



**2025-2026**

**Student Handbook**



**Dardanelle High School**

Phone (479) 229-4655  
1079 North State Highway 28  
Dardanelle, Arkansas 72834

Mr. Paul Farnam, Principal  
Mr. Jason Martin, Assistant Principal

**August 2025**

Student Signature: \_\_\_\_\_

Signature of Parent indicates that you are in receipt of the 2025-2026 student procedural manual and parent compact. In addition, your signature signifies that you are familiar with the policies involving attendance, discipline, homework, graduation requirements and other policies as outlined in this book.

Parent Signature: \_\_\_\_\_

NOTE: Full district policies affecting our students are updated each year. Full policies are posted on the web page under the ‘Board’ tab. This book contains only brief statements of day-to-day procedures and not the full policy on which procedures are based.

Changes to any procedure may be made by the school administration at any time through the school year. Parents will be notified through mail of any changes.

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### Mission of Dardanelle High School

It is the mission of Dardanelle High School to empower its students with the knowledge and skills needed to succeed in their changing world.

### School Improvement Plan Goals for Dardanelle High School

1. All students will demonstrate growth in language arts skills (reading, writing, and discussion.)
2. All students will demonstrate growth in math skills.
3. All students will demonstrate growth in science inquiry skills.
4. Increase student attendance and graduation rates.

Bell Schedule	
7:50 a.m.	First Bell
7:55-8:50 a.m.	1 <sup>st</sup> Period
8:55-9:45 a.m.	2 <sup>nd</sup> Period
9:50-10:15 a.m.	Advisory
10:20-11:10 a.m.	3 <sup>rd</sup> Period
11:15-12:05 p.m.	4 <sup>th</sup> Period
12:05-12:35/12:40-1:30 p.m.	5A 1 <sup>st</sup> Lunch/5 <sup>th</sup> Period
12:10-1:00/1:00-1:30 p.m.	5B 5 <sup>th</sup> Period/2 <sup>nd</sup> Lunch
1:35-2:25 p.m.	6 <sup>th</sup> Period
2:30-3:25 p.m.	7 <sup>th</sup> Period

### Advisory Program

The advisory program is designed to provide each Dardanelle High School student with a designated faculty member to provide support to the student for the entire four years of high school. The advisor is the student's academic advisor and counselor. The advisor serves as the most important link between student, school and home. The advisory program is the center of academic, personal and social development at Dardanelle High School.

### Absences

Attendance is primarily the responsibility of the student and his/her parents. Parents should notify the office in the event of a student absence. Learning responsibility is a goal set forth by Dardanelle High School. Accepting responsibility for one's attendance is a means of achieving that goal. It is the responsibility of the parent/guardian to provide working phone numbers where they can be contacted. Upon returning to school after an absence, students will have a reasonable amount of time to provide written documentation to change an unexcused absence to an excused absence. Student absences will be classified into two categories: (1) Excused and (2) Unexcused. Denial of credit is based on attendance, excused or unexcused, for the current semester. The Dardanelle School District adheres to policy 4.7 in regards to school attendance.

A. Excused absences-- Excused absences are those for reasons such as: illness of student, court appearance, medical appointments, death or serious illness of immediate family, etc. Students must bring an approved verification upon return to school for the absence to be excused.

B. Unexcused absences--failure to meet the requirements above will result in an unexcused absence.

1. When an absence problem appears within a semester, parent notification will occur.
2. After parent notification occurs, if attendance issues continue, the school may file an affidavit of truancy with the Juvenile Prosecutor and can result in legal consequences of educational neglect for the guardian.
3. After 10 absences of any kind (excused or unexcused) in one semester, a student may lose credit for the semester.
4. Unexcused absences may be considered truancy and result in disciplinary consequences.

