEACHER/SCHOOL EMPLOYEE**

Any person who shall abuse or insult a public school teacher/school employee while that teacher is performing normal and regular or assigned school responsibilities may be prosecuted by the teacher/school employee. The district will remove any student from the

teacher's classroom for no less than three days or until a parent conference is held. This removal shall not preclude the assignment or other disciplinary measures at the discretion of the principal. The district shall assist any school employee in his/her efforts to prosecute. (*Act 1565 of 2001*)

### **SECTION 504 OF REHABILITATION ACT OF 1973**

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of **ESD** to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services. The district staff will consider the existence of a disability and possible Section 504 protection for students in the following circumstances.

- When suspension or expulsion is being considered for any student;
- When retention is being considered for any student;
- When a student shows a pattern of not benefiting from the instruction being provided;
- When a student returns to school after a serious illness or injury;
- When a student exhibits a chronic health condition (lasting six months or longer);
- When substance abuse is an issue; or
- When a disability of any kind is suspected.

### **REFERRAL, IDENTIFICATION, PLANNING, REVIEW:**

**Step 1: Referral:** Student, parent, teacher, counselor, or administrator who believe they are observing in another student substantially limited performance in one or more major life activities, (i.e., in school generally academic effort and performance may refer the student by completing the Section 504 Referral form and submitting it to the Section 504 Building Designee. **Referral Review:** The 504 Building Committee will convene, review the referral, and based upon that review of student records, including academic, social, medical, and behavioral, will make a decision regarding the need to evaluate.

**Step 2: Does the student appear to have a disability under section 504? If Yes:**



The school's Section 504 Designee will proceed with the evaluation upon receipt of parent written permission. All evaluation activities deemed appropriate will be employed. The 504 Building Committee will review the results of the evaluation. No final determination of whether the student will or will not be identified as a handicapped individual, within the meaning of Section 504, will be made by the committee without first inviting the parent or guardian of the student to participate in a meeting concerning such a determination. After initial evaluation activities have been completed, the Section 504 Building Designee will invite the parent to a final evaluation meeting. The 504 Building Committee, along with the parent, will convene to review all evaluation data, and to determine eligibility under Section 504.

**Step 3: Develop Accommodation Plan:** If the student qualifies as disabled under Section 504, the team will develop an accommodation plan for the student. The educational services shall be implemented as outlined in the Student Accommodation Plan. One individual will be designated as the case manager to monitor the implementation of the plan and the progress of the student.

**Step 4: Periodic Review:** Each student accommodation plan will be reviewed periodically and at a minimum, the accommodation plan shall be reviewed annually.

### **Physical Activity Requirements Act 1220 of 2003**

Elementary students in grades K-6 will receive at a minimum a total of 150 minutes per week of physical activity. The 150 minutes shall include 60 minutes of scheduled physical education. The additional physical activities may include additional scheduled physical education classes, physical activity during the regular school day through activities such as daily recess periods, walking program, intramurals, and the integration of physical activity into the academic curriculum.

Students in grade 7-8 shall receive a minimum of 150 minutes of physical activity weekly. This requirement may be met through scheduled physical education classes, physical activity during the regular school day through activities

such as walking programs, intramurals, activity periods, and the integration of physical activity into the academic curriculum.

Students in grade 9-12 shall receive a minimum of 150 minutes of physical activity weekly. This requirement may be met through scheduled physical education classes, physical activity during the regular school day through activities such as walking programs, intramurals, activity periods, the integration of physical activity into the academic curriculum, lifestyle wellness education from the Department of Workforce Education, and organized physical activity courses.

### **Course Credit for Organized Physical Activity March 1, 2012**

A student in grades nine through twelve (9-12) who participates in and successfully completes an organized physical activity course in his or her school shall be eligible to receive one-half (1/2) unit of physical education credit required for graduation if:

1. The organized physical activity course is aligned to the Department of Education's physical education course content standards and curriculum frameworks; and
2. The organized physical activity course is verified by the superintendent of the school district or the chief administrative officer of an open-enrollment charter school who files a written statement of assurance with the Department of Education by October 1 of the school year as required by § 6-15-1505 stating that:
3. The organized physical activity course shall take place during the regular school day to qualify for physical education credit, except for those organized physical activity courses outside the regular school day that are listed on the district's master schedule.

A student is limited to only the one-half (1/2) unit of physical education credit for graduation for the organized physical activity course, and the student shall not be allowed any other credit toward graduation for that same course.



A student must complete the entire semester and pass the physical activity course to receive the one-half (1/2) unit of physical education credit required for graduation.

**Student Accountability  
Arkansas Comprehensive Testing,  
Assessment and Accountability Program<sup>th</sup>**

**Act 2243 of the 85<sup>th</sup> General Assembly**

Beginning with the 2005-2006 school year,

- (a) students in grades identified as failing to achieve at the proficient level on the State 2004-2005 or any subsequent mandated CRT (Criterion Referenced Assessment),
- (b) students in Grade K scoring delayed on either written language or oral communications and scoring delayed in mathematics on the state mandated uniform readiness screening; and
- (c) students in Grades 1, 2, and 3 not scoring proficient on the state mandated NRT (Norm Referenced Assessment), shall be evaluated by school personnel, who shall jointly develop, a remediation plan with the student's parents. The remediation plan (AIP or if appropriate IRI) will assist the student in achieving the expected standard and will describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

**Retention for failure to participate in the Academic Improvement Plan**

School districts shall notify parents, guardians, or caregivers of remediation requirements and retention consequences for failure to participate in the required remediation at the beginning of the school year.

Beginning with the 2005-2006 school year, students in grades 3-8, identified for an AIP (Academic Improvement Plan) who do not participate in the remediation program shall be retained. The school district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

Remedial instruction provided during high school years may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the Proficient level on the criterion-referenced assessments in reading, writing, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Beginning in the 2005-2006 school year, students not proficient on the End-of Course tests or on the high school Literacy test shall participate in a remediation program to receive credit for the corresponding course.

Beginning with the 2009-2010 school year, students who fail to meet the pass rate on the end-of-course assessments shall not receive credit for the course until at least one of the following conditions are met. Any student failing to meet one of these conditions shall not be entitled to graduate with a high school diploma from an Arkansas high school or charter school.

1. The student is identified as meeting a satisfactory pass level on a subsequent end-of-course assessment.
  - a. No student that is identified as having failed to meet the satisfactory pass levels on an initial end-of-course assessment shall be entitled to take more than three (3) additional subsequent end-of-course assessments. The Arkansas Department of Education will determine annually the schedule for administration of additional assessments.
  - b. Prior to a student taking additional end-of-course assessments, the student shall be given a sufficient opportunity and time for remediation.
2. The student is identified as having, by the end of grade twelve (12), finished an appropriate Alternate exit course and is identified as having met a satisfactory pass level on an Alternate assessment directly related to the Alternate exit course.
  - a. Any student that fails to pass the end-of-course assessment after three additional attempts shall be required to take and pass an Alternate exit course and meet a satisfactory Alternate level score on a subsequent Alternate assessment.



- b. Alternate exit courses may be offered through a distance learning class and may be offered outside the normal school day.
- c. The student is identified as a student with disabilities who, because of the nature of the disabilities, cannot meet the requirements. In such case that student may graduate from high school by demonstrating alternate competencies or Alternate levels of competency as contained in the student's individualized education program.

The results of the End-of-Course assessments shall become a part of each student's transcript or permanent record. Each course for which a student completes the assessment shall be recorded with the performance level (advanced, proficient, basic, or below-basic).

### **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.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the **Nurse** or **Nurse Designee**, in the absence of the nurse or designee, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, and 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.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma 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 medications to other persons. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both, does not require him/her to have such on his/her person. The parent or guardian of student who chooses to not carry an asthma 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.

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

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. The nurse shall, with a witness present, destroy medications not picked up by the parents or legal guardians within the ten (10) day period.

### **COMPUTER USE POLICY**

The Earle 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. 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 enjoy no expectation of 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 student handbook and/or computer use agreement.



## **ENROLLMENT/ATTENDANCE**

Ark. Code Ann. §§ 6-18-209 and 6-18-222 concerning student attendance policies

### **A. RESIDENCE REQUIREMENTS**

1. "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.
2. "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.

3. "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.
4. 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.
5. 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.
6. 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. However, a student previously enrolled in the District who is placed under the legal guardianship of a noncustodial



parent living outside the District by a custodial parent on active military duty may continue to attend district schools.

7. 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.

8. Legal References: A.C.A. § 6-18-202 A.C.A. § 6-18-203 A.C.A. § 6-27-102, 112

In order for a person under the age of eighteen (18) years of age 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.

#### **B. ENTRANCE REQUIREMENTS**

To enroll in the Earle School District, the child must be a resident of the District as defined in District policy RESIDENT REQUIREMENTS, meet the criteria outlined in policy HOMELESS STUDENTS or in policy STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy for transfer students, or participate under a school choice option and submit the paperwork as required by the choice option.

Students may enter kindergarten if they 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 requirements 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 **August 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.

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.
4. The child shall be age-appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases and designated by the State Board of Health or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. 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.

Legal References: A.C.A. § 6-18-201(c) A.C.A. § 6-18-207 A.C.A. § 6-18-208 A.C.A. § 6-18-702

### C. TRANSFER STUDENTS

The Earle 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 if 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.

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

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. Legal References: A.C.A. § 6-18-316 A.C.A. § 6-18-510 A.C.A. § 6-15-504 (f) ☐ A.C.A. § 9-28-113(b)(4) ☐ State Board of Education Standards of Accreditation 12.05



#### **D. SCHOOL CHOICE**

The Board will consider all applications for School Choice postmarked not later than the July 1, preceding the fall semester the applicant would begin school in the District. The Board shall notify the parent or guardian and the student's resident district, in writing, of the Board's decision to accept or reject application within (thirty) 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case, later than June first.

When considering applications, the board will give priority to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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. Letters of rejection shall state the reason(s) for the rejection.

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

Students admitted under the School Choice policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools.

#### **E. HOME-SCHOOLING**

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

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 unexcused 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. The notice must include the following data:

1. the name, date of birth, grade level, and the name and address of the school last attended, if any;
2. the location of the home school;
3. the basic core curriculum that will be offered;
4. the proposed schedule of instruction; and
5. 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 that might indicate the need for special education.

#### **F. HOMELESS STUDENTS**

The Earle School District will afford the same services and educational opportunities to homeless children as it affords 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.

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

The District shall act according to the best interest of a homeless child and to extend measures feasible do one of the following: (For the purpose 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 his school of origin for the duration of his homelessness;
2. continue educating the child in his school of origin who becomes 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.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include statement of the parent/ guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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

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

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or 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, and/or
- (d) are migratory children who are living in circumstances described in clauses (a) through (c).

## **G. 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 (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 (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).

Legal Reference: A.C.A. § 6-18-20 A.C.A. § 6-18-207

#### **H. WITHDRAWAL**

If the students withdraws from school for any reason he must get a withdrawal slip from the counselor's office and get it properly filled out. All books must be checked in and all financial obligations settled. Books not returned will be charged to the student. No information, transcript, or report cards will be given until (a) and (b) are completed.

#### **I. SCHOOL ATTENDANCE POLICY**

The Earle School District believes that education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which

results in higher student achievement. In recognition of the need for students to regularly attend school, the District's policy governing student absences is as follows.

#### **Truancy**

Truancy is defined as absence from school without direct parental consent and/or administrative approval; this includes failing to arrive at school and leaving school without permission from the principal. Students may be suspended for truancy.

#### **Tardies**

Promptness is an important character trait that District staff is to encourage 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. Pupils are considered tardy if they are not in their seats when the bell rings. Upon a student being tardy:

- a. the first (1<sup>st</sup>) time in any class, student/teacher conference
- b. The second (2<sup>nd</sup>) the parent/teacher/principal conference
- c. The third (3<sup>rd</sup>) tardy and after in a semester will result in an after school detention
- d. The fourth (4<sup>th</sup>) tardy is ISS

#### **Excessive Absences**

Students shall not be absent, as defined in this policy, more than ten days in a semester. When a student has five excessive absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such excessive absence occurred or by regular mail with a return address sent no later than the following school day.

#### **Excessive Absences:**

- a. More than five (5) absences in a class per semester will be considered excessive.
- b. Students who accumulate more than ten (10) absences in a class for the semester



will not be eligible for credit in that class.

