

Student-Parent Handbook

Helena-West Helena School District

Grades 7-12

West Helena, Arkansas 72390

Home of the



Cougars

2009-2010

Adopted: July 23, 2009

RESPONSIBILITY

Parent(s) and/or guardian(s) must acknowledge the receipt of the *Secondary Code of Conduct*, located in this handbook, and the consequences to students who violate our school district's disciplinary policy. Both you and your child should read and sign this form. Your child should return it to his/her homeroom teacher by the designated time.

We (I) have read the Secondary Handbook, and although we (I) may not agree with all of the regulations in the Code of Conduct, we (I) understand that our (my) student must adhere to them while he/she is at school or in attendance at any school-sponsored activity.

We (I) also acknowledge that any fees or fines assessed to our Secondary students must be paid in full before he/she is awarded a diploma and a final transcript from the high school.

Finally, in the event that we (I) are/am unclear concerning any aspect of school policy, we (I) will contact the principal for clarification.

Parent's/Guardian's Signature: _____

Student's Name: _____

Homeroom Section: _____ Student's ID Number: _____

Date: _____

****Above signatures consent to all printed items in this handbook.***

Remove this form carefully from this handbook, sign, date, and return to your homeroom teacher.

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TEACHER'S SIGNATURE PAGE.....HANDBOOK STATEMENT OF
HELENA-WEST HELENA SCHOOL DISTRICT
AUTHORIZED USE OF COMPUTER NETWORKS
STUDENT'S USE AGREEMENT

STUDENT SECTION

SCHOOL
STUDENT'S NAME

I HAVE READ THE DISTRICT AUTHORIZED USE OF COMPUTER NETWORKS POLICY. I
AGREETO FOLLOW THE RULES CONTAINED IN THIS POLICY. I UNDERSTAND THAT BY
VIOLATING THE RULES, MY COMPUTER PRIVILEGES CAN BE TERMINATED AND I MAY
FACE OTHER DISCIPLINARY MEASURES.

STUDENT'S SIGNATURE _____ GRADE _____

****Above signatures consent to all printed items in this handbook.***

Remove this form carefully from this handbook, sign, date, and return to your homeroom teacher.

PARENT'S OR GUARDIAN'S SECTION

I HAVE READ THE DISTRICT AUTHORIZED USE OF COMPUTER NETWORKS POLICY. I HEREBY RELEASE THE DISTRICT, ITS BOARD OF DIRECTORS, STAFF, EMPLOYEES, AND ANY INSTITUTIONS WITH WHICH IT IS AFFILIATED, FROM ANY AND ALL CLAIMS AND DAMAGES OR ANY NATURE ARISING FROM MY CHILD'S USE OF, OR INABILITY TO USE, THE DISTRICT COMPUTER NETWORK. THIS INCLUDES BUT IS NOT LIMITED TO, CLAIMS THAT MAY ARISE FROM THE UNAUTHORIZED USE OF THE SYSTEM TO PURCHASE PRODUCTS OR SERVICES.

I WILL INSTRUCT MY CHILD REGARDING ANY ADDITIONAL RESTRICTIONS I WISH TO BE FOLLOWED IN ADDITION TO THOSE OUTLINED IN THESE REGULATIONS. I WILL EMPHASIZE TO MY CHILD THE IMPORTANCE OF FOLLOWING THE RULES FOR PERSONAL SAFETY.

I GIVE PERMISSION FOR MAY CHILD TO USE THE DISTRICT'S COMPUTER SYSTEM AND NETWORK, AND CERTIFY THAT THE INFORMATION CONTAINED IN THIS FORM IS CORRECT.

PARENT'S SIGNATURE _____ DATE _____

PARENT'S NAME _____ DATE _____

HOME ADDRESS _____

PARENT'S E-MAIL ADDRESS _____

PARENT'S/GUARDIAN'S SIGNATURE REQUIRED ON THIS PAGE

FOREWORD

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

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

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Helena-West Helena School District 2009-2010 School Calendar

		Student	Staff
August 11-14	Staff Development	0	4
August 17-18		0	2
August 19-21		3	3
August 24-28		5	5
August 31-Sept.4		5	5
September 7	LABOR DAY	0	0
September 8-11		4	4
September 14-18		5	5
September 21-25		5	5
September 28-Oct. 2		5	5
October 5-9		5	5
October 12-16	16 th end of quarter (42 days)	5	5
October 19-23	22 nd Report Card Night	5	6
October 26-30		5	5
November 2-4		3	3
November 5-6	AEA Staff Development	0	2
November 9-13		5	5
November 16-20		5	5
November 23-24		2	2
November 25-27	THANKSGIVING	0	0
November 30-Dec.4		5	5
December 7-11		5	5
December 14-18	18 th end of quarter (40 days)	5	5
December 21-Jan. 1	CHRISTMAS BREAK	0	0
January 4-8		5	5
January 11-15		5	5
January 18	MLK Holiday	0	0
January 19-22		4	4
January 25-29		5	5
February 1-4		4	4
February 5	Staff Development	0	1
February 8-12		5	5
February 15	President's Day	0	0
February 16-19		4	4
February 22-26		5	5
March 1-5		5	5
March 8-12	12 th end of quarter (47)	5	5
March 15-19	18th Report card night	5	6
March 22-26	SPRING BREAK	0	0
March 29-April 1		4	4
April 2	GOOD FRIDAY	0	0
April 5-9		5	5
April 12-16		5	5
April 19-23		5	5
April 26-30		5	5
May 3-7		5	5
May 10-14		5	5
May 17-21		5	5
May 24-28	28 th Student Last day (49 days)	5	5
May 31	MEMORIAL DAY	0	0
June 1	Staff Development	0	1
		178	190

Administration

305 Valley Drive
Helena, Arkansas 72342
870-338-4425

Willie C. Williams , Superintendent of Schools
Eric Cooper, Assistant Superintendent
Ardelia Echols, Director of Federal Programs
Betty Willis, Director of Special Education
Dr. Joyce Cottoms, Director of Student Services
Tammy Martin, Director of Human Resources
Linda English, K-12 Curriculum Specialist

BOARD OF EDUCATION

Constance Jarrett - President
Tommy Stephens – Vice President
Larry Wilson - Secretary
Michael Ashanti – Disbursing Officer
Rayne Gordon
Rev. Jarvis Smith
Elder Kim Smith

The Mission of Central High School:

IT IS THE MISSION OF CENTRAL HIGH SCHOOL TO ESTABLISH FOUNDATIONS (I.E., ACADEMIC, SOCIAL, TECHNOLOGICAL, AND VOCATIONAL) THAT PROVIDE STUDENTS WITH A DESIRE FOR LIFE-LONG LEARNING AND PREPARES THEM TO ENTER A GLOBAL WORKFORCE WITH THE SKILLS NECESSARY TO FOSTER CITIZENSHIP AND SUCCESS.

THE MISSION OF ELIZA MILLER JUNIOR HIGH SCHOOL:

*PROVIDE ALL STUDENTS ACCESS TO A RIGOROUS AND RELEVANT CURRICULUM THAT IS ALIGNED TO THE ARKANSAS CONTENT STANDARDS. *IMPROVE THE SOCIAL SKILLS NEEDED FOR COOPERATION, TEAMWORK, AND CONFLICT RESOLUTION.

*MONITOR THE PROGRESS OF ALL STUDENTS THROUGH FREQUENT ASSESSMENTS THAT ARE ALIGNED TO THE ARKANSAS CONTENT STANDARDS. *IMPLEMENT A PYRAMID OF INTERVENTIONS THAT INVOLVES PARENTS, FREQUENT MONITORING OF STUDENT PERFORMANCE, AND MULTIPLE OPPORTUNITIES FOR SUCCESS.

CENTRAL HIGH SCHOOL ALMA MATER

Alma Mater Central High, Praise to Thee We Sing;
May We Strive As Days Go By Honor to Her Bring;
May We Cherish Every Thought of the Years Gone By;
Alma Mater That We Love, Praise to Central High.

NOTE: During the Alma Mater, you should stand tall and not move around or talk. Remove your hat (if you're *wearing* one) and sing loudly and proudly!



SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the *Smart Core* curriculum unless their parents or guardians, or the student if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. (See District Office). 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.

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 C-CAP advisor to determine the feasibility of changing.

COURSE REQUIREMENTS FOR GRADUATION

Participating in either the *Smart Core* or *Core* curriculum, students must earn 22 units in grades nine through twelve (9-12) to be eligible for high school graduation, of which 16 are required units. Therefore, your selection of classes should relate to your career focus or objective, which could include careers requiring a college degree. All students will be given assistance through the C-CAP sessions schedule throughout the school year. 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.

ADVANCED PLACEMENT OF HIGH SCHOOL STUDENTS

The School District will provide opportunities for students who meet the minimum criteria for advance placement. Under provision of Act 57 of 1983 and Act 1070 of 1991, students shall, upon request, be accepted for enrollment in a public institution of higher education as a part-time student.

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

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

GRADING SCALE AND NUMERICAL VALUES

I. The advanced placement (AP) grading scale and numeric value shall be as follows:

A	90 - 100	-	5 points
B	80 - 89	-	4 points
C	70 - 79	-	3 points
D	60 - 69	-	1 point
F	59 and below	-	0 points

II. The “college placement” course and the “honors course” grading scale and numeric values shall be as follows:

A	90 - 100	-	4 points
B	80 - 89	-	3 points
C	70 - 79	-	2 points
D	60 - 69	-	1 point
F	59 and below	-	0 points

The grade point values for AP and approved honor courses shall be one point greater than for regular courses with the exception that an F shall be worth 0 points.

CONCURRENT CREDIT

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

Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within seven school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students’ eligibility for extracurricular activities, graduation, or class rank.

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

Legal Reference: A.C.A. § 6-15-902© (2)

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

SPECIAL EDUCATION NOTATION

No notation of the special education status of a student is recommended or required when that student is mainstreamed into a regular education class.

Student transcripts that indicate enrollment in special education classes outside of the regular classroom are limited to the following notation:

“Placement in this class was based on the student’s individualized educational plan.”

GRADUATION REQUIREMENTS FOR THE CLASS OF 2010

The number of units a student must earn to be eligible for high school graduation are to be earned from the following categories.

CORE: Sixteen (16) units

English: four (4) units

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

Social Studies: three (3) units;

one (1) unit of world history, one (1) unit of U.S. history, one-half (1/2) unit of civics or government

Mathematics: four (4) units;

one (1) unit of algebra or its equivalent* and one (1) unit of geometry or its equivalent.* All math units must build on the base of algebra and geometry knowledge and skills. Comparable concurrent credit college courses may be substituted where applicable.

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

Science: three (3) units

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

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

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

Oral Communication: one-half (1/2)

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

CAREER FOCUS:

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 Helena-West Helena School District and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

ELECTIVES:

Units required = total required by Helena-West Helena School District minus [Core + Career Focus]

All the core, career focus, and elective units must total at least twenty-six (26) units to graduate.