### **Tardy Policy**

Tardiness is not being ready to begin class as defined by each teacher. Usually this will mean in your seat or assigned space with all required materials when the tardy bell begins to ring. If a student is not prepared for class when the bell rings or has a need to leave the room during class, a teacher may assign tardy detention to that student. Teachers should notify the student when he or she has been marked tardy. Students should keep the following in mind regarding the tardy policy:

1. When a student is marked tardy, he or she will serve tardy detention at noon the next day.
2. Tardy detention is the first 12 minutes of the lunch period during whichever lunch the student has.
3. Failure to attend tardy detention will result in twice as much detention and/or in-school suspension.
4. If a student is tardy for more than five minutes, he or she will be assigned noon detention for the entire lunch period.
5. Excessive tardiness--after a student is tardy six times or more for the semester, he or she will be placed on the excessive tardy list. Students on this list will be assigned detention for the entire lunch period for each tardy.
6. A chronic tardy problem can be dealt with in a more serious manner. Loss of credit is possible in cases of excessive tardiness.
7. Teachers may assign tardy detention for students leaving the classroom during instructional time.

## **Random Drug Testing**

The Dardanelle School District recognizes that chemical abuse is a significant health concern for students, affecting overall health, behavior, learning ability, reflexes and the total development of each individual. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

While students are in school, they will be subject to random selection for testing. A percentage of students will be drawn for the predetermined testing dates throughout the school year. Refusal to Submit to Testing: Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings, participate in activities outside of the regular curriculum, extracurriculars or park on campus. Refer to the complete policy in the district student handbook Policy 4.99. Completed random drug testing forms will remain on file for the duration of a student's high school career. In the event that a parent does not wish his or her student to participate in random drug testing, he or she must contact the high school office to notify administrators of the change.

## **On Campus Parking and Driving**

Because bus transportation is available, student use of motor vehicles on campus is considered a privilege—not a right—and may be revoked at any time for failure to follow regulations.

Students should not leave essential materials in their vehicles during the school day. All necessary items should be brought into the building and stored in a backpack or locker.

Students park on campus at their own risk. The school is not responsible for damage to or theft of vehicles or their contents.

A Motor Vehicle Registration Form must be completed and submitted to the office before a parking permit will be issued. All vehicles parked on campus must display a valid permit, which must be clearly visible through the front windshield. Parking permits cost \$10.

Students who park without a permit may receive: a written warning, a citation and/or potentially towing of the vehicle at the owner's expense

To obtain and maintain the privilege of driving and parking on campus, students must meet the following requirements:

- Parking Permit Requirements
- Possess a valid driver's license (learner's permits are not accepted)
- Provide proof of automobile liability insurance, including:
  - Insurance company name
  - Local agency contact
  - Policy number
- Submit a signed Parking Permit Agreement Form
- Pay the required parking permit fee of \$10

- o Have a signed Random Drug Testing Participation Form on file

### **On-Campus Driving and Parking Rules**

- o Park only in designated student parking areas immediately upon arrival; students must exit vehicles promptly.
- o Sitting in parked cars, returning to vehicles during the school day, or loitering in the parking area is not allowed.
- o The campus speed limit is 15 MPH at all times.
- o Driving on non-vehicle surfaces (e.g., grass, sidewalks) is strictly prohibited.
- o Reckless driving is not tolerated. This includes:
  - Exceeding the speed limit
  - Squealing tires
  - Failing to yield to pedestrians or other vehicles
  - Students may not drive or park in faculty-designated areas or the commons area.
- o Parents are also prohibited from using these areas for student drop-off or pick-up.
- o All traffic signs and instructions from school staff must be followed.
- o Vehicles may not be moved or driven during the school day without prior permission from the main office.
- o Music played in vehicles on campus must be at a reasonable volume and free of vulgar, profane, or offensive language.

Driving and parking privileges may be revoked for non-compliance with these rules.

- o When leaving campus for school business, students must travel directly to and from the approved location with no personal stops.
- o Students driving to Vo-Tech is not permitted.