- c. Denial of credit may affect graduation of the individual student.
- d. Whenever a student reaches eight (8) excessive absences in a semester, the District will notify the prosecuting attorney.
- e. Additional absences, as listed, with proper documentation will not count toward the ten (10) day limit.

Whenever a student exceeds eight excessive absences in a semester, the District shall notify the prosecuting authority, and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with more than ten excessive absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), 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 absences.

### **Absences**

Absences that are NOT charged against the allowable number of 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 upon his/her return to school from the parent, guardian, person in loco parentis, doctor, or

appropriate government agency stating such reason. All additional absences, as listed, require supporting documentation to be turned in. There is a maximum of four (4) days per semester which may be excused by a parent-documented note. Any additional absences in excess of the four (4) with a parent-documented note or without other proper documentation will count towards the ten (10) day maximum.

1. To participate in any school-sanctioned activity
2. To participate in the election poll worker's program for high school students
3. To serve as a page for a member of the General Assembly
4. 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
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency
6. Personal illness
7. Death or serious illness in the immediate family
8. Observance of recognized holidays observed by his/her faith
9. Medical appointment
10. Exceptional circumstances with prior approval of the principal.
11. Permissible exceptions for IEP and 504 students under ACT 1223 of 2011

### **Classification of Absences:**

A. The following classification of absences will count toward the ten (10) day limit in which credit for the course will be denied:

#### **1. Regular School Absences:**

A regular school absence is defined as anytime the student is not present in class excluding truancies and the types of absences identified in Section II of this policy. Students who miss more than fifteen (15) minutes of class time, due to arriving late or checking out early, will be considered absent from the class. Students will be able to make up work missed due to their absence from school if the request for make-up work is made by the student or parent the day he/she returns to school. Students will have one



class day to make up their work for each class day they are absent. For every day thereafter, the value of the assignment will be reduced by ten (10) percent. Make-up tests are to be rescheduled at the discretion of the teacher.

## 2. Truancy:

A truancy is defined as anytime a student is absent from school without the knowledge of the parent/guardian. This may include anytime the student is not in his/her assigned class during the school day.

B. The following classification of absences will NOT count toward the ten (10) day limit in which credit can be denied with proper documentation.

1. Campus Activity: A school-sponsored field trip, assembly, contest, or any other school activity as determined by the building principal will not count toward the ten (10) day limit.

Approval for up to two (2) college visits per year for juniors and seniors will not count toward the ten (10) day limit. One (1) additional day college day may be allowed by principal approval.

**Students who are absent during all or part of a school day; may not participate in any school activity on that night, unless permission is granted through the principal's office.**

A student who has failed a course in the previous nine weeks will not be allowed to miss that class for school activity. The principal may grant exceptions after consultation with teachers, counselors, and others who have knowledge of the circumstances.

2. Medical/Personal Illness: A student absence due to the directive of the student's medical doctor or dentist will not count toward the ten (10) day limit. Documentation from doctor/dental appointments must be turned in within one week of absence and must indicate the day and the time the student was seen in the doctor's office and must be submitted to the attendance office. Documentation for long-term illnesses must be renewed at the beginning of each school year. Only four (4) days per semester may be excused by a parent-documented note and will not count toward the ten (10) day limit. A parent-documented note must provide the student's name and ID number, the date(s) and reason for the absence, and a phone number where the parent/guardian may be reached to verify the excuse.

3. Legal: Student absences due to court or legal appointments will not count toward the ten (10) day limit. Court/legal appointments must indicate the day and time the student was seen at court or at the attorney's office. Appropriate documentation from the court/legal office must be submitted to the attendance office.

4. Suspensions (ISS, OSS): Student absences due to administrative directive used, as a disciplinary sanction will not count toward the ten (10) day limit.

5. Death in the Immediate Family: A student absence due to the death of an immediate family member (mother, father, guardian, sibling, child, and grandparent) will not count toward the ten (10) day limit.

6. Permissible exceptions for IEP and 504 students under ACT 1223 of 2011

## **Notification to Parents of Student Excessive Absences:**

A. The student's parent/guardian will be notified as required by law and as necessary. At a minimum, this notification will occur when the student has accumulated five (5) and eight (8) excessive absences per semester. When a student has accumulated eight (8) excessive absences in a semester, a conference will be scheduled with the parent to discuss action to be taken. Before a student accumulates the maximum number of absences allowed by policy, the parent or guardian may petition the administration for special arrangements to address the student's absences. If the school grants special arrangements, these arrangements will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. The agreement to be signed by: - School Administrator – Parent or guardian – Student.

B. When a student is absent the eleventh day in a specific class, the attendance office will notify the student and parent/guardian that the student has violated the attendance policy by accumulating an excessive number of absences. The letter will inform the student and parent/guardian of: - credit denial for the affected class (es) - the appeal process for credit to be reconsidered- student options through the Saturday School program- name and phone number of person to contact at Earle High



School.

### **Make Up Work**

Make-up work is work and time that the teacher considers necessary to fully compensate for the class lecture and work missed. This may require before- and after-school tutoring sessions.

Regardless, make-up work may and should be more than simply the daily assignment(s) performed by the in-attendance students.

Students who miss school due to absences shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work that 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.

Regular suspensions are absences.

### **CLOSED CAMPUS**

All schools in the district shall operate closed campus. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day.

### **SCHOOL VOLUNTEERS**

Many schools have volunteer programs. Parents and other community members are invited to become involved in the schools on a regular basis. Contact your child's classroom teacher or school principal if you are interested in volunteering.

### **PARENT CONFERENCES**

Parents are always welcome and are encouraged to make appointments to see teachers, the principal, or visit a class. Scheduled parent/teacher conferences are held throughout the year. Each campus will announce parent/teacher conference schedules (SEE Calendar).

### **VISITORS**

The Earle School Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with permission of the school principal, and all visitors must first register at the office.

## **II. STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **A. 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 as to minors;
  - b. Those that are libelous on 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 the 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.

#### **B. Student Publications on School Web Pages**

1. Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:
2. Not contain any non-educational advertisements. Additionally, student web publications shall:
3. Adhere to the restrictions regarding use of Directory Information as prescribed in

Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

4. State that the views expressed are not necessarily those of the School Board or the employees of the District.

#### **C. Student Distribution of Non-school Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. The superintendent, whose decision shall be final, shall hear concerns related to any denial of distribution by the principal.

#### **D. 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.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days. Students who distribute material are to be responsible for picking up any materials thrown on school grounds.

The superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204 *Tinker v. Des Moines ISD*, 393 U.S. 503 (1969)

*Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986) *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

### III. PRIVACY OF STUDENT RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the District to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The District forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

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 from the

education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

It is in the sole possession of the individual who made it;

It is used only as a personal memory aid; and  
Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

For the purposes of this policy, a school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations. When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is a significant threat to the health or safety of a



student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, Earle School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the District to the contrary, the fact of a person's status as parent or guardian alone enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court orders, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys, and the court, which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the

record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors) as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the District or school's web pages after receiving written permission from the student's parent or student if over the age of 18.

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 or the date the student is enrolled for school.

Failure to file an objection by that time is considered a specific grant of permission. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

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:



Legal Reference: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 A.C.A. 9-29-113(b)(6) 20 U.S.C. § 1232g, 20 U.S.C. § 7908 (NCLB Section 9528) 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

#### **IV. GUIDELINES FOR THE DEVELOPMENT OF SMART CORE CURRICULUM POLICY**

1. Schools must teach the Smart Core curriculum required within the thirty-eight (38) units every year as listed in the Standards of Accreditation.
2. In order to ensure that every child has access to a rigorous curriculum, beginning with the Seventh Grade class of 2004-2005 academic year, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from Arkansas Public Schools.
3. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Core curriculum.
4. Each school district shall adopt written policies that inform parents about the Smart Core curriculum and the required course of study for graduation.
5. Each district's written policy shall:
  - a. Include the involvement of parents, staff and students.
  - b. Outline a process for the review of Smart Core curriculum and course of study for graduation with parents and students to ensure informed understanding of the Smart Core curriculum and courses necessary for graduation.
  - c. Ensure parent and student notification of the Smart Core curriculum beginning in grade six (6) and continuing through grade twelve (12), as appropriate.
  - d. Specify the optional parent waiver to the Core curriculum.
  - e. Include a description documenting procedures and methods used to inform parents and students (i.e., Counselor

- meetings, Parent-teacher conferences, PTA meetings, newsletters, Student Handbook, etc.)
- f. Include a requirement that parents sign informed consent documents provided by the Arkansas Department of Education.
- g. Include a provision for attaching signed informed consent documents to the permanent student transcript.
- h. Include a process for reversal of the informed consent agreement if the new required course of study can be completed by the end of the senior year.
- i. Provide for a procedure for training teachers, administrators, and counselors regarding this policy.
- j. Be included in the student handbook and filed with the Arkansas Department of Education.
- k. Include a provision for transferring to other schools/districts with students.

#### **SMART CORE CURRICULUM and GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010 and ALL CLASSES 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. 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. The signed Informed Consent Form shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the



Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

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

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified, as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **SMART CORE: Twenty-two (22) units**

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

Oral Communications: one-half (1/2) unit (1/2 year)

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

- 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
- \*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
- Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

Natural Science: three (3) units (years) with lab experience chosen from

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

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History

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

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

**CAREER FOCUS: Six (6) units** – at least two of the Career focus units must be of the same foreign language.

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.

The Smart Core and Career Focus units must total at least twenty-two (22) units to graduate for the classes of 2011, 2012, and 2013 and at least twenty-four (24) credits for the class of 2014 and all classes thereafter.

### **CORE CURRICULUM:**

#### **Twenty-two (22) units**

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

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years)

- 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 may each be counted as two (2) units of the four (4) unit requirement.

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U. S. history, one (1) unit

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

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

#### **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.

The Core and Career Focus units must total at least twenty-two (22) units to graduate for the classes of 2011, 2012, 2013, and 2014 for ADE. This includes at least twenty-four (24) credits for the class of 2014 and all classes thereafter per Earle School District requirements.

### **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. For the classes of 2011, 2012, 2013 and 2014, a minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. For the class of 2014 and all classes thereafter, a minimum of **24** units is required for graduation for students by the Earle School District that are participating in either the Smart Core or 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.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

### **GRADES**

Grades assigned to students for performance in a classroom shall reflect the extent to which a student has achieved the expressed academic objectives. Grades shall be based on the Arkansas Curriculum Frameworks/Common Core for each grade level. Grades should reflect the student's academic achievement at his/her grade level. Grades will be entered into the gradebook by points not percentages.



## ACADEMIC CRITERIA FOR EXTRA-CURRICULAR ACTIVITIES

Students in grades 7-12 participating in extra-curricular activities must meet the requirements set forth by the Arkansas Activities Association and the Arkansas Department of Education. A copy of these requirements may be obtained from the activity sponsor, athletic director, dean of students, principals, or superintendent.

### Extracurricular Activities

The Earle School Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal absences from class to participate in extracurricular activities. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy.

### Definitions:

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

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

Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) Academic courses per semester as required by this policy.

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

## CONDUCT SCORES

At the end of each nine weeks period each teacher will give each pupil enrolled in his/her class, or study hall a conduct grade. "S" is satisfactory, "N" is needs improvement, and "U" is unsatisfactory. (DO NOT GIVE A's or B's) A student making a conduct grade of "U" for the second consecutive nine weeks will be penalized. A conference with the student's parent will be necessary, and punishment will be handed out. Failure to accept this punishment could lead to a suspension.

## DROPPING OR CHANGING A CLASS

Students are expected to take courses that they sign up for in the spring. The EHS' curriculum and class schedules are established each year based on the student selections in the spring; therefore, it is imperative that students and parents put such thought into course selection each year. Students are not allowed to drop or change courses unless it is the opinion of the teacher, guidance counselor, and principal that the student is **not capable** of doing the work of the course. Courses of students who are failing due to lack of effort will not be changed. Changes will be made, if they meet the above criteria, only after the student has worked at least two weeks in the course in question, unless it is apparent that a scheduling mistake has been made. There will be no changes made after two weeks into the semester

The procedure for dropping or changing a course is as follows: the student will first discuss the situation with the teacher involved. If the **teacher** feels that the student is not capable of doing the work, the teacher will talk to the guidance counselor about the student. If the teacher and the guidance counselor feel that the student is not capable of doing the work, they will talk to the principal. Students are not to go by the office or guidance office to change or drop subjects. They are to work through the teacher; if the teacher feels that the student is capable of doing the work, no changes will be made.