The sixteen (16) units required by the state for graduation eligibility may be increased by your district, but may not be decreased.

SMART CORE REQUIREMENTS

SMART CORE CURRICULUM REQUIREMENTS	
16 Required Units	Units Required
English 9, 10, 11, 12	4
Math (must take a math course in grade 11 or 12) <ul style="list-style-type: none"> ➤ Algebra I ➤ Geometry or Investigating Geometry or Geometry A & B (two-year geometry equivalent may 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) 	4
Natural Science with lab experience chosen from: <ul style="list-style-type: none"> ➤ Physical Science ➤ Biology or Applied Biology/Chemistry ➤ Chemistry ➤ Physics or Principles of Technology I & II or PIC Physics 	3
Social Studies <ul style="list-style-type: none"> ➤ Civics or Civics/American Government ➤ World History ➤ American History 	3
Oral Communications	$\frac{1}{2}$
Fine Arts	$\frac{1}{2}$
Health and Safety	$\frac{1}{2}$
Physical Education —not more than one (1) unit may be applied toward fulfilling the necessary units to graduate	$\frac{1}{2}$
Total Smart Core Units	16
CAREER FOCUS	
Foreign Language —must be of the same foreign language <ul style="list-style-type: none"> ➤ French ➤ Spanish 	2
<ul style="list-style-type: none"> ➤ <i>Business/Marketing</i> ➤ <i>Drafting & Design</i> ➤ <i>EAST Lab</i> ➤ <i>Family & Consumer Sciences</i> ➤ <i>JROTC</i> ➤ <i>Microcomputer Systems</i> ➤ <i>Radio & Television</i> 	8 <i>At least 3 in same area to be a completer</i>
Total Career Focus Units	10
Total Required Graduation Units	26

CORE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS	
16 Required Units	Units Required
English 9, 10, 11, 12	4
Math ➤ Algebra or its equivalent – 1 unit ➤ Geometry or its equivalent – 1 unit (A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement.) ➤ All math units must build on the base of algebra and geometry knowledge and skills.	4
Science ➤ Biology ➤ Physical Science	3
Social Studies ➤ Civics or Government – ½ unit ➤ World History ➤ American History	3
Oral Communications	½
Fine Arts	½
Health and Safety	½
Physical Education —not more than one (1) unit may be applied toward fulfilling the necessary units to graduate	½
Total Core Units	16
CAREER FOCUS	
➤ <i>Business/Marketing</i> ➤ <i>Drafting & Design</i> ➤ <i>EAST Lab</i> ➤ <i>Family & Consumer Sciences</i> ➤ <i>JROTC</i> ➤ <i>Microcomputer Systems</i> ➤ <i>Radio & Television</i>	10 <i>At least 3 in same area to be a completer</i>
Total Career Focus Units	10
Total Required Graduation Units	26

CENTRAL - CAREER ACTION PLANNING (C-CAP): OVERVIEW

Students will be assigned to a homeroom/C-CAP group, when they enter Secondary as a 9th grader, and will have the same homeroom/C-CAP advisor for two-years. When students move from 10th to 11th grade, they will receive a new two-year homeroom/C-CAP advisor.

An individual “**Student Career Action Plan**” folder will be maintained on all students, kept by the C-CAP advisor, and monitored by counselors and principals. The information contained in such records is available to teachers keeping in mind that provisions for confidentiality are guaranteed by the Family Rights and Privacy Act and must be adhered to for protection. It is the vision of Secondary to:

- Create a comprehensive and accessible record of each student’s educational/career goals and progress toward meeting them.
- Improve communication between school administrators, counselors, teachers, and parents/guardians regarding the aspirations, academic/career goals, and progress of each student by involving all in the process.
- Improve self-management and self-esteem for each student.
- Improve the academic performance of each student; and
- Improve each student’s chance for career satisfaction and long-term economic stability.
- Increase the number of completers in the Career & Technical programs.
- Reduce the number of course changes during the school year.
- Increase accountability of all parties involved in the career planning process for each student.

FULL DAY OF SCHOOL FOR SENIORS

All seniors will be required to take the maximum number of classes offered during the school year. Clearance must be made through the Principal’s office for repeating seniors.

RESIDENCE REQUIREMENTS

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

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

ENTRANCE REQUIREMENTS

1. To enroll in a school in the Helena-West Helena School District, the child must be a resident of the Helena-West Helena School District. 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.
2. Prior to the child's admission to the Helena-West Helena District schools:
 - 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.
 - 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.
 - The parent/guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
 - The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as 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.
3. Any person expelled as a student may not enroll as a student until the time of the person's expulsion has expired.

Legal Reference: A.C.A. § 6-18-501

SCHOOL CHOICE

The Board will consider all applications for School Choice postmarked no later than the July 1 proceeding 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 the application within 30 days of its receipt of the application.

The District may reject a non-resident'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 Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

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.

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

EXTRACURRICULAR CLASSES

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

COURSE ENROLLMENT OUTSIDE OF DISTRICT

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

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

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

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:

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 and the notice must include:

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 to 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 which might indicate the need for special education services.

STUDENT TRANSFERS

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

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

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

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

The responsibility for transportation of any nonresident student admitted to a school in the Helena-West Helena School District shall be borne by the student or the student's parents/guardians. The District and the resident district may enter into a written agreement with the student or student's parents/guardians to provide transportation to or from the District, or both.

HOME OR NON-ACCREDITED SCHOOL TRANSFERS POLICY

The Home School Act 42 of 1985 (State of Arkansas) gives students the legal right to receive instruction through home schooling. However, the local school district has the responsibility of determining whether or not credit is to be given should a student desire to receive public school credit toward graduation. The following procedures have been established:

1. A student must provide the following evidence:
 1. Home School Transcript
 2. Name of textbook(s)

3. Copy of Content Guide from textbook showing objectives or skills covered.
 4. End of Course exams provided by home school curriculum.
2. If the student is unable to provide the aforementioned evidence, then the Student must score 60% or higher on a current semester test, provided by the school district, for each subject in which credit is sought. The appropriate department will construct the tests. (60%-100%=full credit) (0%-59%=no credit)
 3. If provisions are met, credit may be granted.
 4. Any credit given will be credit only and no letter grade. Transcripts will reflect credit only and that the credits were obtained through home schooling.
 5. The maximum number of credits accepted for each school year of home schooling or non-accredited private school instruction cannot exceed the number of credits that could be earned by a student enrolled in the Helena-West Helena School District for a comparable period of time.
 6. A student must attend an accredited public or private school a minimum of (6) semesters (ninth grade and above) to be considered for recognition as an honor graduate.

CODE OF CONDUCT

Our school community has over 1,000 members and as in any society, people have to live and work together with courtesy, responsibility and common sense. In order to do that here at Central, we operate by a Code of Conduct. In the event that the Code is broken, a disciplinary penalty will be issued.

The District Disciplinary Committee sets the Discipline Policy and the deans and principals will be guided by that policy when they decide on punishments.

STATEMENT OF JURISDICTION

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness or other conduct that would tend to impair the discipline of the school or harm other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms, and regardless of whether a specific prohibition of the conduct is contained in this student handbook. The police may be called at the discretion of the administration. Ark. Code Ann. 6-18-513

THE SECONDARY CODE OF CONDUCT CONTAINS THE FOLLOWING:

RULE 1: FAILURE TO FOLLOW DIRECTIONS OR COMMANDS (INSUBORDINATION)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers or any other authorized personnel.

- | | |
|-----------------|---|
| 1 st | Up to 3 Days suspension with Parent Conference |
| 2 nd | 5-Day suspension with Parent Conference |
| 3 rd | 10-Day suspension with Parent Conference |
| 4 th | Recommendation for Expulsion/Alternative School |

RULE 2: THE USE, SALE OR POSSESSION OF CONTROLLED SUBSTANCES (ALCOHOL, ILLEGAL DRUGS, ETC.)

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

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

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, attempting to do so or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

1st Recommendation for Expulsion
Legal Reference: A.C.A. § 6-18-502

RULE 3A: TRUANCY (SKIPPING SCHOOL OR CLASSES)

Any student who fails to follow all or any part of his/her assigned schedule, whole or part of the period, whether on or off campus, without prior parental permission communicated to the office will be considered truant and will be subject to disciplinary action:

1st Parent Conference Required
2nd 3-Day Suspension
3rd 5-Day Suspension
4th Recommendation for Expulsion

Students **late** to class must clear through the secretaries **before** reporting to class. The secretaries will prepare necessary admit papers for the student to be admitted to class. A student will be prompt in arriving to class/homeroom. Students are to be in their seats and ready to work when the bell sounds. A student will not be considered tardy if he/she is in the classroom when the tardy bell rings.

NOTE: Skip Days are a product of student folklore and are not recognized or sanctioned by district policy. Absences will be treated as "Truancy."

NOTE: The "Truancy" policy will be followed with students who fail to attend assemblies.

3B: TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Students late for school or checking in late will be given an unexcused tardy. **It is up to the individual teacher to keep up with the number of days a student is tardy to your class.** If a student is more than 10 minutes late to a teacher's class, this is considered truancy, and the student **must** be sent to the dean's office for the appropriate action (**Parent Notes will not be accepted for tardiness**).

1st Warning from Teacher
2nd 1 day of Saturday School with required Parent Contact

3 rd	2 days of Saturday School with required Parent Conference
4 th	3 days of Suspension with required Parent Conference
5 th	5 days of Suspension with required Parent Conference
6 th	Recommendation for Alternative School

RULE 4: WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

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

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

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

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one calendar year. The principal shall report within one week student expelled for possessing a firearm. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a 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 Arkansas Department of Education will maintain a registry of students expelled for possessing a weapon.

- 1st Expulsion:** -Police involvement/minimum one (1) calendar year expulsion (ESEA Public Law 103-382). A student who uses or threatens to use any of the above mentioned objects or other objects that might be considered a weapon to inflict physical injury to any person on school campus or at school functions at any time shall be recommended for expulsion. ***If a student discovers that he/she has unintentionally taken a knife or any other object which is a weapon or could be used a weapon to school, he/she may turn it in to school officials voluntarily and immediately without fear of penalty.***

Legal Reference: A.C.A. § 6-18-502 (3) (B)

Legal Reference: A.C.A. § 6-18-507 6-18-513

RULE 5: PHYSICAL OR VERBAL ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

A student who commits physical or verbal assault upon a member of the faculty, staff, or an employee of the Helena-West Helena School District will be **RECOMMENDED FOR EXPULSION**.

Students should also make themselves aware of the definition and consequences of Terroristic Threatening as described below.

Terroristic threatening - whether genuine or a pretense - that is identified by school officials will result in disciplinary action. According to Act 046 of 2001, the offense of communicating a death threat concerning a school employee or student is a Class D Felony. Act 1565 of 2001 makes it unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duties.