### **Open/Closed Campus**

Dardanelle High School is a closed campus. Once a student arrives on campus, he or she may not leave without approval from the attendance secretary or the principal. Any failure to sign out is considered truancy. Parents or guardians may only sign out their children during the school day. Any student arriving on campus after the first bell is required to check into the office before going to class. Students checking out for appointments must have permission from parents reported to the attendance secretary and must return with documentation verifying the appointment. Students classified as seniors may leave campus during lunch time. This privilege may be suspended or revoked for the following reasons:

- \* Tardiness to post lunch class
- \*Transporting underclassmen off campus
- \*Driving in an unsafe manner

## **Vocational Students**

Students are not permitted to drive personal vehicles to the Vo-Tech campus at Russellville High School without prior written permission from ATCC administration, which must also be submitted to a DHS principal for final approval. Permission may only be granted to students who have a signed release of liability form on file in the office, and only in cases of emergency or official school business. **Bus transportation is required for all students enrolled in ATCC for morning and afternoon vo-tech classes.** A waiver must be signed and on file in the high school office for students to be dismissed when returning from afternoon vo-tech.

## **Make-Up Work**

Students are responsible for arranging make-up work with their teachers following any absence. Arrangements should be made within one school day of the student's return. Make-up tests will be scheduled within a reasonable time frame as determined by the teacher. Students are allowed a minimum of one day to complete make-up work for each day of absence.

For absences lasting more than one day, it is the responsibility of the student and/or parent to contact teachers—preferably by email—to request assignments. If assistance is needed, please contact the high school office. Teacher email addresses are available on the school website. The Dardanelle School District follows Board Policy 4.8 regarding make-up work.

## **Registration and Approval of Out-Of-School Guests**

Out-of-school guests at Dardanelle High School events must be approved by event sponsors and administration. Approval is based on what is deemed in the best interest of the student body.

## **Homework**

Homework is an important part of academic success. Students should expect up to 45 minutes of homework per major subject each night. Teachers will communicate specific homework policies and expectations in class.

## **Nondiscriminatory Policy Notification**

It is the policy of the Dardanelle School District to provide equal opportunities without regard to race, religion, color, national origin, gender, age, qualified handicap, or veterans in its educational programs and activities. This includes, but is not limited to; admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the equity coordinator. The equity coordinator is Melanie Burris and she can be reached at 479-229-4111 or [melanie.burris@dardanellelizards.com](mailto:melanie.burris@dardanellelizards.com)

## **Textbooks**

Textbooks are loaned from the state of Arkansas. The student to whom the book is loaned bears full responsibility if it is lost or damaged. Lost books will require payment of full replacement value by the student. Fines will be assessed in accordance with damage to books. Failure to pay fines for lost or damaged books, will result in fines and possible legal action for theft of property. Grades may be withheld until all fines are collected.

## **Lockers**

Lockers are provided for student convenience to store books, clothing, and school-related items. Lockers remain the property of the school and may be inspected by administration at any time. When possible, inspections will be conducted in the presence of the student. Only administration may authorize a locker search.

Lockers are assigned and rented for \$8.00 per year, and a school-issued lock is provided. Only the assigned lock may be used. If the lock is missing when the locker is returned, a \$12.00 replacement fee will be charged.

Students must:

- Keep lockers locked at all times
- Use only their assigned locker and lock
- Switching locks is prohibited

Violations may result in loss of locker privileges and disciplinary action. Lockers must be returned in good condition. The school is not responsible for lost or stolen items stored in lockers.

## **Medical Problems**

Physical examination- A student may be requested to take a physical examination if suspected of having a contagious or infectious disease, or any other health condition, which would impair learning. Eligibility for participation in interscholastic athletic and marching band competition requires that athletes receive an annual physical examination prior to participating.