### **COURSE OFFERINGS**

See individual school section for specifications.

### **Honor Roll**

See individual school section for specifications.

### **Homework**

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

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

See individual school's homework policy for specifications.

### **Progress Reports**

During the fifth week of each grading period, progress reports will be issued to all students. Students whose grades fall below 60% will be contacted. If the school is unable to contact the parent, a letter will be sent home to the parents. The student will sign the letter acknowledging its receipt. Parents should contact individual teachers and schedule a conference. The subject teacher is expected to contact parents throughout the grading period if the student is performing below expectations. While these reports usually carry an approximate GPA, their primary

purpose is to give the impression of the teacher as to specific attitudes or weaknesses, which may be detrimental to progress. A report card will be issued at the end of each nine weeks. If parents have not received a progress report for the grading period, please contact the appropriate school counselor's office. Parents should refer to the school calendar for the proper dates.

### **PROMOTION/RETENTION BASED ON AIPS**

Students who do not score proficient or above on state mandated Criterion Referenced Tests and End-of-Course Algebra tests during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade.

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) may be based on their successful attainment of the goals set forth in their IEP.

Legal References: A.C.A. §6-15-402  
State Board of Education: Standards of Accreditation 12.04.3  
ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5, 7.05.7

### **PROMOTION/RETENTION BASED ON PERFORMANCE IN CORE CLASSES**

See individual school's section for specifications.

## **IV. STUDENT DISCIPLINE POLICY**

**The Arkansas Department of Education shall monitor compliance with the requirements of these rules and of Ark. Code Ann. §§ 6-18-502 and 6-18-503. Any school district failing**



**to file the disciplinary policies required by Ark. Code Ann. § 6-15-503 and Section 4.09 of the rules with the Department of Education shall have all state aid funds withheld until such disciplinary policy is filed with the Department of Education.**

In order to provide a safe environment and to protect the individual rights of students, the school must have rules and regulations, which are followed by all students.

All students will be held accountable for their behavior on campus, during all school related activities and on the way to and from school. Every staff member is responsible for the control and conduct of our students while the students are legally under the supervision of the school. Every student who is requested by a staff member to cease his or her inappropriate behavior will receive corrective disciplinary action.

#### **GENERAL CLASSROOM RULES**

We believe all students can behave appropriately in the classroom. We will tolerate no student stopping an instructor from teaching and/or a student from learning.

1. Every student should be in his/her seat and ready to work when the tardy bell rings.
2. Every student should bring his/her pens, pencils, paper, books, and completed assignments to class everyday.
3. Every student must keep his/her hands, feet, books, and other objects to himself/herself.
4. Every student is to avoid the use of swearing, profanity, rude gestures, cruel teasing or put-downs.
5. Every student is to follow the directions of teachers and administrators at all times.

#### **SCHOOL-WIDE PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited

behaviors include, but are not limited to the following:

1. disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination
2. disruptive behavior that interferes with orderly school operations
3. willfully and intentionally assaulting or threatening to assault or physically abuse any student or school employee; fighting
4. possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
5. possession or use of tobacco in any form on any property owned or leased by any public school
6. willfully or intentionally damaging, destroying, or stealing school property
7. possession 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
8. possession of a laser
9. 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
10. inappropriate public displays of affection
11. cheating, copying, or claiming another person's work to be his own
12. gambling
13. inappropriate student dress
14. use of vulgar, profane, or obscene language or gestures
15. truancy
16. excessive tardiness
17. engaging in behavior designed to taunt, degrade or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability
18. hazing or aiding in the hazing of another student

19. gangs or gang-related activities, including belonging to secret societies of any kind, throwing "signs" or other such gestures, and wearing gang insignia or clothing
20. sexual harassment
21. bullying

### C. INFRACTIONS

The following are infractions of improper conduct and will subject the student to disciplinary actions including, a minimum consequence of a warning (minor offenses) to a maximum consequences of suspension, expulsion and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school ground at any time, off the school grounds at a school supervised activity, or en-route to and from school.

#### **STUDENT CODE of CONDUCT**

In the Student Code of Conduct, the violations are grouped into three classes:

Class I (minor offenses),  
Class II (intermediate offenses), and  
Class III (major offenses). The violations and consequences are to be enforced by the teacher, principal, or designee.

### **CLASSIFICATION of INFRACTIONS with their SANCTIONS**

#### ***Class I Behaviors and Disciplinary Actions***

The following is a list of Class I behaviors and their disciplinary actions. Class I behaviors are minor offenses. Therefore, various actions apply.

- 1a. use of profane or obscene language to another student
- 1b. excessive distractions of other students
- 1c. illegal organizations
- 1d. minor disruptions on a school bus or RTA bus
- 1e. cutting or skipping class
- 1f. excessive absences or tardiness
- 1g. inappropriate public display of affection
- 1h. failure to bring to class classroom materials, homework, or other required items
- 1i. violating the dress code
- 1j. truancy from school

1k. any other offense the principal reasonably judges to fit into this category

Note: A maximum of three violations in Class I in which the student is sent to the office will be converted to Class II.

### **Disciplinary Actions**

1. Student/Teacher/ Conference
2. Student/Teacher/Parent Conference
3. Student/Teacher/Principal/Designee Conference
4. Detention (Principal's/Designee discretion) After-School (High School)
5. ISS/OSS
6. Saturday School (High School)

#### ***Class II Behaviors and Disciplinary Actions***

The following is a list of Class II behaviors and their disciplinary actions. Due to the fact that these behaviors are more serious than those in Class I, they have more direct disciplinary actions.

- 2a. habitual violations of Class I actions----  
up to 3 days suspension
- 2b. intentionally providing false information to any member of the District's staff----  
up to 3 days suspension
- 2c. creating a disturbance in school  
and/or on campus-----  
up to 3 days suspension
- 2d. written or verbal proposition  
to engage in a sexual act -----  
up to 3 days suspension
- 2e. leaving campus without  
permission-----  
up to 3 days suspension
- 2f. disrespect for authority/  
willful disobedience -----  
up to 5 days suspension
- 2g. using or processing tobacco products,  
matches, or lighters -----  
up to 5 days suspension
- 2h. use of profane/obscene language  
to any school district employee-----  
up to 5 days suspension
- 2i. gambling-----  
up to 5 days suspension
- 2j. extortion or threats -----  
up to 5 days suspension
- 2k. possession of stolen property-----  
up to 5 days suspension



**Student will not be readmitted until property is returned.**

- 2l. possession of and/or lighting fireworks--  
up to 5 days suspension
- 2m. theft (stealing an amount of \$100 or  
less or objects valued at less than \$100)-  
up to 5 days suspension

**Student will not be readmitted until payment/written arrangements are made.**

- 2n. inappropriate behavior on field trips----  
up to 5 days suspension
- 2o. assault/verbal threat to any district  
employee----- up to 5  
days suspension
- 2p. major disruption on a school bus  
or RTA bus-----  
up to 5 days suspension,  
plus denial of bus privileges/ tickets  
possible
- 2q. battery on another student-----  
up to 5 days suspension
- 2r. vandalism of school or personal  
property--- up to 5 days suspension

**Student will not be readmitted until payment/written arrangements are made.**

- 2s. any other offense which the  
principal/Designee reasonably judges to  
fall in this category--up to 5 days  
suspension

***Class III Behaviors and Disciplinary Actions***

The following is a list of Class III behaviors. These are the most serious offenses, and, because of this, the Earle Police Department, the Earle Public Schools Security Department, the Area Superintendent Office, and the District's Executive Assistant Office shall be notified immediately when Class III offenses occur. The disciplinary actions are mandatory due to the seriousness of these offenses.

- 3a. fourth suspension after three previous  
suspensions in the same school year --  
Board's Discretion up to--Expulsion
- 3b. battery (bodily harm) to another student  
at school or any school-related activity--  
-Board's Discretion up to- -Expulsion
- 3c. battery (bodily harm) to any school  
district employee at school or any  
school-related activity---Board's  
Discretion up to--Expulsion

- 3d. possession, use, concealment, or  
transmittal of drugs or alcohol -Board's  
Discretion up to --Expulsion
- 3e. arson (willfully burning any part of the  
school building or property therein) --  
Board's Discretion up to---Expulsion
- 3f. theft (stealing) or extortion of more than  
\$100, or of property valued at more  
than \$100--Board's Discretion up to-  
Expulsion
- 3g. robbery (taking anything of value from  
another by use of force or intimidation -  
Board's Discretion up to --Expulsion
- 3h. burglary of school property  
(unauthorized entry of any District  
building or vehicle with the intent to  
commit theft or damage) --- -Board's  
Discretion up to ---Expulsion
- 3i. burglary of vehicles (unauthorized entry  
of any vehicle parked on or near school  
property with the intent of theft or  
damage)--Board's Discretion up to -  
Expulsion
- 3j. possession, use, transmittal, or  
concealment of weapons \*\*Weapons  
are defined as firearms, knives,  
explosives, flammable materials, or any  
other item that might cause bodily injury  
or death. - -Board's Discretion up to ---  
Expulsion
- 3k. participating in or causing a disturbance  
at school or school-related activities,  
e.g., riots, gang fights, or similar  
disturbances-- -Board's Discretion up to  
--Expulsion
- 3l. bomb threats/setting off fire alarm ----  
Board's Discretion up to-- Expulsion
- 3m. any other offense, including engagement  
in any sexual activity, which the  
principal may reasonably judge to fall  
within this category---Board's  
Discretion up to--- Expulsion

\*\*The term *firearms* includes, but is not limited to, pistol, rifle, zap gun, shotgun, BB gun, starter gun explosive propellant or destruction device – whether operable or inoperable, loaded or unloaded.

\*\*The term *knives* includes, but is not limited to, switchblade, penknife, hunting knife, and similar objects.



**\*\*Other** includes, but is not limited to, razor blade, ice pick, dirk or other sharp instruments, nunchakus, brass knuckles, pipe, Chinese star, billy club, machete, mace, tear gas gun, or other chemical weapons or electric weapon or device (stun gun).

**\*\*Miscellaneous** includes, but is not limited to, the use of any object or substance to harm, frighten, or intimidate others such as rocks, pens, pencils, toy guns, and similar objects.

Note: A student while under suspension or expulsion SHALL NOT enjoy the rights of any other students.

### 1. CONDUCT TO AND FROM SCHOOL

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 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 suspension of or termination of the student's transportation privileges. Transporting students who have lost their transportation privileges to and from school shall become the responsibility of the **students' parent or legal guardian**.

### 2. DISRUPTION OF SCHOOL

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

Disorderly activities by any **person or group of people** 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's or principal's designee's office a student whose behavior is so unruly, disruptive, or abusive that

it seriously interferes with the teacher's ability to teach the students, with the classroom process, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or law enforcement officer.

### 3. LOITERING

Loitering refers to persons being in or hanging around a particular area in an idle or aimless fashion. To combat this tendency, the subsequent procedures are in place.

(a) Students are expected at all times to be in assigned classes and never loafing in the halls or about the building.

(b) Students shall not leave classrooms without a pass from the teacher in charge. Students who do not have passes will be penalized. Students are responsible for acquiring the passes from their teachers. If denied, the students are to remain in class until the bell to leave class rings.

(c) To leave the building, students must have a written pass that is signed and approved by the principal.

### 4. FIGHTING OR STUDENT ASSAULT/BATTERY

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 gesture, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remark by a student toward another person that threatens that person's well-being is strictly forbidden. This includes, but is not limited to, fighting and 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 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, or c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in



addition to student disciplinary measures. The following disciplinary measures will apply for situations wherein one or more students ignore this policy.

#### **The First Offense**

- a. The student shall receive a up to five-(5) day suspension at home and up to five (5) days of In-School Suspension.
- b. The student shall lose all rights and privileges in any extra-curricular activity/employment program or any school function outside of the normal school day of activities.

#### **Example**

Students guilty of fighting will lose the right to participate in any of the following activities (at the discretion of the principal): band, athletic activities, clubs and any other District-sponsored events.

#### **The Second Offense**

The student can and may be recommended for expulsion pending Board's discretion.

### **5. STUDENT DRESS CODE**

The Earle 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, distracting, unsanitary, unsafe, capable of causing property damage, or offensive to common standards of decency.