Legal Reference: A.C.A. § 6-15-902

RULE 6: VERBAL THREATENING BY A STUDENT TO ANOTHER STUDENT

6a: Threatening others with physical injuries is strictly forbidden. A student shall not be involved in sending verbal, written, or electronic messages threatening the health and safety of other students.

Students should also make themselves aware of the definition and consequences of Terroristic Threatening as described in Rule 5 above.

- 1st 10 days Suspension with Police Report
- 2nd Recommendation for Expulsion

6b: Profane, rude, and abusive language directed at others is strictly forbidden. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others or cause an overt and immediate disruption of the educational process.

- 1st 3 days Suspension and required Parent Conference
- 2nd 10 days Suspension
- 3rd Recommendation for Expulsion

Rule 7: 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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher, or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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 actual, physical harm, or it can be verbal abuse of the child. 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:

- Sarcastic “compliments” about another student’s personal appearance,
- Pointed questions intended to embarrass or humiliate,

- *Mocking taunting or belittling,*
- *Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,*
- *Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,*
- *Blackmail, extortion, demands for money or other involuntary donations or loans,*
- *Blocking access to school property or facilities,*
- *Deliberate physical contact or injury to person or property,*
- *Stealing or hiding books or belongings, and/or*
- *Threats of harm to student(s), possessions, or others.*

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

- 1st 5 days Suspension
- 2nd 10 days Suspension
- 3rd Recommendation for Expulsion

Ark. Code Ann. § 6-18-514

RULE 8: FIGHTING

Fighting will not be tolerated. A parent will be contacted upon suspension notice and the student will be released into the custody of the parent or escorted off campus by a Police Officer. Any student escorted off campus by a Police Officer is considered arrested and will be taken to the local Police Station in order that a report be filed. The parent will then be responsible for picking up the student or for making arrangements for his/her release.

- 1st 5 days Suspension with Parent Conference and **Police Report**
- 2nd 10 days Suspension with Parent Conference and **Police Report**
- 3rd Recommendation for Expulsion

Students are expected to report any conflict that they anticipate may lead to a fight to a teacher, administrator, or other school employee for intervention and resolution.

Ark. Code Ann. 6-18-513

RULE 9: GROUP FIGHTING

A student shall not engage in any group fights. Fights where two or more students are teaming up to fight one or more students will be considered a group fight and will carry a more severe penalty than a fight between two students.

- 1st 10 days Suspension with Parent Conference and **Police Report**

Ark. Code Ann. 6-18-513

- 2nd Recommendation for Expulsion

RULE 10: GANG AFFILIATION AND GANG ACTIVITY

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

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbols, or other signs associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or,
4. Extorting payment from any individual in return for protection from harm from any gang;

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

- 1st 10 days Suspension and Parental Involvement. Police Involvement may also occur based upon the seriousness of the offense.
- 2nd Recommendation for Expulsion

RULE 11: DAMAGE, DESTRUCTION, AND THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to damage, destroy, or steal school property. The school will attempt to recover damages from any student that damages, destroys, or steals school property. **Parents** of any minor student under the age of 18 will be liable for damages caused by the minor.

- 1st Restitution, 5 days Suspension with required Parent Conference, and Police Report
- 2nd Restitution, 10 days Suspension, with required Parent Conference, and Police Report
- 3rd Restitution and Recommendation for Expulsion

NOTE TO SENIORS: Seniors guilty of this infraction (including, but not limited to, Senior Pranks) run the risk of having their graduation privileges revoked.
 Legal Reference: A.C.A. § 6-18-502

RULE 12: THEFT AND EXTORTION

Students shall not attempt to steal nor extort any valuables from an employee or fellow student, whether by physical force or by threat.

- 1st Restitution, 5 days Suspension with required Parent Conference, and Police Report
- 2nd Restitution, 10 days Suspension, with required Parent Conference, and Police Report
- 3rd Restitution and Recommendation for Expulsion

RULE 13: CLASS OR SCHOOL DISRUPTION

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

- 1st 1 day of Saturday School and Parent Contact
- 2nd 2 days of Saturday School
- 3rd 3 days Suspension
- 4th Recommendation for Expulsion

NOTE: Unapproved motorcades/parades will be considered a school disruption, and will not be tolerated. THIS WILL BE AN AUTOMATIC 3-DAY SUSPENSION. INCLUDED WILL BE RESTITUTION FOR ANY DAMAGES TO SCHOOL PROPERTY.

RULE 14: ARSON

A student who intentionally burns school property or other property on school grounds is in violation of school rules and state laws.

- 1st 10 days Suspension, Police Involvement, and Restitution

RULE 15: FORGERY AND/OR FALSIFICATION OF ANY KIND OF DOCUMENTS OR INFORMATION

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information.

- | | |
|-----------------|---|
| 1 st | 3 days Suspension with required Parent Conference |
| 2 nd | 5 days Suspension |
| 3 rd | Recommendation of Expulsion |

RULE 16: STUDENT DRESS AND GROOMING - PURPOSE

The Helena-West Helena Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency. The Helena-West Helena School Board of Education shall establish student dress codes for the District's schools.

UNIFORM SPECIFICATIONS

Uniform specifications are as follows:

1. The standard uniform adopted by the District for students in grades kindergarten through twelfth is khaki pants, blue khaki pants, shorts, skirts or skorts, Capri pants and red, white or navy blue collared polo style shirts/blouses.
2. Khaki pants, shorts, skirts and skorts must fit well at the waist and not sag.
3. No slippers (house shoes or bedroom slippers), clogs (with half-back open), slides (with exposed toes and/or heels), or boots (steel-toed, combat, high-heel, or any other) are permitted. Shoes should fit such that no part of a student's foot is exposed.
4. Pants, shorts, skirts and skorts must fit well at the waist and not sag.
5. Shorts, skirts, and skorts may be no shorter than 1 inch above the knees when worn properly around the waist.
6. Belts must be worn at all times by both boys and girls on pants, shorts, skirts, and skorts with belt loops.
7. All clothing must be properly hemmed. No cut-offs or rolled up cuffs are allowed.
8. Shirts must fit well and must not be over sized or under sized.
9. Shirts must be tucked in at all times. A student should not purchase a shirt so short that it cannot be easily tucked in, and expected to remain tucked in.
10. The uniform cannot be altered in any way.

Inappropriate dress

Spandex clothing, suspenders, pocket chains, leggings, logos of any type, sunglasses in any school building, wind suits and pants, bandanas, do-rags or wave caps, pajamas, and clothing worn inside out. Any undergarments that are visible under the uniform shirt must be red, white, or navy blue in color.

Any clothing, which advertises or displays emblems, insignias, badges, or other symbols, which identifies a student as being part of a group (other than school sanctioned groups) is unacceptable. Clothing which advertises alcoholic beverages or those items with obscene or questionable printing is not acceptable.

When indoors, garments designed for outdoor use or wear (such as hats, caps and sunglasses) are unacceptable for both boys and girls.

Pouches for both boys and girls are unacceptable.

No hats or caps are allowed in building or worn inappropriately on campus. Hats should be kept out of site at all times in the building.

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

***ZERO TOLERANCE:** No student will be allowed on campus out of uniform.

RULE 17: MEMBERSHIP IN FRATERNITIES, SORORITIES OR SECRET CLUBS

Arkansas School Law prohibits sponsoring or permitting fraternities, sororities, secret clubs or similar organizations in public schools. A student cannot wear at school symbols, pins, jackets, etc. of such organizations. (Ark. Code Ann. 6-21-802, 6-18-603, 6-18-604)

- 1st 5 days Suspension with required Parent Conference
- 2nd 10 days Suspension with required Parent Conference
- 3rd Recommendation for Expulsion

RULE 18: LOITERING BY SUSPENDED STUDENTS ON CAMPUS OR UNASSIGNED CAMPUS

A student who is provided a notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be present on any school grounds at ANY time.

- 1st Will be considered Insubordination and dealt with in accordance with Rule 1.
- 2nd Student shall be arrested and charged in accordance with Arkansas Law.

NOTE: EXPELLED STUDENTS THAT ARE FOUND LOITERING ON CAMPUS WILL BE ARRESTED AND REMOVED FROM CAMPUS.

RULE 19: 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.

- 1st 3 days Suspension with Parent Conference
- 2nd 5 days Suspension with Parent Conference
- 3rd 10 days Suspension with Parent Conference or Expulsion

RULE 20: CHEATING ON TESTS AND CLASS ASSIGNMENTS

A student shall not cheat on tests or graded assignments nor shall a student aid other students in cheating. Teacher should approach students with caution, gather cheating materials and test papers, call the office for assistance and write the necessary discipline report. Students will be escorted from the classroom by the necessary school officials and retained in the office until a parent is contacted.

- 1st: Students will receive a zero on the test or assignment and will be dismissed from that class until a parent conference is held.
- 2nd: Students will receive a zero on the test or assignment. Student will also be considered insubordinate and be dealt with in accordance with Rule 1.

NOTE: Students caught cheating cannot hold an office in any club nor be exempt from any class for the rest of the year.

RULE 21: VIOLATION OF PARKING AND DRIVING REGULATION

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

A student using any type of vehicle (car, truck, motorcycle, Bicycle, etc.) as a means of transportation to and from school shall:

1. Drive directly to the student parking area. Do not circle either of the buildings.
2. Park in the assigned area on campus
3. Register with the school and display a current decal.
4. Upon parking, student will exit the parking lot area. A student shall not sit in a parked car during school hours.

Consequences

- 1st Conference and Warning
- 2nd Suspension of Automobile Privileges
- 3rd Will be considered insubordination and dealt with in accordance with Rule 1

RULE 22: PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action.

- 1st 3 days Suspension/Parent Contact
- 2nd 5 days Suspension/Parent Contact
- 3rd 10 days Suspension/Parent Contact
- 4th Recommendation for expulsion

RULE 23: GAMBLING

A student shall not engage in any game of chance on school premises at any time. A student shall not possess gambling paraphernalia (including but not limited to dice, cards, chips, dominoes, etc.) on school property at any time.

- 1st 3 days Suspension with required Parent Contact
- 2nd 10 days Suspension with required Parent Contact
- 3rd Recommend for Expulsion

RULE 24: ELECTRONIC DEVICES

Students are not allowed to bring on to campus or have on their possession the following items: beepers, radios, CD/cassette players, MP3 players, IPODS, headphones, laser pointers and/or an electronic device of any type during normal school hours. THESE DEVICES WILL BE CONFISCATED AND HELD IN THE OFFICE UNTIL THE END OF THE SCHOOL YEAR. Item(s) may be retrieved by the parent/guardian on the last day of school from the Principal.

If a student continues to bring such items to school, this action will be considered insubordination and will be handled according to the policy.