School health problems- A special health problem, e.g., allergic reaction, asthma, diabetes, seizure disorders, perceptual defects or personal health problems should be made known to the school. This knowledge is important in dealing with emergencies as well as in daily planning. Medical ethics dictate confidentiality. Information gathered from health records, conferences, and reports concerning individual problems is treated by qualified faculty in a confidential manner.

Medications-Medications are those prescribed by a physician. No medication will be administered in school unless it is prescribed and necessary during the school day. Medication should be left with the school nurse and labeled with name and directions by the pharmacist. A

required permission form to provide for the outgoing administration of medication must be completed by the parent and physician. This form is available from the school nurse. In the interest of student safety, DSD shall keep anti-opioid injectors on hand. The school nurse and SRO shall possess an anti-opioid at all times when on duty. (see policy 4.35)

### **Student Grievances**

A student or parent with a grievance should initiate the grievance process at the level at which the grievance occurred by first discussing the problem with the immediate teacher or principal involved. If the problem is not resolved to the satisfaction of the student or parent, he/she may file a written grievance with the superintendent. If the superintendent is unable to resolve the situation, the student or parent may request that the superintendent schedule a hearing before the board of education. A copy of the formal school district grievance procedure is located in the district handbook.

### **Physical Activity and Wellness**

The school wellness policy does not restrict what parents may provide for their own child's lunch or snacks. The Arkansas Department of Education does not allow anyone to provide foods for children other than their own. Dardanelle High School does not allow deliveries to students from any person or business other than the legal guardians. In regards to physical activity, students are required to change into loose clothing and athletic type shoes for PE classes.

### **Severe Weather**

In case of inclement weather, closing information may be obtained from the following sources. KARV-610 AM Radio, KCJC-100.9 FM Radio, or the district website.

### **Emergency Information**

Each student should maintain current emergency contact numbers on file with office staff. Ill or injured students are not sent home without contact with an adult who will accept responsibility for the student. In case of a significant illness or injury, the family is contacted. As soon as the parent or authorized person has been notified, the responsibility for care or treatment rests with the family.

### **Fees**

The board discourages student fees. Only those fees (such as lockers and parking) that are considered essential shall be charged and then only with the approval of the superintendent.

## **Visitors**

All visitors must register in the office and may visit only with the principal's permission. In general, visitors are not allowed during academic time. Visitors are not allowed during lunch.

## **Lunch Policy**

We do not charge lunches for high school students. We take cash in the lunch line, after lunch cardholders are completely served. Lunch accounts should be paid digitally on the school website or in the office prior to advisory each day. All students, even those who do not regularly eat in the cafeteria, are urged to have a lunch number to use if needed.

Students are urged to apply for a free or reduced waiver if there is a chance their family will be eligible. Such forms may be picked up in the lunch line or in the office. Students in disciplinary detention will request and receive lunch in the detention classroom. Students serving tardy detention are released in time to get their own lunch. Parents or guardians may bring a student lunch. The lunch must be labeled with the student name and left in the designated area in the outer lobby. School officials reserve the right to search items left for students. Please notify the office staff if a student needs to be made aware of a lunch to pick up.

## **Use of Cell Phone and Other Personal Devices**

In compliance with Act 122 of 2025 (SB142), Dardanelle High School aims to foster a focused and distraction-free learning environment by regulating student use of personal electronic devices during the school day from the first to the last bells.

Personal Electronic Devices are defined as any device capable of transmitting data via Bluetooth or internet connectivity.

#### Restrictions

Students are not allowed to:

Use devices to make calls, send messages, or access social media during the school day.

Utilize recording features (audio, video, or photography) without explicit permission.

Violations of this policy may result in:  
suspensions or expulsion.

- 1st Offense: Confiscation of the phone the remainder of the day & 2 days of lunch detention
- 2nd Offense: Confiscation of the phone the remainder of the day & 5 days of lunch detention
- 3rd Offense: Confiscation of the phone the remainder of the day, minimum 5 days of lunch detention or until a parent/guardian conference
- Continued offenses will be dealt with according to the administrator's discretion which may include

The school is not liable for lost, stolen, or damaged devices that are confiscated under this policy.