Earle School District students are prohibiting from wearing, while on the grounds of a public school during the regular school day and school-sponsored activities and events, clothing that exposes underwear, buttocks, or the breast of a female. This policy shall not apply to a costume or uniform worn by a student while participating in a school-sponsored activity or event

The superintendent has established student dress codes for the District's schools, which are included in the student handbooks and that are

consistent with the above criteria. Individual schools may add requirements to this basic dress code.

The following ways of dress are not allowed:

- a. no curlers or other hair grooming aids or implements;
- b. no suggestive or revealing clothing (principal's discretion);
- c. no caps or hats worn in the building;
- d. no house shoes (slippers);
- e. no tank tops or undershirts worn as outer garments, shirts or blouses tied at the midriff, clothing with a bare midriff, or improperly fastened clothing;
- f. no sunglasses in the building unless a doctor's permit is on file in the school;
- g. no clothing, jewelry, buttons, patches, or any other items with indecent, profane, suggestive, and/or drug or alcohol-related messages;
- h. no ornate and/or expensive jewelry such as medallions and gold chains;
- i. no mini-skirts or mini-dresses or shorts that are more than two inches above the knee (principal's discretion)
- j. All pants must be appropriately sized to eliminate any bagging or sagging. All pants must be worn on the waist, **not hips**
- k. All shirts are to be tucked into the pants, , shorts, capris, or jumpers. A belt must be worn if belt loops are on the garment.
- l. any other articles of clothing which the Principal/Designee reasonably judges to fall into the categories**

### **6. GANGS AND GANG ACTIVITY**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur, thus 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:

- a. wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign



associated with membership in, or representative of, any gang;

- b. engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- c. recruiting, soliciting, or encouraging any person through dress or intimidation to become or remain a member of any gang; and/or
- d. extorting payment from any individual in return for protection from harm from any gang.

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

## 7. STUDENT SEXUAL HARASSMENT

The Earle 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.

- a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- c. 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 who believe 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.

## 8. BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his 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; en-route to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Ark. Code Ann. § 6-18-514 concerning the requirement to adopt anti-bullying policies.

### Definition:

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

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

- a. sarcastic “compliments” about another student’s personal appearance;
- b. pointed questions intended to embarrass or humiliate;
- c. mocking, taunting or belittling;
- d. non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- e. demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- f. blackmail, extortion, demands for protection money or other involuntary donations or loans;
- h. blocking access to school property or facilities;
- i. deliberate physical contact or injury to person or property;
- j. stealing or hiding books or belongings; and/or
- k. threats of harm to student(s), possessions, or others.

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

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

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

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

Notes: The Act permits different consequences depending on the age or grade of the bullying student.

1. Example: a student might be disciplined for both bullying and sexual harassment, in an appropriate situation or bullying and assault.
2. There should be a statement in the student handbook to this effect. Suggestion for the posted notice: Create a circle with a line through it over the word bullying (similar to a non-smoking logo). Beside the logo write: Mean talk or hurting other people is called bullying.
3. Bullying is against the rules and can get you in trouble, suspended, or expelled. If someone bullies you, or you see someone being bullied, get help by telling an adult.

Legal reference: Act 681 of 2003 Ark. Code Ann. § 6-5-201 et seq. concerning the prohibition of hazing;

### **Cyberbullying**

The Earle School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

This policy applies to all activities in the District, including activities on school property or while enroute to or from school-sponsored activities and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to activities that take place off-campus if the activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education. The Board expects students to conduct themselves in an appropriate manner for their respective levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.



(a) "Aggressive Behavior" is defined as inappropriate conduct, whether a single isolated incident or repeated incidents that are serious enough to negatively impact a student's or employee's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment. It includes, but is not limited to, behaviors such as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, teasing, taunting, making threats, and hazing. Aggressive behavior can occur off-campus and individuals committing such aggressive behavior may be disciplined as provided in this policy.

(b) "Bullying" is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber or high-tech), psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal (oral or written) - taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats.
3. Electronically transmitted (cyber or high-tech) – as defined below.
4. Psychological - spreading

rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation.

(c) "Relational Aggression" is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others. Relational Aggression is not always obvious and can include physical, verbal (malicious gossip, putdowns, insults, spreading rumors, lies, telling secrets, name calling and threats to withdraw friendships), or covert (body language, eye rolling, social exclusion, ignoring) aggression.

(d) "Cyberstalking" as defined, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

(e) "Cyberbullying" is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful

- messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
  4. the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

(f) "Harassment" for purposes of this policy, includes, but is not limited to, any threatening, insulting, or dehumanizing act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, computer generated or physical nature directed against a student or school employee that:

1. Demeans a person;
2. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
3. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
4. Has the effect of substantially disrupting the orderly operation of a school.

(g) "Hazing" shall be defined for

purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. (h) "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

(i) "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

(j) "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or off school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment; or
4. Substantially disrupting or interfering with the operation of a school or an individual student's ability to receive an education.

(k) "Staff" includes all School Board employees.



(l) "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The Board upholds that aggressive behavior, bullying, harassment, and similar acts, of any student or school employee is prohibited during any education program or activity conducted by the Earle School District, during any school-related or school-sponsored program or activity, on a school bus, through the use of data or computer software that is accessed through a computer, computer system, or computer network of the Earle School District, or during off-campus activities if the off-campus activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

Procedures for reporting bullying, harassment, or similar acts covered by this policy including provisions that permit a person to anonymously report such an act are as follows:

- (a) Any student who believes s/he has been or is the victim of bullying, harassment, or aggressive behavior should immediately report the situation to the principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.
- (b) Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying, harassment or aggressive behavior directed toward a student.
- (c) A school employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying, harassment, or similar act to the appropriate school official designated in this policy and who

makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

(d) Any written or oral reporting of an act of bullying, harassment, or similar act shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The prompt investigation of a report of bullying, harassment, or similar act is deemed to be a school-related activity and begins with a report of such an act. Procedures for investigation include, but are not limited to the following:

- (a) The principal or designee selects a designee(s), employed by the district, trained in investigative procedures to initiate the investigation (not to include the accused perpetrator or victim).
- (b) Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witness) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- (c) The investigator shall collect and evaluate the facts including, but not limited to:
  1. Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
  2. How often the conduct occurred;
  3. Whether there were past incidents or past continuing patterns of behavior;
  4. The relationship between the parties involved;
  5. The characteristics of parties involved (i.e., grade, age, etc.);
  6. The identity and number of individuals who participated in bullying or harassing behavior;



7. Where the alleged incident(s) occurred;
8. Whether the conduct adversely affected the student's education or educational environment;
9. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
10. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

1. The investigator shall ensure that all investigative procedural steps are completed within ten (10) school days from the initial filing of the complaint or report of bullying, harassment, or similar act.
2. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying, harassment, or similar act, and the investigative procedures that follow.
3. A principal or designee will assign a designee(s) that is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school district.
4. The trained designee(s) will provide a report on results of the investigation with recommendations for the principal to make a determination if an act of bullying, harassment, or similar act, falls within the scope of the district.
5. If the alleged act is within the scope of the district, the principal will institute the district's Procedures for Investigating Bullying and/or Harassment.
6. If the alleged act is outside the scope of the district, and determined to be a criminal act, the principal will refer the matter to the appropriate law enforcement authorities.
7. If the alleged act is outside the scope of the district, and determined not to be a

criminal act, the principal will inform the parents/legal guardians of all students involved.

8. The consequences for a student, employee, visitor, volunteer or contractor of the Earle School District who commits an act of bullying, harassment, or similar act shall be determined as follows:

All complaints about bullying, harassment, and aggressive behavior that may violate this policy shall be promptly investigated by the principal or designee. If the investigation, based on all of the facts and surrounding circumstances, finds an instance of bullying, harassment, and aggressive behavior has occurred: on school property; off school property if the bullying, harassment, and aggressive behavior substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education or if the student or employee is at any school- sponsored, school-approved or school-related activity or function, or where an employee is engaged in school business; or while enroute to or from a school-sponsored activity; it will result in prompt and appropriate remedial and/or disciplinary action in accordance with Board policy. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to appropriate law enforcement officials.

1. Consequences and appropriate remedial action for students, school employees, visitors, volunteers and contractors found to have wrongfully and intentionally accused another as a means of bullying or harassment will result in prompt and appropriate remedial and/or disciplinary action in accordance with Board policy. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to appropriate law enforcement officials.
2. If a student's out of school speech or behavior results in a substantial



disruption of an individual student's learning environment or substantially disrupts or interferes with the operation of a school, the student may be subject to discipline as provided above.

3. Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about bullying, harassment, and aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Immediate notification to parents/legal guardians of the aggressor and the victim, the Superintendent, and local agencies where criminal charges may be pursued against the perpetrator shall be provided in accordance with the following:

1. The Principal or designee shall immediately notify by telephone, personal conference, and/or in writing, the parents/legal guardians of each student who has experienced aggressive behavior, bullying, harassment, or similar act as well as the parents/legal guardians of the perpetrator(s) of an act of bullying, harassment, or similar act on the same day an investigation of the incident(s) has been initiated. Notification shall also be given to all local agencies where criminal charges may be pursued against the perpetrator. Notification must be consistent with the student privacy rights under the applicable provisions of Arkansas Statutes or the Family Educational

Rights and Privacy Act of 1974 (FERPA).

2. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."
3. Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, the Superintendent shall be notified along with all appropriate local law enforcement agencies. The notification shall be by telephone and/or in writing.

The Earle School District's referral procedure for victims and perpetrators of aggressive behavior, bullying, or harassment will consist of the following:

- (a) Referral to the school counselors for intervention and prevention support;
- (b) Informal consultation with parent/legal guardian with school staff (initiated by either the parent or the school staff) to determine the severity of concern and appropriate steps to address the concern; and
- (c) Referral to a school intervention team (or equivalent).

Incidents of bullying or harassment will be included in the school's report of data concerning school safety and discipline data required in ASCPN. The report must include each incident of bullying or harassment and the



resulting consequences, including discipline and referrals. The report must also include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

The Superintendent is directed to report the incident to the local law enforcement community, which includes bullying/harassment as an incident as well as bullying-related as a related element code. If a bullying and/or harassment incident occurs then it will be reported with the bullying/harassment. If the bullying/harassment results in any of the following incidents, the incident will be appropriately reported using the relevant incident definition. Those incidents are:

1. Arson
2. Battery
3. Breaking and Entering
4. Disruption on Campus
5. Major Fighting
6. Homicide
7. Kidnapping
8. Larceny/Theft
9. Robbery
10. Sexual Battery
11. Sexual Harassment
12. Sexual Offenses
13. Threat/Intimidation
14. Vandalism
15. Weapons Possession
16. Other Major (Other major incidents that do not fit within the other definitions)

Discipline and referral data will be recorded in ASCPN Student Information System.

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Notice of this policy will be circulated annually

to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the Student Code of Conduct and in all employee handbooks.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community (Students, Parents, Teachers, School Administrators, Counseling Staff, School Volunteers) related to the implementation of this policy and its' accompanying administrative procedures. All training regarding the Board's policy and administrative procedures and aggressive behavior and bullying in general will be age and content appropriate. Evidence based violence prevention curriculum has been adopted by the district and is included in a comprehensive educational program.

The Superintendent or designee is directed to develop administrative procedures to implement this policy. Procedures shall include reporting and investigative procedures, to include a procedure for reporting to the target's parent/guardian that an incident occurred and to regularly report to a target's parent/guardian the actions taken to protect the target, as needed.

## **9. WEAPONS AND DANGEROUS INSTRUMENTS**

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

A weapon is defined as any knife, laser pointer, gun, pistol, revolver, shotgun, BB gun, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive,



or any other instrument or substance capable or causing bodily harm.

Ark. Code Ann. § 6-18-512 concerning policies pertaining to the seizure of hand-held laser pointers;

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.

A student found to be in possession of a firearm on the school campus shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such an expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a 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.

The district shall report any student who brings a firearm or weapon to school to the criminal

justice system or juvenile delinquency system by notifying local law enforcement.

## **10. TOBACCO AND TOBACCO PRODUCTS**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any 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.