Legal Reference: A.C.A. § 6-18-502

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser

pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.
Ark. Code Ann. § 6-18-512

RULE 25: CELL PHONES

Students are permitted to have cell phones on campus to use after school **ONLY**. CELL PHONES ARE NOT TO BE SEEN NOR HEARD DURING THE SCHOOL DAY. Cell phones should not be used at any time during class time, this includes ***text messaging***. THESE DEVICES WILL BE CONFISCATED AND HELD IN THE OFFICE UNTIL RETRIEVED BY THE PARENT/GUARDIAN FROM THE OFFICE (1ST OFFENSE). If a student continues to bring such items to school, this action will be considered insubordination and will be handled according to the policy.

RULE 26: BEHAVIOR NOT COVERED ABOVE

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

DISCIPLINARY ACTIONS/PROCEDURES

The School employee using physical restraint will:

- A. immediately, or as soon thereafter as possible, notify the principal of the incident;
- B. provide a written report of the situation indicating why such action was deemed necessary;
- C. the principal or his/her designee will inform the parent/guardian of the incident using the appropriate disciplinary reporting form.

EMERGENCY REMOVAL

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

PARENT/GUARDIAN NOTIFICATION OF SUSPENSION/SENT HOME

Before the student is sent home, school officials will make every reasonable effort to notify the parent/guardian of a suspension and the reasons for the action. In no case will a severely handicapped student be sent home before a parent/guardian contact is made.

The parent/guardian will be informed that the student's suspension includes a loss of opportunity to participate in any school-related activity. The student is also prohibited from entering and Helena-West Helena School District or other District property without prior authorization of the principal or designee.

MAKE-UP WORK DURING SUSPENSION

A middle or senior high school student may make up classroom assignments and tests. The work must be completed within five days following a short-term, out-of-school suspension. Parents may request and pick-up requested assignments during the suspension period. All assignments must be requested no later than 48 hours after the return from the suspension.

Since students on a short or long-term suspension are not permitted on a school campus, make-up work referenced in this policy must be completed at the student's residence.

LOSS OF ACADEMIC CREDIT - EXPULSION

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

STUDENT/PARENT REINSTATEMENT CONFERENCE

When a student is being short-term suspended, a conference should be held with the parent/guardian and the student to seek resolution of the misconduct and to consider the reinstatement requirements. The parent/guardian and administrator should agree on a mutually satisfactory time for the conference. If the parent/guardian does not request a conference by the end of the suspension, the appropriate administrator shall initiate contact. The building administrator may select an alternative means for a reinstatement conference if the parent/guardian is unable to attend. Students who have been in alternative, residential or day treatment and educational facilities must be reinstated by the Superintendent of Schools.

Ark. Code Ann. 6-18-511

DUE PROCESS PROCEDURES

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

- Helena-West Helena School District will implement programs, policies and/or procedures designed to ensure there is no racial discrimination with regard to student discipline.
- Helena-West Helena School District will strictly adhere to the policies set forth in the Student Handbook to ensure that all students are disciplined in a fair and equitable manner.
- Helena-West Helena School District will work with the students and their parents to develop behavior modification plans for students who exhibit frequent misbehavior.

Legal Reference: A.C.A. § 6-18-502 6-18-502

SHORT-TERM SUSPENSIONS

The principal of a school may suspend a junior high or a senior high school student for 3-10 school days. Before a short-term suspension is imposed, the following process will be followed.

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

7. Written notice of suspension, the offense(s) and an explanation of the appeal process will be mailed to the student's parent/guardian at the student's address of record, within 36 hours of the suspension.
8. The notice must explain the procedure for the student's reinstatement.
9. If the student disagrees with the school's charge(s) and evidence, he/she may appeal the suspension to the Superintendent. If the student is under 18, a parent/guardian must come with him/her to the conference.

SHORT-TERM SUSPENSION APPEALS PROCEDURE

The process below will be followed for the appeal of a short term suspension:

1. Any student who receives a short-term suspension and desires to appeal must do so within 24 hours after receiving the suspension.
2. Within 24 hours of the student being notified of the short-term suspension, the student's parent/guardian will give notice to the principal, in person or by phone, of the student's desire to appeal the short-term suspension.
3. A request to appeal beyond the building principal/designee should be made to the principal/designee within 24 hours of the principal's decision. The principal will advise the student and his/her parent/guardian to call the Superintendent's Office at 338-4425 to schedule an appeal hearing.
4. The student will be allowed to continue bus transportation and his/her regular educational program until the appeal process has been completed and a final decision has been made by the Superintendent.
5. The Superintendent's Office will schedule an appeal hearing as soon as practicable, not to exceed 10 school days.
6. At the hearing, the principal, assistant principal or his/her designee will present to the Superintendent the evidence supporting the charge. The student will be represented by his or her parent/guardian; no attorneys will be permitted. Once the student or his parent/guardian has responded on behalf of the student, the Administration will then have an opportunity to reply.
7. Following the Administration's reply, the Superintendent will render his or her decision. Written notice of the decision will be provided to the student's parent/guardian and the principal at the conclusion of the hearing. The decision of the Superintendent is final.
8. If the Superintendent upholds the school administration's decision, the student will immediately begin serving the suspension.
9. If the Superintendent overturns the decision, the suspension will be expunged from the student's record, and all missed assignment and/or tests may be made up as though the suspended days were excused absences.

LONG-TERM SUSPENSION/EXPULSION RECOMMENDATIONS

Before a long-term suspension or expulsion is recommendation, the following process will be followed.

1. The student will be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and be given an opportunity to give his/her side of the story.
2. A copy of the long-term suspension or expulsion recommendation stating the offense(s) and an explanation of the appeal process will be delivered or sent by certified mail to the parent/guardian at the student's address of record within 36 hours following the principal's decision to recommend a long-term/expulsion.
3. The student's parent/guardian should, within 72 hours of the student being notified of the long-term suspension/expulsion recommendation, give notice, in person or by phone, of the student's desire to appeal the recommendation to the Superintendent's Office (338-4425).
4. A prompt hearing will be scheduled by the Superintendent's Office as soon as practicable, not to exceed 10 days from the date of the long-term suspension/expulsion recommendation.

5. The student is entitled to representation by a lawyer or lay counsel.
6. If the student will be represented by an attorney, written notice of representation must be provided to the Superintendent's Office at least 48 hours before the hearing. The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given, the Administration will be entitled to have the hearing rescheduled to a date and time when an attorney can be present on the district's behalf.
7. A formal hearing will be provided to the student by the Superintendent or his/her designee. The following guidelines must be adhered to:
 - A. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing at the Superintendent's Office.
 - B. The Superintendent or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the Superintendent or his/her designee and will be asked if the facts are true.
 - C. If the student admits to the truth of the factual allegations, the Superintendent or his/her designee will proceed with the hearing for determination of any disciplinary action.
 - D. If the student does not admit to the allegations, the Superintendent will proceed with the hearing for determination of facts.
8. At the hearing, the principal or his/her designee will present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents and other evidence by, and on behalf of, the school from people who witnessed the alleged offense(s) and from others involved.
9. Presentation of statements, documents and other evidence by, and on behalf of, the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify.
10. The student may present witnesses on his/her behalf. The Superintendent or his/her designee may permit cross-examination of witnesses. The cross-examination may be limited if the Superintendent believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
11. The Superintendent may ask questions.
12. Based on the written and oral evidence, the Superintendent determines the disciplinary action to be taken. Written notice of the decision will be provided to the student's parent/guardian and the school's administrator at the conclusion of the hearing.
13. A record of the hearing will be kept, and if a written request is made, the parent or legal guardian will be furnished a record of the hearing.
14. The student will be advised of his/her right to appeal the decision to the appropriate Assistant Superintendent. The Superintendent will schedule the long-term appeal with the Assistant Superintendent. The final level of appeal is to the Helena-West Helena School District Board of Education.
15. If the Assistant Superintendent upholds the long-term suspension, the student's parent/guardian may appeal the decision by giving notice in person or by phone to the Superintendent within 24 hours of the Assistant Superintendent's decision.
16. If a long-term suspension is to be appealed to the Board, the student's parent/guardian should give notice in person or by phone of the desire to appeal the recommendation within 72 hours of the hearing. The Superintendent will schedule the appeal for the next regularly scheduled meeting of the Helena-West Helena School District Board of Education.

Legal Reference: A.C.A. § 6-18-507

LONG-TERM SUSPENSION/EXPULSION HEARING PROCEDURES - BOARD OF EDUCATION

Only the Board of Education is authorized to expel a student from the Helena-West Helena School District. All appeal hearings for students recommended for expulsion will be conducted by the Board. An expelled student loses all academic credit during the expulsion period.

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

Legal Reference: A.C.A. § 6-18-507

STUDENT SEXUAL HARASSMENT

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

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

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

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

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

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

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

NON-DISCRIMINATION POLICY

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

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

Racial/Color/Ethnic/Cultural Harassment

Racial/Color/Ethnic/Cultural harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

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 student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

COMPULSORY SCHOOL ATTENDANCE

Every parent, guardian, or any other person in the direct custody or charge of a child or children ages five (5) through seventeen (17) years is required by law to send the child or children to a district school, a private school or a parochial school, or provide a home school. (Ark. Code Ann. 6-18-209) The Helena/West Helena School District is in full compliance with Act 743 of 1989, which provides each school district with the responsibility of developing strategies for promoting maximum student attendance and for placing a limit in the number of unexcused absences.

Absences have a direct impact on instruction and learning. If the student is absent during instructional time he/she will miss valuable instruction that cannot be repeated. It is very important that students attend school every day. We understand that there may be times when a student will miss school; however, these times should be kept to a minimum. Refer to the section of the handbook entitled "Attendance Policy" below for the information concerning excused and unexcused absences.

ATTENDANCE POLICY

This district supports the philosophy that the instructional program is a vital part of a formal education. It is necessary to require students to be in attendance the maximum number of days possible during the school year for instructional purposes. An important objective of the instructional program is that students attend school regularly and arrive on time with materials and supplies as required by the teachers. The accomplishments of this objective will tend to become a lifetime skill in preparing student to arrive at work on time and to be dependable in their attendance in their chosen lifetime work. This policy is intended to emphasize the importance of school attendance and encourage parents/guardians to see that students do not miss school unnecessarily.

In accordance with Act 292 of 1991, every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on October 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or private home school for the child or children with the following exception: A parent, or guardian may select for a child not to attend kindergarten if the child will not be age six (6) on October 1 of that particular school year. If such an election is made, the parent or guardian must file a signed kindergarten waiver form with the central office.

STUDENTS MAY NOT MISS MORE THAN 14 UNEXCUSED DAYS IN A SEMESTER; OTHERWISE THEY WILL NOT RECEIVE ACADEMIC CREDIT FOR THAT SEMESTER.

ANY APPEAL TO THIS RULE MUST BE ADDRESSED TO THE SUPERINTENDENT OF THE HELENA-WEST HELENA SCHOOL DISTRICT.

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

ATTENDANCE ON THE DAY OF SCHOOL ACTIVITY

Students who are not in attendance on the day of an off-campus activity are ineligible for attending the activity unless the Principal grants permission. Students who must leave before school starts to participate in an off-campus activity must attend the day before they are to leave on the trip. The Truancy Policy will be followed with students who fail to attend assemblies.