### **Disciplinary Procedures**

Dardanelle High School students are expected to observe a high standard of conduct at school and at all school functions. The following list includes disciplinary options that school officials may administer as an effort to maintain a safe and orderly environment for all students:

1. The minimum action for a discipline problem is a warning, a conference or a directive to change the behavior.
2. Detention—This is the most frequently used form of discipline. It may be assigned before school, after school, or at lunch. Failure to attend detention may result in suspension from school. Detention will be assigned if a student is sent out of class for misbehavior.
3. ISS (in school suspension)—This form of discipline is used for more serious offenses or multiple repeat offenses. The student is isolated from the rest of the student body in a separate facility and must turn in cell phones upon entry. The ISS facility is staffed by school officials who monitor behavior and academic work. ISS does not count as an absence and the student must do assigned classwork. A student who cannot behave appropriately in ISS may be suspended from school. Assignment to ISS is generally for a short term of time; however, students must complete all required assignments.
4. OSS (out of school suspension)—OSS may be assigned by the administration for serious offenses. A student suspended out of school may not be on campus for or attend any

school activity. OSS is considered an unexcused absence. A parent conference can be required before a student is readmitted to school following a suspension. Students must complete assigned coursework while suspended.

5. Expulsion---Expulsion is the removal from school and all activities for a period in excess of 10 days. Expulsion requires a board hearing. The hearing will determine the appropriate consequences.
6. Administration secures the right to use other legal disciplinary options not listed above depending on circumstances. The district may use juvenile or legal services to aid in resolution of problems.

## **Misconduct**

The following serious violations will result in disciplinary action and may result in suspension or expulsion (refer to the district policy for a detailed list):

1. Fighting/Assault
2. Failure to submit to the authority of adults
3. Destruction of property or theft
4. Habitual profanity
5. Chronic truancy or tardiness
6. Chronic disruptive behavior
7. Threatening behavior toward staff or students and/or bullying
8. Gang Association
9. Sexual Harassment

## **Major Misconduct**

The following are examples of serious violations that may be referred to the board of education for expulsion:

1. Substantial destruction of property, or theft of any item(s) of significant value
2. Possession of dangerous objects, weapons, vapes, drugs, drug paraphernalia, or alcohol
3. Violent episodes of fighting
4. Use of profanity or threats directed at other students and school personnel
5. Bullying or Cyberbullying
6. Excessive/Aggressive behavior toward a staff member

In cases of these incidents, the student may be suspended immediately by building administration and a determination will be made as to whether or not to schedule a board hearing. Failure to appear before the board may result in expulsion.

## **Last Chance Probationary Plan**

A last chance probationary plan may be implemented for serious or repeated misconduct, including incidents that violate the law. Use of the plan is at the discretion of school administration. Conditions will be outlined during a conference with the student and a legal guardian. In cases of major misconduct, disciplinary reports may be referred to the School Resource Officer, and a police report may be filed.

## **Unacceptable Behavior**

**Insubordination**—Insubordination is defined as not following the directions of an authority figure at school. This is considered a serious offense and will not be allowed.

**Disrespectful Behavior**---Disrespectful behavior is defined as any comment or action that demonstrates a lack of respect for another person.

**Refusal to Attend ISS**---Any student who refuses an ISS assignment will be suspended out of school, pending a parent conference. If the student is readmitted, the ISS will be served before returning to regular classes.

**Public Display of Affection**—Public displays of affection should not occur at school. Incidents of PDA will be reported to the office and disciplinary action will result. The first offense will result in detention. A chronic problem will result in more serious consequences.