## **11. DRUGS AND ALCOHOL**

An orderly and safe environment that is conducive to promoting student achievement requires a student population free from the deleterious 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 Earle School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, 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, leaves the school campus for any reason and then returns to the campus, or is en route to or from school or any school-sponsored activity.

Prohibited substances 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 other 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.

## **12. POSSESSIONS AND USE OF CELL PHONES, BEEPERS, ETC.**



Use and misuse of cell phones have 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 and other electronic communication devices so that the opportunity for learning in the district's schools may be enhanced.

Possession of cell phones, any paging device, beeper, or similar electronic communication device on the school campus is forbidden during normal school hours unless specifically exempted by the administration for health or other compelling reasons.

During normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication device is not permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using cell phones or other electronic communication devices during normal school hours shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the principal's office by the student's parents or guardians under the following stipulations:

**1<sup>st</sup> Offense:** Phone, or any parts thereof, will be confiscated and can be picked up by the student at the end of the day.

**2<sup>nd</sup> Offense:** Phone, or any parts thereof, will be confiscated and will have to be picked up by the parents/guardians.

**After the second offense,** parents may pick up the phone, or parts thereof, for a \$20.00 fee. If the incidents continue, the phone will be turned in to the district administration and the superintendent will handle the situation at his discretion.

#### **D. DISCIPLINE FOR STUDENTS WITH DISABILITIES**

Students with disabilities or suspected disabilities, who engage in misbehavior, are

subject to normal school discipline rules and regulations, so long as the consequence does not result in a change of placement. A change of placement is indicated when a student has been suspended for a total of 10 days in a school year.

When consequences may result in a change of placement the IEP committee must convene and determine if there is a specific relationship between the exhibited behavior and the disabling condition, view Manifestation, Determination of Functional Assessment of Behavior and review or develop a Behavior Intervention Plan.

As a parent of a child with a disability or suspected disability you have a procedural right to an expedited due process hearing, if you disagree with a determination of the IEP committee.

The school district may request a due process hearing to change the child's placement when the school maintains it is dangerous for the child or other children are in danger due to the child's behavior.

Federal IDEA regulations allow for an immediate 45 school day alternate placement, if your child is in possession of or is using illegal substances, is /has been or uses a weapon on school grounds or during school activities and if determined in accordance with federal guidelines your child has caused serious bodily harm to a staff member or student.

#### **E. SATURDAY SCHOOL PROCEDURES**

1. Saturday school is held at the High School.
2. Hours are from 7:00 to 12:00 noon. If student is late, he/she will NOT be allowed to enter. NO EXCEPTIONS!
3. Transportation must be provided by the parents.
4. If student is absent without prior permission, he/she cannot attend regular classes until a three day out of school suspension is completed. Only documented emergency situations are accepted for absence from Saturday school, at the principal's discretion.
5. Student should bring paper, three pencils or pens, and ALL books.



6. The dress code for Saturday school is the same as for a school day.
7. All rules of the handbook apply and will be strictly enforced. NO WARNINGS ARE GIVEN IN SATURDAY SCHOOL. If the student violates any rule, he/she will be sent home and suspended for five days plus the student will have to attend the next Saturday School for completion.
8. Students will be provided a restroom break by the Saturday School supervisor.

**F. DISCIPLINE SANCTIONS/ACTIONS ACCORDING TO DEFINITION OR EXPLANATION**

1. Student/Teacher Conference. This is a meeting between the student and the teacher in which they discuss the offense.
2. Corporal Punishment. This is the use of spanking as a more immediate (compared to sanctions three through ten) method to encourage a positive change in behavior or practices.
3. Parent/Teacher Conference. This is a meeting between the parent of the child and the teacher in which they discuss the offense the child committed.
4. Administrative Conference. This is a meeting wherein the principal, the parent, the teacher and/or the student discuss the offense committed by the student.
5. Detention. This is a disciplinary action in which the student misses a portion of his break.
6. In-School Suspension. In this action, the student attends school without attending his regularly scheduled classes; instead, he spends the entire time under the direction of the ISS facilitator.
7. Suspension of Three Days. In this action, the student is to remain out of school for a maximum of three days.
8. Suspension of Five Days. In this action, the student is to remain out of school for a maximum of five days.
9. Suspension of Ten Days. In this action, the student is to remain out of school for a maximum of ten days.

10. Expulsion. In this action, the student is expelled for a period of time beyond ten days; this action requires approval by the District Board of Education

**G. FURTHER EXPLANATION REGARDING CORPORAL PUNISHMENT, IN-SCHOOL SUSPENSION, SUSPENSION, EXPULSION AND OTHER PREVENTIVE MEASURES**

**1. Corporal Punishment**

The Earle School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the superintendent or his designated staff members who are required to have a state-issued certificate as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the 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 approved by the principal and administered privately, i.e. out of the sight and hearing of other students, and be administered in the presence of another certified staff member standing as a witness. It shall not be excessive or administered with malice.

**2. In-School Suspension**

A student in in-school suspension shall not attend any school-sponsored activities during the imposed suspension; nor shall the student participate in any school-sponsored activities.

- a. As soon as ISS students arrive on the assigned campus, they are to find the facilitator.
- b. Students must have with them ALL regular classroom books and an adequate supply of paper and pencils.
- c. There will be NO reduction of suspension days unless approved in writing by the principal.
- d. Absences will be handled in a similar manner as the rest of the school. Absence notices will be documented based on doctor, dentist, or death in the immediate family. Documentation must be presented to the supervisor. Days must be made up regardless of documentation.
- e. All regular classroom and additional supervisory assignments must be completed by the end of the suspension or students may not return to the regular classroom.



- f. Violation of the rules and regulations of ISS will result in the student being assigned additional time in the program and/or out of school suspension.
- g. ISS students are excluded from extra-curricular activities, sports, assemblies, field trips and other activity that will bring them in direct contact with their peers, until assigned time in the ISS has expired.
- h. Gum chewing, eating, sleeping, and/or classroom disruptions will not be tolerated in the ISS.
- i. No visitation allowed.
- j. A limit of three (3) ISS up to 10 days per semester (further infractions may result in out of school suspension.) Additional days may be added at the principal's discretion.

### 3. Suspension

Students who are not present at school cannot benefit from the educational opportunities the school affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) consecutive school days, including the day upon which the suspension is imposed. The suspension may be in school or at home. Students are responsible for their conduct that occurs at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; and going to and from school or a school activity. A student may be suspended for behavior including, but not limited to, any of the following:

- a. behavior that is in violation of school policies, rules, or regulations;
- b. behavior that substantially interferes with the safe and orderly educational environment;
- c. behavior that is insubordinate, violent, or involves moral turpitude; and/or
- d. behavior that school administrators *believe* will result in the substantial interference with the safe and orderly educational environment.

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

- a. The student shall be given written notice or advised orally of the charges against him.
- b. If the student denies the charges, he shall be given an explanation of the evidence against him and be allowed to present his version of the facts.
- c. If the principal finds the student guilty of the misconduct, the student 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 he is 18 years of age or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student, if appropriate, 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 unexcused absences, and during the period of suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference.

Suspensions initiated by the principal or his designee may be appealed to the superintendent, but not to the Board.

Suspensions initiated by the superintendent may be appealed to the Board.

### 4. Expulsion

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



learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

The president of the Board, hearing officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parents or student, if he is 18 years of age 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, which gave rise to the recommendation of expulsion. The student, or his 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 his designee, and the student or his representative, may question the student and/or anyone else making a statement. 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) calendar year for possession of any firearm or other weapon prohibited on 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.

#### **5. Search, Seizure, and Interrogations**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to 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 he's 18 years of age or older), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parents, legal guardians, or other persons having lawful control by court order, or persons acting in loco parentis on student enrollment forms.

#### **Alternative Learning Environments**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team, which shall have the responsibility of determining student placement in the ALE. The team shall consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, and sexual
- Inadequate emotional support
- Homelessness
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Students Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

Legal Reference: A.C. A. § 6-18-508, 509  
A.C. A. § 6-20-2305 (b)(2) ADE Rules Governing the Distribution of Students Special Needs Funding and the Determination of Allowable Expenditure of These Funds- 3.01, 3.05, 4.00, and 8.0

#### **V. TRANSPORTATION**

Most school district in the state of Arkansas provides transportation for students to and from school. This is a service offered by the school district and is to be considered a privilege rather than a right. Students are to obey the bus driver at all times and conduct themselves in a manner, which will ensure their safe arrival to and from their destination. Improper conduct WILL NOT BE TOLERATED and will be treated as very serious by the principal because of the danger in which it could be placing the student and other students.

Inappropriate behaviors based upon school board policies shall be reported to the office. At that time a discipline form will be filled out and



sent to the principal. The principal will review the situation and determine the proper discipline, which could include the following:

- a. Parental contact
- b. Assigned seating
- c. Corporal punishment
- d. 3-10 day suspension from the bus
- e. Indefinite suspension from the bus.

A student will be suspended from the bus once during a semester. If a second infraction occurs that would warrant a suspension from the bus, then the student will be expelled from the bus for at least the remainder of the semester. If a student is expelled from the bus, it will be the parent's responsibility to provide transportation for the student to and from school.

### **BUS POLICIES**

1. Be at the bus stop at the scheduled time. Stand back about 10 feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes: keeping your hands to yourself, attend to your own matters, let other pupils alone and be reasonably quiet).
4. No knives or sharp objects of any kind are allowed-nor firearms upon any school bus or at a designated bus stop, pets, nor other living animals, etc. (ACT 1282)
5. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep seated while the bus is in motion.
6. Pupils are not to put their hands, arms, heads or bodies out of the windows. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle clear at all times, of books, lunches, coats, feet, etc.
8. ACT 729 of 1977 of Arkansas State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10.00 to \$100.00.
9. Act 814 of 1977 makes it unlawful to threaten, curse or use abusive language to a school bus driver. Any person who violates this ACT shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of no less than \$25.00 or more than \$100.00.
10. Do not ask the driver to let you off the bus at any place except the regular stops.
11. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
12. Pupils who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver or the student patrol has signaled you to do so.
13. Pupils cannot ride any bus except their own. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
14. ACT 1516 states that passing a stopped school bus, which is receiving or discharging passengers is a Class A Misdemeanor. Any party who violates any the provision of this subchapter shall upon, be conviction, shall be fined not less than thirty-five (35) dollars nor more the five hundred (500) dollars or confined in the county jail not to exceed ninety (90) days, or both fined and imprisoned
15. Students will not be allowed to ride the bus home with another student or switch buses without parents notifying school personnel.
16. . This is not intended to cover all the "do's and don'ts but it is a very specific guide. The driver may find it necessary

to interrupt these policies in light of his or her own bus needs.

IMPORTANT: SCHOOL TRANSPORTATION SHOULD BE REGARDED AS A PRIVILEGE, NOT A RIGHT.

## **VI. ADDITIONAL USEFUL AND NECESSARY INFORMATION**

### **CONTACT WITH STUDENTS WHILE AT SCHOOL**

#### **CONTACT BY PARENTS**

Parents are always welcome on campus and are encouraged to visit the school. Parents wishing to speak to their children during the school day shall register first with the office for a visitor's pass.

#### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court-ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours based on the prior approval of the school's principal. Such contact is subject to the limitations outlined in District policy and any other policies that may apply.

Unless prior arrangements have been made with the school's principal. Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

#### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR COURT ORDER**

State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student, permission of the student of eligible age, or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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



### **CONTACT BY STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office and receive a pass.

### **ATHLETICS**

Earle High School participates in the following sports: baseball, basketball, cheerleading, football, tennis and track. All sports and all participations therein operate under the rules and regulations of the Arkansas Activities Association (AAA). Requirements for student participation are as follows.

1. A student must pass four (4) academic classes.
2. A student must have a 2.00 GPA on a 4.00 scale or must adhere to IDEA standards.
3. A student can be placed on probation for one semester if his/her GPA is between 1.60 and 2.00 and must satisfy SIP (Supplemental Instruction Program) requirements.
4. A student can be on probation for two (2) semesters.
5. A student must be in attendance the full day in order to participate in that evening's activities.

Written permission is not required when other school officials request and receive a student's record. When a student has reached the age of 18 or is attending an institution of post-secondary education, the right accorded to and the consent required of the parent/guardian of the student shall thereafter only be accorded to and required of the eligible student. Directory information released without permission shall be used for news releases such as honor rolls and participation in contests, clubs, and other school activities. The parent/guardian of the student has the right to refuse permission to release information. Refusal must be in writing and

filed in the principal's office by the end of the first week of each school year.