ADMIT SLIPS

No student will be admitted to class if he/she has been absent or tardy unless he/she has a Student's Admit Slip filled out and signed by the secretary. Admit slips for absentees must be obtained from the principal's office before 7:25 a.m. The first bell will ring at 7:10 a.m. for admittance to the building to obtain an admit slip.

- A. **Absent Students (all day):** Check in with the secretary for an admit slip to Homeroom/Class.
- B. Students checking in or out of class will not be allowed to check in or out of class once their class period has started, except in emergencies.
- C. **Students checking in to school late should**
 - a. Report to principal's office immediately upon arrival to campus.
 - b. Receive an Admit Slip Form with number of days and type of absence marked by secretary.
 - c. Admit slips are to be presented to each teacher upon entering the classroom for teacher signature.
 - d. Students should retain admit slips.
- D. **Students checking out of school should**
 - a. Have a parent/guardian/or responsible adult to go to the Principal's Office to sign student out for the time period needed. (This will be in effect except for an emergency situation.)
 - b. Parent/Guardian will sign the Check-Out Sheet Form and leave campus as soon as possible. The secretary will note time student actually leaves campus.
 - c. Notes from parents/guardians will be placed in student's folder.
 - d. **Admit Slips will be the same as for students absent all day.**

HOMEWORK

The Helena-West Helena School District supports the U.S. Department of Education's synthesis of research findings regarding homework and independent study skills. Among those findings of which teachers need to be particularly aware are the following:

1. *Student achievement rises significantly when teachers regularly assign meaningful homework and students conscientiously do it.*
2. *Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments and criticism when the work is completed.*

For increased retention, teachers should design short practice activities often. To promote transfer of learning from the classroom setting to other places where the particular skills are needed, teachers should design practice at the application, analysis, synthesis, and evaluation levels. To increase the probability of increased student motivation, homework should be at a level that allows for a high degree of success and that gives meaning to the skill being taught.

The roles and responsibilities of various persons in relation to homework are as follows:

1. *The school principal has the responsibility to coordinate a homework plan among staff members which implements this district policy.*
2. *The teacher has the responsibility to design meaningful homework activities as set forth in this policy and to communicate expectations regarding homework to students and parents.*

3. *Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experience.*
4. *Each student has the responsibility to complete assigned tasks in a conscientious manner.*

Homework should be appropriate to the grade level and ability of the student. Short practice periods are generally most appropriate for younger students, while time devoted to homework could be expected to increase as students advance through the grades. (*What Works: Research About Teaching and Learning, United States Department of Education, 1986.*)

MAKE-UPS

It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time. Students should be aware of the following guidelines:

- A. The student will receive a **zero (0)** in each subject of missed assignments until the work is made up and graded by teacher.
- B. **Make-up work which is not turned in within the makeup schedule for that assignment shall receive a zero.** A student shall be given two class periods to make up work for each day he/she was absent from that class, exclusive of the day the student returns to school. For example, if a student is absent from school on a Monday and returns on Tuesday, the student will be required to make up all work missed by Friday of the same week or a zero (0) may be applied for the missed work. An exception to this policy shall be the pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence provided the student was present in class on the day the assignment was first announced by the teacher.
- C. A student is also expected to take a pre-announced test if the student had prior knowledge of the test and was present for the majority of the instruction as determined by the teacher. Students shall not assume that they do not have to take a test simply because they were absent the day prior to the test.
- D. If a student has an extended absence of three (3) or more days, the counselor should be called and arrangements made to pick up assignments after 24 hours.
- E. Students absent because of school activities must have work completed upon return to class.
- F. If make-up work is not requested within two (2) days of returning from an absence, the student forfeits the opportunity to make up missed assignments.
- G. **No make-up work will be allowed for trancies.**
- H. **No make-up work will be allowed for organized cuts.**
- I. **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.**
- J. Special arrangements for more time to make up work may be made when the student has had a lengthy serious illness. (Pregnancy leave will be treated as an illness for attendance and make-up purposes.)

EXAM MAKE-UP DAYS

During the **first** and **third** nine weeks, exams are given in a **2-day** period. Therefore, any student who is absent on the day of an exam must make arrangements with the teacher for a make-up test. Students will not be excused from another class to take any make up exams and will be counted absent if they are not at school. **Student must provide the teacher with an excused Admit Slip from the Principal's Office.**

During the **second** and **fourth** nine weeks, exams are given in a **3-day** period. Therefore, students will have a scheduled make-up day. Students who are absent on the day of the scheduled exam will have the opportunity to make-up that exam at the teacher's convenience on the third day of testing. Student should report to campus only if he/she has to make-up an exam and will not be counted absent from school. **Student must provide the teacher with an excused Admit Slip from the Principal's Office.**

SKIP DAYS

Skip Days are a product of student folklore and are not recognized or sanctioned by District Policy. **Absences will be coded as "Truancy."**

SENIOR COLLEGE DAY

This is not a sanctioned "*Skip Day*" for seniors. The following is a guideline for documentation of Senior College Day.

- A. Must be used to visit a college campus.
- B. One trip during the school year and cannot be taken during any test week or the month of May.
- C. ASV AB test is given on campus and may not be used as a college trip.
- D. Armed Services physicals or college physicals may be used in lieu of a college trip.

A senior wishing to take a college trip that meets the above requirements must also complete the following requirements at least two (2) days in advance of the proposed college trip.

- A. Bring a note signed by parent/guardian stating:
 - (a) College to be visited
 - (b) Date or dates of visit
- B. Have the college day form signed by the dean, counselor, attendance clerk, and all teachers.
- C. Form filed in the Principal's Office.

SCHOOL ATTENDANCE WAIVER

Act 42 of 1985 as amended in 1987 and during the 1994 Special Session of the Arkansas Legislature, commonly called the Arkansas Compulsory School Attendance Law, allows the local public school districts as well as private, parochial, or home schools to waive attendance for those 16 and 17-year-old students to participate in a GED Program. Records may be requested by the GED Program administration from the referring school. To receive a School Attendance Waiver for 16 and 17 year old students to participate in the GED Program, the procedures listed below must be followed:

- I. **Student Who Has Withdrawn from CHS**
 - A. Parent/Guardian must accompany student to the Central Office to obtain waiver and then to the CHS Counselor's office to make arrangements for taking the TABE.
 - B. Student must present a clearance slip from the Principal or designee.
 - C. Student will take the Test of Adult Basic Education (TABE).
 - D. Student will receive the waiver after passing the TABE.
- II. **Student who has not withdrawn from CHS**
 - A. Parent/Guardian will accompany student to the Counselor's office to sign the waiver.
 - B. Student will take the TABE. (If a student misses a class to take the TABE, it will be an unexcused absence).
 - C. Student will go to the Principal's office to get a clearance slip after passing the TABE.
 - D. Student will take the clearance slip to the Counselor's office to receive the waiver.

A student from another school district cannot take the TABE at Secondary. The TABE may be give to CHS students, to students who have recently withdrawn from CHS, or to a student whom a school administrator has recommended.

AGE OF MAJORITY

Whatever your age, if you are a student, you must follow the rules and regulations of Secondary schools.

Students will reach the age of majority when he/she has attained the legal age of **18** and **are not** considered **dependents** of his/her parents/guardians as defined in Section 152 of the

Internal Revenue Code of 1954. **Those students who have reached the age of majority and wish to be considered as such must first meet with the Principal for approval.**

SCHOOL PICTURES & PUBLICATIONS

Students at CHS and EMJHS schools give consent for use by *CHS and EMJHS* yearbook and school newspaper their name, likeness, picture, photograph, or quotation in all forms and manner for educational instructional, advertising, or promotional purposes without consideration. They waive any right to insert or approve the finished version or any written copy that may be used in connection.

INTERNET POLICY

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. This technology should be used as directed in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and are subject to disciplinary actions. If the technology use was course work, student violation may result in loss of credit for the assignment. Students who violate technology user agreements are also subject to penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. (i.e. A student sending a threatening e-mail message to another student would be disciplined for misusing technology as well as threatening another student. (Act 801 of 1997)

Students and parents/guardians should read the entire “*Acceptable Use of Technology Policy*”, sign the agreements, and return to appropriate school personnel.

1st offense: Student accounts will be blocked for one month. Teacher misuse will be dealt with according to contract and teacher policy.

2nd offense: Student account will be blocked for the remainder of the school year and may be revoked permanently if the offense is serious enough.

AFTER-SCHOOL DETENTION

After-school detention is designed as a punishment for minor infractions (gum chewing, tardiness, etc.). Students that receive after-school detention must go the day of the offense or no later than two days after. Failure to do this results in being called to the Principal’s office for punishment. This punishment is for each separate incident. The punishments are Saturday School (3 Saturday School limit per semester) or 3 days suspension.

- A. Students must report no later than 3:15 p.m.
- B. Students must bring their own paper and pencil for detention.
- C. Students must bring school work to complete in detention.
- D. Detention shall be 1 hour long.
- E. After-school may be taken the day of the offense or up to two days after.
- F. If detention is not taken within the time limit, the student receives Saturday School (1 day), and then if Saturday School is not taken, the student gets three (3) days suspension.
- G. The only excuse for failure to attend detention is absence from school on the day of the detention.
- H. Excessive detention list. Students who receive more than 3 after-school detentions in one area of rule infraction per semester will automatically be sent to Saturday School (3 limit per semester). The student will then be given three-day suspensions. Parking permits will be revoked, for that semester, if a student is placed on the excessive after-school detention list for tardiness.

SATURDAY SCHOOL

Saturday School is for minor infractions such as missing detention hall, excessive tardiness, truancy, and other offenses. Students may acquire three (3) Saturday Schools per semester. Thereafter, students will be placed on out-of-school suspension. Students will be given out-of-school suspension for insubordination, fighting, carrying weapons, and other major offenses.

Saturday School is a four (4) hour session divided into two (2) periods: study and work. The class will start at 8:30am and end at 12:30 pm and meets at Central High School. Students will bring books, pencil, paper, and assignments for three (3) hours work. The work portion will be spent picking up paper from the school grounds and other custodial type work. When a student is assigned to Saturday School, the parent will be notified by phone or the parents will sign a form giving permission for the student to be assigned to Saturday School Detention. Students assigned to attend Saturday School, but failing to attend on the Saturday(s) assigned will be suspended from school on Monday following the Saturday they missed, unless a doctor's statement verifying sickness is produced. **Students must furnish their own transportation to and from Saturday School.** Students may be assigned up to three (3) days Saturday School for each offense. Students will not be assigned or given the choice of Saturday School after the third offense; after the third offense all suspensions will be out-of-school. **Any student who is assigned after school detention must complete this mandate. This shall be completed regardless of other discipline consequences.**

IN-SCHOOL SUSPENSION

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

1. Each in-school assignment may be from 3-5 days for middle and senior high school students.
2. In-school suspension assignments should not exceed five days for any one offense.
3. In-school suspensions should not exceed 10 days per semester.
4. Students may not attend in-school more than twice for the same offense.
5. The same process for imposing short-term suspensions applies to in-school suspensions.
6. The building principal's decision is final in the appeal process governing in-school suspensions.
7. Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

Ark. Code Ann. 6-18-511

CORPORAL PUNISHMENT - PADDLING

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

Legal Reference: A.C.A. § 6-18-503

DISMISSAL FROM CLASS

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall send the student to the **Office** with the Discipline Form. The **Office** shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.