### **PHYSICAL EXAMINATIONS OR SCREENING**

The Earle 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 students' ability to achieve their full potential.

The District shall notify parents, at least annually, of the specific or approximate dates of non-emergency, invasive physical examinations or screenings that are

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

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using a copy of the appropriate form 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 that 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.

### **PHYSICAL EDUCATION REQUIREMENTS**

Students who have medical conditions which prevent their taking physical education must bring a doctor's statement to the main office before the semester in which they are scheduled for the PE class. All students are required to dress out in the official school uniform. It is the parent's responsibility to purchase uniforms. Student's grades are based on dressing out and class participation.

### **Communicable Diseases and Parasites**

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up from school. The parents will be given information concerning the eradication and control of lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the students to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

### **Fire Drills**

1. Fire drills will be conducted periodically.
2. The alarm for fire or a similar emergency is the sounding of the bell three (3) times in rapid succession.
3. Upon hearing the alarm all students will stand immediately. Supervising personnel will direct the students. The students in the row nearest the exit will be the first row from the room followed by the second nearest row and so on.

Students will walk briskly, but WILL NOT RUN.

4. A building will be evacuated in the manner prescribed in the fire drill plan, which will be practiced regularly.
5. Students will not carry anything with them.
6. Fire marshals (or last student leaving room) will see that the door is closed once everyone is outside.
7. Any student spotting a fire will immediately notify members of the faculty or staff.

### **Tornadoes**

Students are to follow the instructions of the supervising personnel at all times.

Students in the gymnasium should go to the dressing room designated by the instructor and sit against the interior wall.

Students in the agriculture building should sit against the interior walls away from the windows.

Students will not be allowed to leave campus until dismissed by school officials.

### **Earthquakes**

Due to an increasing possibility of earthquakes in this region, the school district is obligated to offer students appropriate survival techniques. In the event of a quake, students are to follow the prescribed drill and the directions of supervising personnel.

1. Be obedient and respectful to the driver. The driver is responsible for supervising the conduct of pupils at all times. He/she is to report misconduct to the director of transportation or building principal.
2. Students are to sit wherever designated by the driver or supervising personnel and remain seated until the bus stops.
3. Students are to ride only the bus designated for them.
4. The rules of the classroom and school apply any time a student is being transported by bus.
5. When a student is suspended from the school he/she is not allowed on the bus.



### **Curriculum-Related Clubs and Organizations**

There are several clubs and organizations available for students to join at Earle High School. Every student is encouraged to become active members. All requirements must be met and maintained for membership.

### **Non-Curriculum-Related Student Organizations/ Equal Access**

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

1. The meeting is to be voluntary.
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.
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

### **Student Transportation**

Most students will be required to ride the bus to and from school. Students will be assigned a bus and will be required to ride that bus unless directed otherwise by supervising personnel.

### **MONEY AND VALUABLES**

Students should never leave monies or valuables in their desk. The school can assume no responsibility for monies or valuables that are lost or stolen; this is the responsibility of the owner. However, we will do our utmost to have the items found.

### **LOST AND FOUND**

Lost and found articles are turned into the **ATTENDANCE** office. If a student loses clothing or any other items, he/she should come by the office. If a student does not check for the lost article within several days, there is great chance that the article will not be located. Labeling items would be extremely helpful.

### **SCHOOL SPONSORED FIELD TRIPS**

1. Parents cannot ride the bus on any field trips. You may follow the bus or meet the class upon their arrival at their designation.
2. Students must bring a note from home giving permission to go on a field trip with their class.
3. Parents may call for a child in person, if a note has previously been filed in the Principal's office.

### **Ball Games and School Activities**

Students are to follow the rules and regulations at ball games and other school activities as they would in the classroom. Students will be subject to the same consequences for violations of set rules.

1. Students are to sit in the bleachers or seats during games or activities.
2. Students should exhibit sportsmanship and common courtesy at all times.

### **Cafeteria**

The cafeteria is an important part of the school. Meals issued from the cafeteria are to be consumed in the cafeteria. Any food items purchased outside the cafeteria must be consumed in designated areas. Proper conduct is to be exhibited in the cafeteria at all times.

**Assembly**

Students will be assigned areas and must sit with **homeroom** or classroom teachers as instructed. Students attending assemblies will be expected to behave in an orderly and attentive manner. Failure to do so will result in punishment for that student, or possible suspension from school activities.

**Textbooks**

All free textbooks issued to students are the property of the state and must not be abused. It is required that these books last six (6) years. Each student is responsible for books issued to him/her. All books must be returned at the end of the school term or upon withdrawal from school. Students with damaged or lost books will be required to pay for part or all of the replacement cost of the book.

**NOMINATING AND IDENTIFYING STUDENTS FOR GIFTED AND TALENTED CLASSES**

Students may be nominated for the Gifted & Talented Program by a teacher, principal, parent, student or a member of the community. They can do this by filling out a nomination form from the GT Coordinator. Once the nominations are turned in, a letter is sent to the parent asking permission to test their child for the program. When the G/T Coordinator has received the signed permission letters, a form is given to the teacher/homeroom teacher called "Renzulli Rating Behavioral Characteristics of Superior Students." The G/T teacher will then pull any pertinent Standardized Test scores and administer a test of mental ability and a test of creative ability.

When all of the above have been rated, the results are then placed on a student profile sheet, where each student is given an identification number (no names appear on the profile sheets, just an ID number).

The next step is for a Screening & Identification Committee to meet consisting of the G/T teacher, counselor, administrator, and at least two teachers.

All students from the previous year are automatically approved for the current year, unless they or their parents request otherwise. If a student wishes to be removed from the program, a letter requesting dismissal from the program must be turned in to the G/T Coordinator with the parent's signature & date.

The committee, based on the information contained on the profile sheets, considers all other students one at a time. The students are either approved for placement in the G/T program or placed in the talent pool for later consideration as space becomes available. Parents of all nominated students will be notified of the Screening Committee's decision concerning their child.

**WHERE TO GO FOR MORE INFORMATION**

**A child's teacher is the best source of information for questions about the teaching and learning activities taking place in the classroom.**

The school principal can answer questions about the overall school program and school activities.



# Earle Elementary School

## General School Policies & Procedures



### Mission Statement

Earle Elementary School believes that all students can learn and can achieve proficiency on grade level skills, regardless of their previous academic performance, family background, socio-economic status, race or gender. Our purpose is to educate all students to high levels of academic performance with emphasis in the areas of literacy and mathematics. Our mission is to foster positive self-esteem, self-discipline, respect for authority, school facilities and peers, by having an orderly and structured learning environment. Our responsibility is to teach all students so they can attain a positive self-image by achieving their maximum educational potential.

**Carloss Guess, Principal**

802 Barton Street  
Earle, AR 72331  
Phone: 870-792-8732

### Process of Evaluation of Student Progress

The faculty and administration of Earle School District shall be responsible for assessing each student's progress at each grade level in acquiring mastery for the competencies, skills and other subjects required by the law and the State Standards. Assessment data includes standardized and performance base test scores, subject matter mastery test scores, daily activity scores, teacher made test scores, and observation of teachers.

Progress reports will be sent home every five (5) weeks. Reports cards will be issued every nine (9) weeks. Parents should examine the card and, if desired, contact the principal's office to schedule a parent-teacher conference. Conferences should not be casual meetings in the present of others, nor should they occur during regular school hours unless arrangements have been made through the principal. At no time is a parent to interrupt teachers during his/her teaching periods. All parents are requested to come by the office of the principal when visiting the school for any reason. There will be two (2) regularly schedule times or parent-teacher conferences. A conference will be held each semester.

### GRADING

Grades assigned to students for performance in a classroom shall reflect the extent to which a student has achieved the expressed academic objectives. Grades shall be based on the Arkansas Curriculum Frameworks for each grade level.

- Grades should reflect the student's academic achievement at his/her grade level.
- Grades will be entered into the gradebook by points not percentages.
- Teachers shall record a minimum of two grades per week.

### Explanation of Grades

#### Kindergarten

Kindergarten report cards will be a checklist reflecting academic standards. In order to be promoted, students must be reading at or above grade level and master 80% of both the language arts and mathematics skills. A portfolio will be kept on each student to document progress.

#### Grades 1 - 6 Academics/Subjects

Defining progress as movement toward mastery of the Arkansas Curriculum Frameworks at each grade level as required by the laws of the State of Arkansas, the following grading scale applies:

A= 100 - 90 B= 89 - 80 C=79-70 D=69-60 F= 59 - 0  
Excellent progress Good progress Average progress

Needs improvement Unsatisfactory

- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into units or final exams, or may be administered separately. In grades 1-6, achievement shall be reported to parents as numerical grades in all subject areas.
- Report cards will reflect the current reading level of each student in grades 1-4.

### HOMEWORK POLICY

Homework is necessary for students to achieve academically. Written homework should be given when the teachers feel it is necessary. All homework should not exceed the following guidelines:

- |            |  |
|------------|--|
| Grades K-1 | Homework can be given 2-3 days per week and should not exceed thirty (30) minutes in length.     |
| Grades 2-3 | Homework can be given 2-3 days per week and should not exceed forty-five (45) minutes in length. |
| Grades 4-6 | Homework can be given 2-3 days per week and should not exceed sixty (60) minutes in length.      |

### ACADEMIC/HONORS BANQUET POLICY

Any person in the Earle School District will not – on the basis of race, color, religion, sex, age, disability, national origin or similar personal distinction – be denied the benefits of, or be subjected to, discrimination in regard to employment, detention, promotion, transfer or dismissal in any educational program of activity which under the jurisdiction of the board of education.

### PROCEDURE

Students eligible to participate in the Academic/Honor Banquet must meet the following requirements:

1. The students must have made the honor roll for the first, second and third nine-weeks grading period of the current school year, and
2. Students must be enrolled in regular curriculum in the elementary school and the Core/advanced curriculum at the high school level; or
3. Students who meet the academic requirement, but not the curriculum requirements, may attend the Academic/honors Banquet.
4. All students in the 1:25 must attend all classes that are available for their nondisabled peers (i.e., Homeroom, PE, Music, Art, Library,



Computer Lab, etc.). If a student earns HONOR ROLL recognition in his/her individual curriculum, that student must be included in the HONOR ROLL ACTIVITIES. Again, I strongly encourage each SPED teacher to discuss this with the building principal and "regular" education teachers and ask him/her to include the SPED certificate (or other items) during the "regular" education teachers' presentation.

The "regular curriculum" is defined as one in which the student is taking no more than 50% of his/her classes in a modified curriculum.

### **PLAYGROUND RULES**

1. Follow directions of all duty teachers.
2. Stay within playground boundaries.
3. No pushing, hitting, wrestling, flipping or fighting type of activities are not allowed.
4. Use Equipment properly:
  - a. Do not go down the slide backward, or walk up the slide.
  - b. Only one person in a swing. Twisting swings, jumping from swings, or running under swings is not allowed.
5. Tackle football and hark baseball are not allowed. Only touch football will be permitted.
6. DO NOT THROW ROCKS, DIRT, OR STICKS!
7. NO FIGHTING!
8. Do not play next to the building.
9. No hard balls of any kind will be allowed on the playground.
10. No climbing of fences.
11. Jump ropes should never be tied to the playground equipment or another student.
12. Students are to avoid water puddles in wet weather.
13. Students are to walk, not run, on all sidewalks.

### **CAFETERIA RULES**

1. Walk in the lunchroom at all times.
2. Use proper table manners.
  - a. Do not throw food at others or on the floor.
  - b. Clean up your table area before you leave.
3. When in line, do not bump into your neighbor with your tray.
4. No talking.

### **TRANSPORTATION**

Most schools districts in the State of Arkansas provide transportation for students to and from school. This is a service offered by the school district and is to be considered a privilege rather than a right. Students are to obey the bus driver at all times and conduct themselves in a proper manner, which will ensure their safe arrival to and from their destination. Improper conduct WILL NOT BE TOLERATED and will be treated as very serious by the principal because of the danger in which it could be placing the student and others students. The bus driver will determine when a behavior is serious enough to be reported to the office. At that time a discipline form will be filled out and sent to the principal. The principal will review the situation and determine the proper discipline, which could include the following"

- a. Parental contact
- b. Assigned seating
- c. Corporal punishment
- d. 3-10 day suspension from the bus
- e. Indefinite suspension form the bus

A student will be suspended from the bus once during a semester. If a second infraction occurs that would warrant a suspension from the bus, then the student will be expelled from the bus for at least the remainder of the semester. If a student is expelled from the bus, it will be the parent's responsibility to provide transportation for the student to and from school.

### **BUS POLICIES**

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes: keeping your hands to yourself, attend to your own matter, let other pupils alone and be reasonably quiet).
4. No knives or sharp objects of any kind are allowed – nor firearms upon any school bus or at a designed bus stop, pets, nor other living animals, etc. (ACT 1282)
5. Students are not to tamper with any of the safety devices such as door latches, Extinguishers etc. Pupils must keep seated while the bus is in motion.

6. Pupils are not to put their hands, heads or bodies out of the windows. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle clear at all times of books, lunches, coats, feet, etc.
8. ACT 729 of 1977 of Arkansas State Legislature makes it illegal to smoke on school buses. The penalty for violating
9. this law is a fine ranging from \$10.00 to \$100.00.
10. ACT 814 of 1977 makes it unlawful to threaten, curse or use abusive language to a school bus driver. Any person who violates this ACT shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of no less than \$25.00 or more than \$100.00.
11. Do not ask the driver to let you off the bus at any place except the regular stops.
12. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
13. Pupils you cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver or the student patrol has signaled you to do so.
14. Pupils can ride any bus except their own. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
15. ACT 1516 states that passing a stopped school bus, which is receiving or discharging passengers is a Class A Misdemeanor. Any party who violates any of the provisions of this subchapter shall, upon conviction, be fined not less than \$35.00 no more than \$500.00 dollars or confined in the county jail not to exceed ninety (90) days, or both fined and imprisoned.
16. Students will not be allowed to ride the bus home with another student or switch buses without parents notifying school personnel.
17. This is not intended to cover all the "dos and don'ts", but it is a very specific guide. The driver may fine it necessary to interrupt these policies in light of his/her own bus needs.

**IMPORTANT: SCHOOL  
TRANSPORTATION SHOULD BE  
REGARDED AS A PRIVILEGE, NOT A  
RIGHT.**



# Earle High School

## General School Policies & Procedures



### MISSION STATEMENT

**As a highly technological and global arena, Earle High School prepares all students to become strong competitors by achieving a safe and positive learning environment.**

**Through continuous assessment, specialized instruction and collaboration among staff and other stakeholders, we will foster academic success for all students.**

***Donald McVay, Principal***

P.O. Box 637  
16432 Highway 64  
Earle, AR 72331  
Phone: 870-792-8716  
FAX: 870-792-1004

## Earle High School Regular Bell Schedule

PERIOD	.... TIME....
BREAKFAST	07:30 – 07:45
1 <sup>st</sup>	07:50 – 08:42
REMEDATION	08:47 – 09:12
2 <sup>nd</sup>	09:17 – 10:09
3 <sup>rd</sup>	10:14 – 11:06
4 <sup>th</sup>	11:11 – 12:03
LUNCH A	12:03 – 12:38
5A	12:08 – 01:00
LUNCH B	01:00 – 01:35
5B	12:43 – 01:35
6 <sup>th</sup>	01:40 – 02:32
7 <sup>th</sup>	02:37 – 03:30

### **\*\*Permanent Records**

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 each student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

### **\*\*\*Student Insurance**

Accident insurance is available to all students on a voluntary basis. Applications will be issued at the beginning of each school year or when a student newly enrolls.

### **COURSE OFFERINGS**

Students or parents with questions regarding course offering or the curriculum should contact the guidance counselor. Each spring a detailed list of offerings for the next year will be published and given to the students by the counselor. The counselor will discuss the offerings in detail with each class and then schedule individual conferences with the students to review the student's choices.

### **CORRESPONDENCE AND SUMMER SCHOOL**

All corresponding courses must be from an accredited college approved by the principal or counselor in advance in order for credit to be accepted toward meeting requirements for graduation.

Final examinations on courses must be taken under supervision of the principal or designated person. Courses in summer school will be accepted for credit provided the course work is done in an accredited school and is approved in advance by the principal. All work must be completed before the beginning of the next school term or upon approval of the principal.

### **COURSE REQUIREMENTS**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Students may meet part of this requirement by 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 that a three (3) hour course



shall count as nine (9) hours of the weekly required time of attendance.

### **STUDY HALL ELECTIVE**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

### **EXTRACURRICULAR ELECTIVE 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 as 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. The District shall allow students to participate in these activities provided the students meet the requirements set forth by the Arkansas Activities Association. The benefits of these activities notwithstanding, the District shall still limit the number of interruptions or time absent from courses counting toward academic credit. The District also reserves the right to exclude from participation any student that fails to comply with established rules and regulations, or cancel activities that interfere with the academic process.

### **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 schoolwork 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 portion(s) of this policy, the IEP shall prevail.

### **CONCURRENT CREDIT**

Ark. Code Ann. § 6-11-105 and Ark. Code Ann. § 6-18-223.

The purpose of this policy is to allow students in grades 9-12 in the Earle School District to receive concurrent credit, both high school and college.

Any student in grades 9-12 in the Earle School District shall be eligible to enroll in a publicly supported community college or university in accordance with the rules and regulations adopted by the university or college.

Any student in grades 9-12 in the Earle School District who enrolls in and successfully



completes a course or courses offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) towards graduation requirements by the Earle School District.

Students must comply with applicable enrollment graduation requirements by the Earle School District.

Three (3) semester hours of college credit taken by a student in grades 9-12 at a publicly supported university, college, technical college or private institution shall be the equivalent of one-half (1/2) unit of high school credit

Course credit earned at a publicly supported community college, technical college or four-year college or university or private institution shall be counted by the high school towards graduation, including credit earned in the summer term.

All cost of higher education courses taken for concurrent credit is the student's responsibility (special circumstances may apply).

### **ADVANCED PLACEMENT COURSES**

It is the policy of the Earle School District to allow students in grades 9-12 to take Advanced Placement Courses. Students who transfer into our district with AP credits for grades 9-12 on their transcripts will receive those credits. The grades for AP courses shall be based on the district Grade Point System. This will start with the 2002/2003 school year; it will not be retroactive. Students who transfer into our district with International Baccalaureate (IB) credits for grades 9 – 12 on their transcript will receive those credits based on the district Grade Point System.

### **ACADEMIC SCORES (AR Code § 6-15-902)**

1. The District shall enforce rules and regulations that govern the assignment of grades as determined by law. Grades assigned to students shall be in accordance with the uniform grading

scale and reflect only the educational objectives of the course. Non-educational activities, such as conduct, absenteeism, etc., will not be a part of the grade determination.

2. The following system of grading is used:

“A” superior work-----90-100  
 “B” above average work-----80-89  
 “C” average work-----70-79  
 “D” passing work-----60-69  
 “F” failing work-----below 60

### **GRADE POINT SYSTEM**

The grading scale and numeric values for courses offered by or transferred into the district, including AP courses, shall be as follows.

Regular Courses/AP whereby designated

A 90 -100 = 4/5 Quality Points  
 B 80 – 89 = 3/4 Quality Points  
 C 70 – 79 = 2/3 Quality Points  
 D 60 – 69 = 1/2 Quality Point  
 F 0 - 59 = 0/0 Quality Points

The grade point values for Advanced Placement, International Baccalaureate, and all Arkansas Department of Education-approved honor courses shall be counted as one point greater than for regular courses, with the exception, that an F shall still be worth 0 points. This same basis of credit shall apply to all students transferring into the Earle School District with Advanced Placement, International Baccalaureate or A.D.E. approved honor courses. In order to receive weighted grade students must complete the entire course AND take appropriate exam.

### **Weighted Grading Scale**

The grade point values for Advanced Placement, International Baccalaureate, and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. A weighted 5.0 grading scale is used for advanced placement, IB, or honors courses approved for weighted credit by the Arkansas Department of Education. Quality points for AP and IB are contingent on appropriate teacher training, enrollment in the course, and taking the applicable exam.



**STUDENT CLASSIFICATION**

For the classes of 2011, 2012 and 2013, a total of 22 credits (16 core and 6 electives) are required for graduation. For the class of 2014 and all classes thereafter, a total of 24 credits (16 core and 8 electives) are required for graduation. Students will be classified according to the number of academic credits recorded on his/her permanent record at the beginning of each school year. Activity credits will not be used to classify students. The student classification scale is as follows:

**Classes of 2011, 2012, and 2013**

- 9<sup>th</sup> grade – 4 units or less
- 10<sup>th</sup> grade – 5 units
- 11<sup>th</sup> grade – 10 units
- 12<sup>th</sup> grade – 15 units (must be attained in 3 years)

**Class of 2014 and all classes thereafter**

- 9<sup>th</sup> grade – 5 units or less
- 10<sup>th</sup> grade – 6 units
- 11<sup>th</sup> grade – 12 units
- 12<sup>th</sup> grade – 17 units (must be attained in 3 years)

Credit is awarded on a semester basis. Yearly averages are not used. A student that fails a course for the semester will be required to take it over.

**HOMEWORK**

Teachers will assign homework a minimum of three (3) nights per calendar week. (Homework assignments may be increased as needed at the teachers' discretion.) Homework should cover lessons taught (practice). Reading assignments are general exceptions, and may be assigned prior to classroom instruction. Homework must always be checked for accuracy and immediate feedback given to the student. Grades for homework may be assigned at the teachers' discretion.

**HONOR ROLL**

To be on the honor roll a student must have a 3.0 grade point average with no grade lower than a "B" and no citizenship grade below an "S". The honor roll will be announced for each nine weeks grading period.

**~SENIOR INFO~****COMMENCEMENT**

No senior will be allowed to participate in graduation commencement unless ALL requirements for graduation are completed at least one week prior to graduation. This requirement includes the purchase of cap, gown, and announcements; the return of all books and other school property; and the payment of all fines and/or other monies owed.

GRADES 9-12 Reading, writing, and mathematics shall be incorporated into all curriculum areas. The following courses shall be taught annually for a total of 38 units, except as otherwise allowed in Ark. Code Ann. §§ 6-15-213 and 6-15-214, as articulated in these rules.

Language Arts - 6 units

4 units English 1 unit oral communications or 1/2 unit oral communications and 1/2 unit drama  
1 unit journalism (Other options as approved by the Department)

Science - 5 units (Active student participation in laboratory experience is required for a minimum of 20% of instructional time.)

1 unit biology 1 unit chemistry 1 unit physics  
(Other options as approved by the Department)

Mathematics - 6 units

1 unit Algebra I 1 unit geometry 1 unit Algebra II  
1 unit pre-calculus mathematics to include trigonometry (Other options as approved by the Department)

Career and Technical Education

Each school shall teach annually reading and mathematics skills to assist those students who need such additional instruction to make satisfactory progress in their required courses.

A unit of Arkansas history shall be taught as a social studies subject at each elementary grade level in every public elementary school in this state with greater emphasis at the fourth (4th) and fifth (5th) grade levels, and at least one (1) full semester of Arkansas history shall be taught to all students at the 7th, 8th, 9th, 10th, 11th, or 12th grade level in every public secondary school in this state.

Upon approval by the Department, courses

taught in grades 5-8 may be offered for high school graduation credit. Courses shall have the same rigor as those taught in high school, but content for a single course may be taught over a two-year period. Teachers shall be certified in the subject area taught with students participating in appropriate End-of-Course examinations.

Schools shall have appropriate follow-up curriculum in place for students adopting an accelerated schedule.

Foreign Languages - 2 units of the same

language Fine Arts - 3 1/2 units

1 unit art □ 1 unit instrumental music □ 1 unit vocal music □ 1/2 unit survey of fine arts or an advanced art or an advanced music course

Computer Applications with emphasis on current applications-1 unit Social Studies - 4 units

1 unit American history with emphasis on 20th Century America 1 unit world history □ 1/2 unit civics □ 1/2 unit of Arkansas history if not taught in grade 7 or 8

(Other options as approved by the Department)

Economics - 1/2 unit

The Economics course must be taught by a teacher appropriately licensed in either Social Studies or Business Education. □ The appropriate licensure code must be used to differentiate between the area of social studies and the area of career focus elective credit to meet the requirements of the 38 units.