EMERGENCY SUSPENSION

In an emergency, students may be suspended without notice, hearing or any other rights mentioned above. As soon as possible after the termination of the emergency, notice hearing and other rights shall be provided each affected student in accordance with normal policy.

ALTERNATIVE SCHOOL

The Alternative School is for students who can not function in the regular setting. Students who are recommended for placement at the Alternative School will have a placement hearing to determine the length of placement.

Legal Reference: A.C.A. § 6-18-503 6-18-511

HALL RULES

The large number of students arriving and leaving the building during the day presents the problem of maintaining order and quiet in the halls while classes are in session.

- A. Students are not to come to school 30 minutes before the first bell to attend class nor remain 30 minutes after the last bell except for definite reasons, such as clubs, extra-curricular activities, studying, or conference with teachers.
- B. Students are not to go to their lockers during class period without a pass from the teacher or the office.
- C. Students are to stay to the right when walking in hallways or stairways.**
- D. There will be no loud talking, yelling or running.
- E. No pushing, shoving or horseplay.
- F. No public affection is to be shown in hallways and or on grounds (hugging, kissing, holding hands, etc.)
- G. Students are not permitted in hallways before or after school without a written pass.
- H.

CAMPUS PASSES

No student is to be permitted in the halls at any time without a written pass. Failure to do this can result in disciplinary action.

CAFETERIA REGULATIONS

We hope these rules will be observed and not have to be enforced. Courtesy is always commendable and we need to be courteous in the cafeteria. We would appreciate your cooperation in complying with the following rules.

- A. Stay in line and do not break, push or run.
- B. Be polite to fellow students and cafeteria workers.
- C. Remove trays and milk carton from your table.
- D. A place will be provided for those students who bring their own lunch.
- E. Food is to be eaten in the cafeteria.
- F. Each student who has finished eating should leave the area he/she used clean.
- G. Students are to behave in an orderly manner in the cafeteria.

VENDING MACHINES

No food or drinks are to be taken from the buildings where these machines are located. **DO NOT EAT OR DRINK IN THE HALLWAYS OR CLASSROOMS.** These machines are to be used during **after school hours** only.

CLOSED CAMPUS POLICY

Secondary operates on a closed campus basis during school hours. Students will not be able to leave school grounds for any cause unless they have checked out through the Office.

Visitors to the school shall limit their visits to faculty members only. This must be done during the preparation period of a teacher. Visitors shall be defined as any person other than

registered students, officials for the school, professional staff, or other persons gainfully employed in the school.

All visitors to the school must check in at the Principal's office. The Principal has the right to ask for identification of anyone on campus and may ask individuals to leave school premises if the individual(s) have no legitimate business at school. A person who has no legitimate business at school and who refuses to leave the school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas Law.

Students from other schools are not allowed to accompany friends or relatives who are secondary students on campus. It is admissible for a guest to attend certain school day activities such as homecoming activities or assemblies when an invitation is extended by the administration.

EQUAL EDUCATIONAL OPPORTUNITY

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

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of (18), the right to inspect and copy a student's records transfers to the student.

For purposes of this policy, the Helena-West Helena School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's record. 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 or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, 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, classes in which he/she is enrolled, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of 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. Failure to file an objection by that time is considered a specific grant of permission.

SECONDARY LIBRARY REGULATIONS

Today the library is the center of activity of every school. Our library is yours; use it for reference and required or leisure reading. You are expected to be considerate of the rights of others by being courteous and quiet. Students must show all books in their possession when they leave the stack area. A monitor on duty will check books. Students who come to the library from classrooms to do reference work must have a library pass signed by the subject teacher or the study hall teacher. Failure to do so will result in disciplinary action. The library will be open from **7:30 a.m.** until **3:00 p.m.** for student use. They may come in when the 7:30 a.m. bell rings in the mornings to do reference work or to return overnight material only, with a pass from the certified staff. It will be open at noon for those who may need to do extra work.

Books are checked out for a period of two (2) weeks. Ordinarily, a student should have only two (2) books out at a time. When a book is in demand for reference, it becomes an overnight book for the period of time that it is in demand. For each day that a book is held overtime, the borrower is assessed a fine of five (5) cents. Overnight books must be returned during check-up period of the date due or the borrower is assessed five (5) cents per period until the books are returned. All books that are lost or damaged must be paid for by the borrower. All fines must be cleared before the student can check out any other material.

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 Helena-West Helena School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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

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

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

Military Recruiters'

Public and school sources ____

Both military recruiters and public and school sources ____

Name of student (Printed)

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

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

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE
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 or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;

c. Those that constitute an unwarranted invasion of privacy as defined by state law,

d. Publications that suggest or urge the commission of unlawful acts on 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.

Student Publications on School Web Pages

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

- 1. Not contain any non-educational advertisements. Additionally, student web publications shall;*
- 2. Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);*
- 3. State that the views expressed are not necessarily those of the School Board or the employee of the district.*

Nonschool Publications

School authorities* shall review nonschool publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

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.

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.

* Consider naming the specific school authority (i.e. superintendent, assistant superintendent, etc.) responsible for the review.

PHILLIPS COMMUNITY COLLEGE/UNIVERSITY OF ARKANSAS LIBRARY REGULATIONS

Phillips County Community College Library is open to anyone in the area served by the college. Students in grades 7-12 are allowed to use the resources and services of the library and to check out books and other materials. In addition to the comprehensive reference section, a large collection of periodicals and newspapers, both current and back issues, is available. Back issues are available in bound volumes and on microfilm. Since reference books and periodicals do not circulate (may not be checked out), coin-operated copy machines are

provided for the convenience of the patrons. To check out materials, a student must show his/her library card. Library cards are issued to new borrowers when they check out materials for the first time. To obtain a card, the borrower agrees to obey the rules and times at one time for a period of two (2) weeks. Books may be renewed if necessary. No fines are charged for overdue library books, but students are responsible for the return of all library materials and may be charged for lost or damaged materials. Students in the Helena West Helena School District will be held accountable by their respective school administrators to abide by all the rules and regulations of the Phillips County Community College Library. Failure to honor the borrower's agreement may result in not receiving grades and failure to participate in graduation.

CONTACT WITH STUDENTS WHILE AT SCHOOL

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

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

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

BUS RULES

It should be regarded as a privilege to ride to school on the bus.

- A. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
- B. While loading or unloading, enter or leave the bus orderly and quietly.
- C. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal or driver has the authority to temporarily suspend a student from riding the bus.**
- D. 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).
- E. No knives or sharp objects of any kind are allowed, neither firearms, pets, nor other living animals, etc.
- F. You 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 and must not ever move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out the window. Do not yell at anyone outside the bus.
- G. Students are not to deface the bus or any 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 of the bus clear from books, lunches, coats, etc. Do not put feet in the aisles.

- H. ACT 729 of 1977 of State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10.00 to no more than \$100.00.
- I. **ACT 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. 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 to no more than \$100.00.**
- J. Do not ask the driver to let you off the bus any place except your regular stop.
- K. If you must cross the road or highway to enter the bus, you must be on the right side of the road waiting for the bus. If you should arrive at the stop just as the driver has signaled, wait and cross in front of the bus.
- L. 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 student patrol has signaled you to do so.
- M. Pupils cannot ride any bus except their own. Visitors are not allowed except in case of an emergency.
- N. This is not intended to cover all of the “do’s” and “don’ts”, but it is a very useful guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

Actions:

- a. Conference/suspension/or expulsion from the bus.
- b. Short bus suspension or expulsion from the bus.

STUDENT PARKING PERMITS

- A. Motorized vehicles may be driven to and from school and on campus only by high school students who are legally licensed drivers.
- B. All motorized vehicles must be registered in principal’s office and a sticker obtained for such permit to drive or park on the campus.
- C. Students may register more than one automobile to be parked on the parking lot. Records of permits will be kept in the office. Permits will be sold by class on a first-come, first-served basis.
- D. Student drivers are not to circle the campus but will park immediately upon entering the campus.
- E. Students are not to go to automobiles at any time during the school day. When you arrive at school in the morning, lock your car and do not return until the end of your school day. Bring all your books and belongings that you need when you leave your car each morning. This includes students in P.E. classes and those who have classes in the area near the parking lot.
- F. A violation of any traffic, speed, or above stated policy may result in the suspension of the privilege to bring an automobile to school or student suspension.
- G. No student will loan his or her parking slot to another person. Parking slots will not be transferred to another student.
- H. The parking sticker must be placed on the windshield of the car that is registered.
- I. **Students who are placed on the D & F list will have their parking privileges terminated for the remainder of the quarter.** Students can regain that privilege the following quarter if and only if they are not placed on the D and F list for the current quarter. Students having two (2) or more “D’s” and/or “F’s” will be placed on the D and F list and lose their parking privileges.
- J. **Student’s are not to park cars** at *Wendy’s, Central Toy Store, Dixie Furniture* or any of the businesses surrounding Secondary.

VISITORS

Any time a visitor comes to Central or Miller, he or she must stop by the Principal’s office and get an **Official Visitor’s Pass**. It just takes a minute, and that way, he or she will be officially welcomed!

SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES HEALTH SERVICES

Immunization of Students

Arkansas law requires that no child can be admitted to school that does not have the vaccines required for his/her age. Families must show proof of immunizations every time a child enrolls in a new school. These records are to be presented at the school, not at Student Registration.

The immunization record must include written proof of at least three doses of diphtheria, tetanus, and pertussis vaccine and three doses of polio vaccines. The last dose of these vaccines must be after the child's 4th birthday. The record must also include two doses of rubeola (measles) vaccine, one dose of rubella (German measles) vaccine and one dose of mumps vaccine. Additionally, three doses of Hepatitis B vaccine and the age-appropriate dose of Varicella (chickenpox) vaccine are required before entering kindergarten and seventh grade. Parents/guardians of students who do not provide adequate immunization records will be referred to the health department or private physician for these required immunizations.

Physical Examinations Of Students

The District will arrange for assessment of vision, hearing, scoliosis, Body Mass Index and other health concerns of students.

Any student who participates in athletics, including cheerleading, will have a yearly physical examination prior to participation.

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

Height and Weight.....	Grades K, 2, 4,6,8,10
Vision	Grades Pre-K, K, 1, 2, 4, 6, 8
Hearing	Grades Pre-K, K, 1, 2, 4, 6, 8
Scoliosis - Females	Grades 6, 8
Scoliosis - Males	Grade 8
Dental	As Needed
Blood Pressure.....	As Needed

Senior High Schools

The screening programs provided by the District for Senior High School students include:

Vision and hearing.....	Upon Referral
Blood Pressure.....	As Needed

HEALTH SERVICES

A safe and healthy school environment positively impacts the physical and mental health of students. While the primary responsibility for the provision of on-going health care remains with parents/guardians, the family physician and other health care professionals, the District will provide supportive health services and a coordinated health services program.

School nurses have the primary responsibility for the delivery of the school health program. This included educating students on health issues, working with staff and students to ensure a safe and healthy school

environment and providing direct health care.

Student health records will be maintained by the school nurse at each school. Health records are confidential, and written parent/guardian permission will be obtained before information is released. In connection with an emergency, personally identifiable information from a student's health record may be disclosed to appropriate parties to protect the health and safety of the student or other individuals.

Adopted: May 14, 2007

Legal References: Family Educational Rights, Privacy Act of 1974 and Buckley Amendment

INFECTIOUS AND COMMUNICABLE DISEASES

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

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

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

Adopted: May 14, 2007

Legal References: Family Educational Rights, Privacy Act of 1974 and Buckley Amendment Arkansas
Cross References: Department of Health Policies and Procedures

HEALTH SERVICES

Every school is afforded the services of professional nurse. Parents/Guardians are urged to inform the school nurse and teacher of any known health conditions a student may have.

Parents/Guardians are urged to keep students at home who have fever (above 100.4 degrees), vomiting, or have any symptom of a contagious disease. Students who become ill or injured at school will be given care. If the administrator and/or health care worker deems it necessary to send a student home, the parent/guardian will be contacted before allowing the student to leave school. It is important that every parent/guardian provides the school with working telephone numbers. Working parents will need to plan possible alternative care for their child if he/she becomes ill and the parent is unable to leave work. It is in the student's best interest that when he/she is sick or significantly injured, the parent/guardian will take the student home or to the doctor. The health room is for temporary, care of students.

All students with special health care needs, including chronically ill, medically fragile and technology dependent students, must have an individualized Health Care Plan (IHP).

Students with chronic conditions such as asthma, diabetes or seizures must have an emergency "Action Plan" written and signed by the students' physician as needed.

IHP forms are available from the school nurse.

ADMINISTERING MEDICATIONS TO STUDENTS

Schools are responsible for providing students the opportunity to take prescription and nonprescription medications with written parental/guardian consent. A signed consent form from the parent/guardian must be received before the medication may be administered by school personnel. Narcotic pain medication will not be administered at school. Students who have recently had surgery or a medical procedure and need prescribed pain medication should not attend school. The school nurse is responsible for providing procedures for the safe administration of medications and will provide training for non-nursing personnel on appropriate methods of administering medications.

Medication Container

All medication brought to school must be in the original container. Prescription drugs will be in the original bottle with proper label indicating student's name, administration time and dosage. Medication is not to be sent in any other container or wrapper (e.g. Saran Wrap, aluminum foil, lunch box, etc.). Parents will be notified if medication has been sent in an inappropriate container. Pharmacists can be encouraged to provide the medication in two appropriately labeled bottles so one can be left at school.

Medication Transit between Home and School

Parents of students in elementary school who take prescription medication are responsible for bringing the medication to school. Elementary students are not to transport their own prescription medication. Parents are responsible for picking up any unused medication. Any medication not picked up by the parent will be disposed of according to Arkansas Department of Education policies. (The only exception to this is asthma inhalers, which may be carried to and from school by the student after proper demonstration of usage to the school nurse.)

Permission and Accountability of Medication

Parents will sign a written consent form for any medication that is to be administered by school personnel. When the parent brings the medication to school, the number of pills will be counted, (or the amount of liquid measured). This counting will be done by the school nurse. The name of the medication, dosage, and amount will be recorded in the student's health file. This information will be dated and signed by the school nurse. The amount of medication brought by the parent should not exceed the amount needed for one month.

Medications - Elementary Students

Medication is not to be sent to or from school with the student. All medications kept at school in the office or health room must be brought to the school by the parent/guardian. The parent is to complete the Health Service Medication Permission Slip. The parent/guardian and school employee must count and record the amount of medication on the Medication Permission Slip. Medications kept at school will always be under lock and key. The only exceptions to this will be Asthma Inhalers, Epipens and other emergency medications that will be kept unlocked in the Health Room for easy access. These medications may also be carried by a student if the nurse and parent/guardian mutually agree this would be safe for the student. All medications must be in their original containers. When the nurse is present, he/she will administer the medications. The principal will designate a school employee to administer the medications on days the nurse is not assigned to the building.

Medications-Junior High & Senior High Students

Prescription medications must be kept in the health room or office under lock and key except for inhalers. Inhalers may be carried by middle & senior high school students after proper demonstration of usage to the school nurse. They are encouraged to report any use of inhalers to the school nurse. Nurses will verify any medication at the request of the school administrators. All medications must be in their original containers. When the nurse is present, he/she will administer the medications. School nurses will follow a call rotation schedule for administration of prescription medications in the absence of the school's primary nurse. If all

nurses are unavailable, the principal will designate a certified special education teacher to administer the prescription medications in absence of the nurses.

A signed consent form from the parent/guardian must be provided prior to administration of any medication.

Student Responsibility

It is expected that senior high and middle school students will be responsible and report to the school nurse's office to take their medication at the appropriate time. **STUDENTS ARE NEVER TO GIVE OR RECEIVE MEDICATION FROM OTHER STUDENTS.**

Immunization of Students

Prior to admission to the District, students are required to be immunized against poliomyelitis, diphtheria, tetanus, pertussis, red measles (rubeola), and German measles (rubella), mumps, chickenpox and Hepatitis B. When enrolling, a student's immunization record must be presented to the school.

If a student is unable to have the required immunizations for medical reasons, a statement to that effect will be required from a licensed physician. The document will be sent to the Arkansas Department of Health, Division of Communicable Disease, for review by the medical director. The student is eligible to attend school after the District Coordinator of Health Services has received a letter from the Arkansas Department of Health granting medical exemption.

Parents/guardians are responsible for submitting requests and necessary documentation for non-medical exemptions from immunizations to the Arkansas Department of Health, Division of Communicable Disease.

Adopted: May 14, 2007

Legal Reference: A.C.A. 6-18-702

SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES HEALTH SERVICES

First Aid and Emergency Medical Care

Schools are responsible for providing first aid to students and staff who are injured or become ill at school. The well-being of the student will always need to be protected, and if the parent is unable to respond, appropriate measures will be taken under the direction of the principal, school nurse or Coordinator of Health Services. This may include calling for an ambulance. The school assumes no financial responsibility for treatment. If a student needs to go home because of illness or injury, the parent/guardian must be notified.

At least one staff member in each school building will be certified in first aid and cardiopulmonary resuscitation. Care will be provided to students in accordance with the District's "Standing Orders for Accidents and Illnesses." Each school will maintain a properly equipped first aid kit. With parental permission, health service personnel will keep the principal and other school personnel informed of students with chronic health problems.

Each school will develop a School Emergency Plan that is reviewed and updated annually.

Adopted:

Legal References: Family Educational Rights and Privacy Act of 1974

Buckley Amendment; A.C.A.6-17-102

STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The

student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

HOMELESS STUDENTS

The Helena-West Helena School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. 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 interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

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

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

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

(b) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

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

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

SUBSTITUTE TEACHERS

A substitute teacher has all the authority of your regular teacher. **Yes**, they can give you After School Detention, assign work, and send you to the principal and ask you to spit out your gum.

CLASS CHANGES

Students **will not** be moved from one class to another except for very specific reasons such as scheduling error, to balance class loads or a decision of an administrator. No class changes will be made after the first **two (2) weeks** of each semester.

HONOR ROLL

There are two (2) Honor Rolls at Central and Miller, calculated each quarter and each semester.. You may be listed on the **Principal's Honor Roll** if you have a G.P.A. of **3.75** with **no "C's"**. You may be listed on the *Regular Honor Roll* if you have a G.P.A. of 3.00.

HONOR GRADUATES

All calculations for Honor Graduates, including Salutatorian and Valedictorian, will be based upon 7-semesters of school work.

Honor graduates are defined as those students with a cumulative GPA of 3.00 through all 7 semesters at Central.

EARLY GRADUATION

If you want to graduate within three (3) years, you still have to meet all of Secondary graduation requirements. **You should set up a conference with your principal, counselor, and parents to develop an early graduation plan. Ark. Code Ann. 6-18-224.**

GRADING SCALE

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

A student's grade must reflect only work that has been assigned and that correlates to the district curriculum. **Core subjects' grades should not be influenced by behavior, attendance or any other non-academic action.**

SEMESTER GRADES

Exams are to be given at the end of each nine (9) weeks as scheduled covering the materials studied during that period. The nine (9) weeks grades will be determined by a series of daily and weekly exams, homework, class work, and nine weeks exams. The semester grade will be computed by using each of the two (2) nine weeks' grades. Homework may be counted at the teacher's discretion.

EXEMPTION POLICY

Students will be allowed exemption from **second** and/or **fourth** nine weeks' test if their attendance and grade in a class meets the following requirements:

- A. "A" average for the semester and a maximum of **three** (3) excused absences during the semester.
- B. "B" average and a maximum of **two** (2) excused absences during the semester.
- C. A "D" or an "F" nine (9) weeks' average during a semester disqualifies a student from exemption for that semester.
- D. Students caught cheating cannot be exempt in the class in which they were caught cheating.
- E. Students who have been assigned ISS or out-of-school Suspension cannot be exempt for the school year in which they received ISS or Suspension.
- F. For students who are exempt from a nine (9) weeks' test, the nine (9) weeks' grade will be determined by using the daily test/assignments as one-half ($1/2$) of the nine-weeks grade and unit test as one-half of the nine weeks grade.
- G. A student who has a nine-weeks' test exemption has the option of taking the test if he/she chooses.

JUNIOR OFFICERS TRAINING CORPS (JROTC)

The Army Junior ROTC Program complements the curricula and overall education programs of America's high schools, offering students a unique opportunity for personal growth. JROTC teaches self-discipline, confidence, organization, ethics, integrity, and responsibility. The mission of the JROTC program as stated by Congress in 1916 is "to motivate young people to be better Americans". It is not a recruitment program for the military. Students participating in JROTC incur no military obligation.

MEDICAL EXCUSES

Student in P.E. classes will be required to participate unless excused by **written request from a medical doctor** stating the nature of the disability and the length of time that the student will be unable to participate. If the excuse is for nine (9) weeks or more the student may be rescheduled from P.E.