Health and Safety Education and Physical Education - 1 1/2 units

1 unit physical education □ 1/2 unit health and safety education

Career and Technical Education - 9 units of sequenced career and technical education courses (programs of study) representing three (3) occupational areas.

## **RULES GOVERNING PUBLIC SCHOOL END-OF-COURSE ASSESSMENTS AND REMEDATION**

### **EOC ALGEBRA I GUIDELINES**

ALL students in Algebra I must score at the *Proficient* level or have an Academic Improvement Plan (AIP) and participate in

remediation in order to receive credit for the course.

Starting with the class of 2014 and all classes thereafter, students in grade 9 or below enrolled in Algebra I must score *Pass* in order to receive credit on his/her transcript.

### **End-of –Course Algebra I Pass Scale Score**

Algebra I students not scoring at the *Pass* level:

- Must have an Individualized Academic Improvement Plan (IAIP)
- Must retake the Algebra I EOC exam – 2 retake opportunities and have an IAIP after each retest if below *Pass*

After three testing opportunities (1<sup>st</sup> test and two retests), Algebra I students not scoring at the *Pass* level must:

- Participate in a formative analysis and remediation
- Retest in alternate format
- Must score at the *Pass* level to receive credit for Algebra I

## **EOC GEOMETRY AND BIOLOGY GUIDELINES**

EOC Geometry and Biology exams still require that:

- Students not scoring *Proficient* must have an AIP and participate in remediation in order to receive credit for the course.

## **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. For the classes of 2011, 2012, 2013 and 2014, a minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. For the class of 2014 and all classes thereafter, a minimum of 24 units is required for graduation for students by the Earle School District that are participating in either the Smart Core or 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.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course



(EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

### **REQUIREMENTS FOR GRADUATION**

Before students can graduate from Earle High School the following requirements must be met:

- |                   |           |
|-------------------|-----------|
| 1. English        | 4 credits |
| 2. Social Studies | 3 credits |
| 3. Math           | 4 credits |
| 4. Science        | 3 credits |
| 5. P.E.           | ½ credit  |
| 6. Health         | ½ credit  |
| 7. Fine Arts      | ½ credit  |
| 8. Speech         | ½ credit  |
| 9. Career Focus   | 6 credits |

For the graduating classes of 2011, 2012, 2013 and 2014, a total of 22 credits are required for graduation of which 16 must be core curriculum credits and 6 career focus hours by the ADE.

For the graduating class of 2014 and those thereafter, a total of 24 credits are required for graduation of which 16 must be core curriculum credits, 6 career focus hours and 2 local credit electives by the Earle School District. Students will be classified according to the number of academic credits recorded on his/her permanent record at the beginning of the school year.

### **HONOR GRADUATES**

Honor graduates at EHS must have a 3.50GPA or higher, must have been enrolled at EHS beginning with the first semester of the junior year, and must have ten (10) credits from the advanced courses. This requirement includes English, science and math, and social studies-

- Complete 3 units of English: English Pre-AP 10<sup>th</sup> & 11<sup>th</sup>, and either AP English, or MSCC English Comp I/II
- Complete at least 2 units of Science: Pre-AP Biology, AP Biology, Chemistry, Physics
- Complete at least 3 units of mathematics: Pre-Calculus, Statistics, Transition to College Math, Calculus, AP Calculus, MSCC College Algebra or Higher

- Complete at least 2 units history: AP US History, AP World History, MSCC Western Civ I/II

Transfer students must have maintained a 3.50 GPA during the time that they attended EHS and have a 3.50 GPA overall.

### **GRADE POINT AVERAGES AND RANK IN CLASS**

Grade point averages for seniors will be computed on the 5.00/4.00 scale, with five/four points given for an A, 4.00/3.00, four/three points for a B, 3.00/2.00, three/two points for a C, 2.00/1.00 two/one point for a D, and no points for an F. The student with the highest average to the nearest hundredth will be named valedictorian. Salutatorian will be the student with the second highest average. Students will be ranked on the basis of their first seven semesters.

### **TRANSCRIPTS**

The first transcript copy for current students will be free. Each additional copy will cost \$5.00.

### **GRADUATION ANNOUNCEMENTS**

Seniors will order graduation announcements in the fall of their senior year. A representative will visit EHS to show the announcements and take orders. The representative will also return at other times during the school year to deliver announcements and take orders.

### **SENIOR CAPS AND GOWNS**

Seniors will be measured for caps and gowns at the same time that announcements are ordered. Seniors must have paid for and received their caps and gowns at least one week prior to graduation.

### **SENIOR PICTURES**

In order for students to have their senior pictures included in the annual and on the senior composite, the photographer contracted by the school must take the picture.

### **SENIOR EXEMPTIONS**

Seniors with no nine-week grades for the last semester below 83 and who have not missed over five days (all excused) in a particular class will be excused from taking the last semester

exams. This is on a per class basis. Students must also have a satisfactory conduct grade in that particular class, that is, no conduct grade below an "S".

## **USEFUL AND NECESSARY INFORMATION**

### **AUTOMOBILES ON CAMPUS**

1. Only students sixteen (16) years of age or older that have met the legal requirements to drive may drive a car on campus.
2. Students must have a signed permission slip to have a car on campus. Slips are to be obtained from the office.
3. Students that drive cars are to follow all safety precautions and warnings.
4. Students are not to return to their cars once they have parked on campus.
5. Students may be required to turn their keys into the office as a condition for driving privileges on campus.
6. Students must realize that vehicles may be searched with or without student consent.

### **THE ELECTION OF HOMECOMING ROYALTY**

A. Each young lady must meet the following requirements to be eligible to participate on the Homecoming Court.

1. She must have at least a 2.0 G.P.A. from the most recent semester.
2. She must not have been in detention more than three times during the current school year.
3. She must carry an "S" in conduct in at least 60% of her classes. If she has seven (7) classes, she must have an "S" in at least five (5) of them; if she has six (6) or five (5) classes, she must have an "S" in at least four (4) of them; and if she has four (4) classes, she must have an "S" in at least three (3) of them.

4. She must have no record of suspension (either in-school or at-home) for the current academic.
5. She must have been enrolled in at least one full semester prior to being elected a maid or being selected Homecoming Queen

B. There will be one maid per class with the exception of the senior class. Two maids will represent the senior class.

C. Members of the court will wear a suit (either skirt or pants) instead of "formals" the **day** of the game and then wear a formal gown that night.

D. Members of the court, including the queen, must have a male escort selected by the maid (or queen), but approved by the principal and class sponsors.

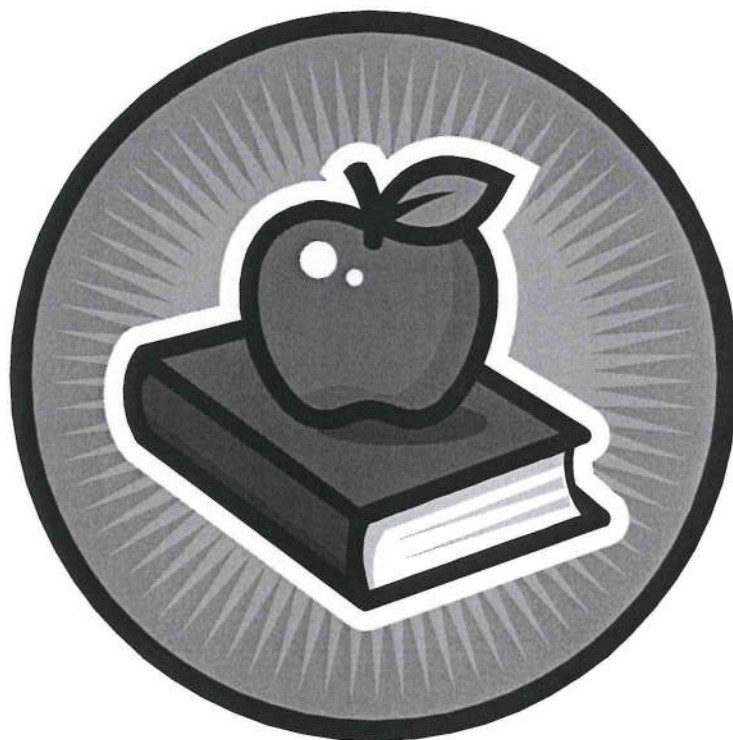
E. The **FOOTBALL TEAM** selects the queen.

### **PARTICIPATION/ATTENDANCE OF EXTRACURRICULAR ACTIVITIES**

Any student in In-School Suspension (ISS) or Out-School Suspension (OSS) **shall not** attend or play in any extracurricular activities.



# Detachments



The following pages must be signed and return to school within a week of receiving the handbook.

**Earle School District  
Parent—Student  
Statement of Responsibility  
Earle School District Parent/Student Handbook Signature Receipt Form**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Date \_\_\_\_\_

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is also necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program. The statement below must be signed and returned to the school within one week after the student receives the handbook.

We have received the Earle School District Parent/Student Handbook. We understand the District's discipline policies and realize that the student must adhere to these and to the other policies, rules, and procedures contained in the handbook. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

We accept the District's web based copy, yes or no.

We accept the District's printed copy, yes or no.

Permission to administer corporal punishment yes or no

Student

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

State law (80-1629.6-80.1629.8) requires documentation of student and parent receipt of student policies. This document will become part of the student's file.

\*\*\*\*\*

After receiving the statement below, please mark YES or NO and sign this form at the bottom.

I hereby give permission for my child to appear in media releases as necessary for the purpose of promoting the positive image of the Earle School District.

\_\_\_\_ Yes, I do give permission for my child to appear in media releases.

\_\_\_\_ No, I do not give permission for my child to appear in media releases.

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

Date \_\_\_\_\_

\*\*\*\*\*

After reading the statement below, please mark YES or No and sign this form at the bottom. I hereby give permission for my child to access the Internet for the purpose of enhancing his/her educational opportunities. (See Internet Use Policy included in this handbook.)

\_\_\_\_ Yes, I do give permission for my child to access the Internet. (I understand that a filter is provided to limit student access to inappropriate sites)

\_\_\_\_ No, I do not give permission for my child to access the Internet.

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

Date \_\_\_\_\_



### MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

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

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

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

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

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

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

Date \_\_\_\_\_

## STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_

Grade Level \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

The Earle 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:

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 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.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail;
  - q. (Personally identifying information includes full names, address, and phone number)
  - r. using the network for financial or commercial gain without district permission;
  - s. theft or vandalism of data, equipment, or intellectual property;
  - t. attempting to gain access or gaining access to student records, grades, or files;



- u. introducing a virus to, or otherwise improperly tampering with the system;
  - v. degrading or disrupting equipment or system performance;
  - w. creating a web page or associating a web page with the school or school district without proper authorization;
  - x. providing access to the District's Internet Access to unauthorized individuals;
  - y. failing to obey school or classroom Internet use rules; or
  - z. 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; or
  - aa. 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 the Internet including penalties for copyright violations.

1. 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.

2. 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.

3. 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 \_\_\_\_\_

## OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(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 Earle School District of directory information, as defined in Policy (Privacy of Students' Records), concerning the student named below. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

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 or the date the student is enrolled for school 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.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to institutions of post-secondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information not being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.

\_\_\_\_\_  
Name of student (Printed)

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

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



**Physical examination or screening being objected to:**

- ☐ vision test
- ☐ hearing test
- ☐ Scoliosis test
- ☐ other, please specify
- ☐ non-emergency, invasive physical examination as defined in student handbook

Comments:

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\_\_\_\_\_  
Name of Student (PRINTED)

\_\_\_\_\_  
Signature of Parent (or Student, if 18 or older)

\_\_\_\_\_  
Date Form is filed (to be filled in by office personnel)

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2010, 2011, 2012, AND 2013)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

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

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

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

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

**SMART CORE CURRICULUM**

**English – 4 units**

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

**Mathematics – 4 units**

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

**Natural Science – 3 units with lab experience chosen from:**

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

**Social Studies – 3 units**

- Civics or Civics/American Government – 1 unit
- World History – 1 unit
- U.S. History – 1 unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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**



## SMART CORE INFORMED CONSENT FORM (GRADUATING CLASS OF 2014 AND AFTER)

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

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

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

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### SMART CORE CURRICULUM

**English – 4 units**

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

**Mathematics – 4 units**

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

**Natural Science – 3 units with lab experience chosen from:**

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

**Social Studies – 3 units**

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

**Oral Communications – 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**

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
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