PHYSICAL EXAMINATIONS OR SCREENINGS

The Helena/West Helena School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

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

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

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

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

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

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

LOCKERS

Each student is assigned a locker for books and personal belongings. It is understood that students may not have in their lockers any contraband, including alcoholic beverages, illegal narcotics, weapons or anything else presumed to be dangerous and may be harmful to the health or morals of other students. Lockers belong to the school district; therefore the locker and the student's property in the locker are subject to periodic administrative searches, and the district reserves the authority to search lockers without the consent of the student if necessary. Students will be responsible for their own locker and the contents thereof. Lockers should be kept locked at all times. Students will rent locks for their lockers for a \$2.00 fee.

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's

designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

CHILD ABUSE

State law mandates that the school official report to the Arkansas Department of Health and Human Services Hot Line (1800-482-5964) any suspected case of child abuse.

TELEPHONE CALLS

Only messages of a school nature will be given to students during the school day. Students may only make emergency calls during the school day with a written pass from a teacher.

ACADEMIC REQUIREMENTS FOR CLASS, CLUB, AND ACTIVITY OFFICERS

All offices of classes, clubs and student activities have been divided into major and minor offices. The major offices include:

- A. Student cabinet officers.
- B. Class presidents.
- C. All club presidents.

Major Officers must have maintained a 2.5 GPA and must not have committed any school violations. Minor officers include all other officers of classes, clubs and activities. Minor officers must have and maintain 2.00 to be eligible. Candidates for office must have the qualified grade point related to the office concerned. This grade point average will be taken from cumulative semester grades and will include the immediate past nine weeks grades. The officer must maintain the qualifying grade point average. The first time this requirement is not met, the officer will be suspended from the office for the following nine weeks and the other officers and the sponsor of that organization will select a replacement officer. The suspension will begin on the first Monday after report cards have been issued. The replacement officer will fill the office those nine weeks. The second time an officer fails to maintain the qualifying grade point average he/she will be removed from the office permanently and the appointed officer will take the office on a permanent basis. It shall be the responsibility of each club sponsor to check the grades of their respective officers each nine weeks and make the necessary changes. These changes must be reported to the Principal immediately.

ACCIDENTS

Any accident in the school building or on the school grounds is to be reported to the teacher in charge or to the Principal's office as soon as possible.

FIRE AND EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted at least annually.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

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

Students are expected to move quickly, silently and in an orderly fashion under the direction of the faculty. Exit directions are posted in each classroom. Become familiar with them.

FIRE INSTRUCTIONS

If a teacher or student discovers a fire, notify the office immediately.

INSURANCE

School insurance is available to all students and school employees. Athletes, cheerleaders, and band members are required to have student insurance. Students who are enrolled in any shop course or who participate in any off-campus activities representing the school must either have the school insurance or provide the school with a statement signed by parent or guardian certifying that the parent or guardian has adequate primary health and accident insurance to cover the student in case of accident or injury incurred while participating in any phase of school activities.

POSTERS

All signs, posters, etc., must have approval by the Principal's office prior to posting.

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

CHANGING YOUR NAME OR ADDRESS

We need to always have your correct address and telephone number. If you move or have a name change, please notify the Registrar of the change.

TRANSFERRING TO ANOTHER SCHOOL

If you are leaving Central and/or Miller, you must go to the **Registrar's office to officially withdraw**. All documents will be forwarded to your new school upon request from the admitting school.

DRIVER'S LICENSE EXAM

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record. When you go to take the exam for your driver's licenses, there is a form that you will need to have filled out and signed. This form is available in the attendance clerk's office.

If you leave school to go and take this exam, it is not considered an excused absence. The appropriate personnel should be notified and arrangements should be made with the teacher(s) for make-ups.

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

FIELD TRIPS

All field trips must be submitted to the Principal's office three (3) or four (4) weeks before the planned trip for approval. All forms must be completed for transportation and board approval as outlined by district policy.

DISTRIBUTION OF LITERATURE

Distribution of literature, school newspaper and official publications must be approved by the administration.

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

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

Fraternities, sororities, and secret societies are forbidden in the Helena-West Helena District schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

MEMORANDUM OF AGREEMENT

The following agreement is the product of a series of mediation sessions between Westside Voters League and the West Helena-Helena School District. The parties were convened under the auspices of the Community Relations Service, U.S. Department of Justice, on April 7, 1987, April 16, 1987, April 29, 1987, and May 13, 1987, for the purpose of resolving the following issues causing a community conflict.

Issue #1: There is a perception that the disciplinary policies and procedures of the school system discriminate against Black students.

Remedy: The parties agree to update the West Helena-Helena School District policy on discipline at the Board level, Superintendent level, Principal level, Teacher, Student, and Parent level:

- A. The parties agree that the policy must include due process safeguards or procedures, such as notice to parents and students.
- B. Students will be provided the opportunity to rebut the allegations as well as present evidence or witnesses to support their position
- C. A conference will be held with the parents/students by the Principal of the school for any offense that may result in suspension or expulsion
- D. If the parent/student is not satisfied with the results of the Principal/student conference, the parents/student has the right to appeal the decision of the Superintendent
- E. If the parents/student is not satisfied with the Superintendent's decision they may appeal to the Board of Trustees for a full board hearing on the matter.
- F. Both parties also agree to retain the student in school pending the suspension/expulsion process, unless the student's presence constitutes an on-going imminent threat of danger and/or the student may cause a disruption of the orderly school process. The disruption or potential disruption must be substantial
- G. Both parties agree to research for models of in-school suspension/alternative school concepts that may be used to prevent drop-outs or out of school suspensions;
- H. The Board of Trustees agrees to upgrade the Code of Student Behavior. Parents, students, teachers, other staff and community organizations will be provided the

opportunity to give input. The student handbook will include disciplinary procedures and a documentation process.

Issue #2: There is a perception that the West Helena/Helena School System is not an equal opportunity employer and that Black employees, Black applicants are not considered for promotional or employment opportunities.

Remedy: Both parties agree that the school system will develop and implement recruitment and promotion plan to increase minority representation in the school system. The goal of the recruitment plan will be to achieve a 50/50 minority/non-minority hiring rate for certified Principals, teachers and staff. (The above is subject to labor availability.)

- A. The recruitment and promotion plan will involve minority organizations in the recruitment and selection process.
- B. In addition to traditional educational institutions, vacancy announcements will be sent to minority organizations.
- C. A high-level minority supervisor/manager will participate as a member of the school's recruitment efforts.
- D. The school system agrees to recruit and select a minority Assistant Superintendent using a non-discriminatory/objective selection process.

Issue #3: There is a negative perception that the West Helena-Helena School officials and staff lack the proper training in multi-cultural matters that will assist them in educating and dealing with a student enrollment that is culturally and racially different. This results in disparate treatment of Black students and patrons of the school system.

Remedy: The parties agree that the school system will develop a multicultural training program for its staff that will be designed to enhance cultural understanding.

- A. All administrative staff and all other certified school personnel will receive the multi-cultural training.
- B. The Westside Voters League and other community representatives will assist the school system in identifying role models/trainers to participate in the multi-cultural training sessions.
- C. The school system will make provisions for parental input into the multi-cultural program.
- D. The school system will sponsor special emphasis programs or events, such as Black-emphasis week/month, district-wide, to increase cultural understanding.
- H. The Westside Voters League and other community representatives will assist in identifying and recruiting volunteers to serve as mentors for high risk or at risk minority students/other students.

**Helena-West Helena School District
Office of Superintendent**

305 Valley Drive - P.O. Box 369
Helena, Arkansas 72342
(870) 338 – 4425

LEGAL NOTICE

The Helena-West Helena School District #2 has met the requirements of the Asbestos Hazard Emergency Response Act, (Public Law 99-519 of 1986), and the Environment Protection Agency, Asbestos Containing Materials in Schools Rule, (40 CFR Part 763, Sub Part E).

The Assistant Superintendent, has been appointed by the Superintendent as the LEA designee. The inspection of all buildings was done by Eno-Pro Contractors Inc. of Paragould, Arkansas. An Asbestos Management Plan has been completed and Operation and Maintenance personnel have received the proper training.

The asbestos inspection results and the management plans are on file in the district and individual school offices. These plans are available for viewing by employees and the public during normal school hours if you have any questions, call the district or the individual school office.

An Equal Opportunity Employer

GRIEVANCE PROCEDURES

The following procedures will be used by the Helena/West Helena School District in hearing grievances against the district's policies, practices, or procedures concerning, but not limited to, Title VI, Title IX and Section 504.

Legal Reference: A.C.A. § 6-18-502

Step I - The complainant should present, in written form, his or her complaint of the alleged wrongdoing within 10 working days to the responsible person designated below. (Use grievance report - Form 1)

WHERE TO FILE A TITLE VI, TITLE IX, OR SECTION 504 COMPLAINT

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on Race or National Origin. If you feel you have been discriminated against on these grounds, please contact the District's E.E.O. Officer.

Mr. Willie C. Williams

305 Valley Drive
Helena, AR 72342
Phone: 338-4425

Title IX of the Education Amendments of 1973 prohibits discrimination on the basis of sex. If you feel you have been discriminated against on these grounds, please contact the district's Title IX coordinator.

Dr. Joyce Cottoms

305 Valley Drive
Helena, AR 72342
Phone: 338-4425

Section 504 of the Rehabilitation Act of 1974 prohibits discrimination on the basis of handicap. If you feel you have been discriminated on these grounds, please contact the District's 504 Coordinator.

Dr. Joyce Cottoms

305 Valley Drive
Helena, AR 72342
Phone: 338-4425

PARENT GRIEVANCE FORM

STEP 1:

FROM: _____, GRIEVING PERSON

TO: _____, SCHOOL DISTRICT

SUBJECT: _____

DATE: _____

DESCRIPTION OF HAPPENING: ON (DATE) _____ SECTION NO. _____

(Signature)

(To be used by School Official Only)

STEP 2:

Grievance No. _____
(To be assigned only if forward)

Date forwarded: _____

Response to Grievance:

(Signature of School Official)

(Title)

(Date)

APPEAL
Submit this form in triplicate—Original and two (2) copies.

STEP 3:

GRIEVANCE NUMBER _____
(Assigned by Grievance Officer)

FROM: _____
(Grieving Person)

TO: _____
(Grieving Person)

DATE: _____

(Signature)

STEP 4:

Date Appeal Received: _____

Date of Response to Appeal: _____

Response to Appeal:

Signature
(Superintendent of School or Grievance Officer)

(Title)

(Date)

OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

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

Physical examination or screening being objected to:

___ Vision test

___ Hearing test

___ Scoliosis test

___ Other, please specify _____

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

Comments:

Name of student (Printed)

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

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

TEACHER'S SIGNATURE PAGE

I have read, understand, and agree to abide by the school Acceptable Use Policy. I understand that the computer and technological equipment are provided for educational purposes. I understand that my privilege to use school technology may be lost if I fail to follow the guidelines set forth in this policy. I also understand that I may be subject to disciplinary action as set forth in the teacher's contract and teacher's policies for any failures to abide by this policy.

Signature: _____