**Disrupting Class**—This includes any behavior that disrupts the teaching-learning process. A student does not have the right to hinder the learning of others in any way. Students who disturb the learning of others will be disciplined with detention, ISS, or suspension from class. Chronic problems will result in more serious consequences.

**Bus Behavior**—Rules regarding bus behavior are posted on each bus. Any student who does not follow these rules will be disciplined. The bus driver has the authority to assign seats. Bus riding is a privilege that can be taken away if behavior is not acceptable. A video camera may be placed on a bus to record student behavior.

**Horseplay/Rough Behavior**—Horseplay and/or rough behavior will not be tolerated at Dardanelle High School. Examples of actions considered inappropriate include the following: jumping on someone, slugging someone in any way, running or chasing someone, throwing anything, thumping someone, yelling, screaming, using wrestling moves or holds on someone, etc. Detention may be assigned for the infraction or other means of discipline may be utilized.

**Sexual Harassment** is sex discrimination under Title IX. It is the policy of Dardanelle High to maintain a learning environment that is free from sex discrimination, including sexual harassment. Such occurrences will be disciplined in accordance with district policy. The Title IX coordinator, Melanie Burris, may be reached at 479-229-4111 or at [melanie.burris@dardanellelizards.com](mailto:melanie.burris@dardanellelizards.com)

**Cheating**—Cheating is considered serious misconduct. All incidents will be referred to the principal for investigation and a conference with the student. If confirmed, parents and teachers will be notified, and the incident will be documented in the student's discipline record. Loss of credit may result at the teacher's discretion.

**Bullying**—Bullying behavior is contrary to the safe environment that is of primary importance at Dardanelle High School. Bullying behavior will not be tolerated. Bullying is defined as any written, verbal, or electronic expression, any physical act or gesture, or any pattern of such behavior that is intended to cause distress, fear or humiliation to a student.

Definitions:

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

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

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

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following: 1. Cyberbullying, 2. Communication insulting a student's personal appearance or attributes, 3. Communication intended to embarrass or humiliate, 4. Mocking, taunting or belittling, 5. Communication or action of threat and/or intimidation of a person, 6. Blackmail, extortion, demands for protection money or other involuntary donations or loans, 7. Blocking access to school property or facilities, 8. Deliberate physical contact or injury to person or property, 8. Stealing or hiding books or belongings, 9. Threats of harm to student(s), his/her possessions, or others 10. Sexual harassment

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated;
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school owned technology, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.



Cyberbullying of School Employees includes, but is not limited to:

- Taking a photo or video of a school employee without his/her permission.
- Building a fake profile or website of the employee;
- Posting or encouraging others to post private, personal, or sexual information pertaining to a school employee;
- Posting or encouraging others to post an original or edited image of the school employee on the Internet.

Bullying attacks the dignity of others by creating an environment of fear and intimidation, deprives a person of his/her dignity and from a safe culture conducive to student learning. Students who bully another person shall be held accountable for their actions whether they occur on school devices or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Any teacher or student who witnesses an incident of bullying or any student (or student's parent) who feels that he/she is a victim of bullying should report the incident to the administration. Bullying accusations will be investigated by school officials to determine what steps will be taken to address credible misbehavior. Punitive consequences may range from a warning, ISS/OSS, or in repeated or severe cases, a recommendation of expulsion depending on the nature and/or severity of the action. The school may involve law enforcement personnel in imposing consequences for bullying. Dardanelle High School strives to educate students, faculty, and parents about the dangers and consequences of bullying.

For more information on bullying, refer to board policy 4.43

Stop It—Students may use this app to anonymously report bullying and other unwanted behaviors. The Stop It app is located on the district website.

Dress—Any dress that distracts from the studious environment of Dardanelle High, in the opinion of the principal, is disallowed. Violations of dress code will result in the student being required to change their clothing if it is found to be inappropriate. Violations must be corrected before students can return to class. The principal will have the discretionary authority in deciding cases which do not fall into the specific guidelines within the policy. As the style changes, other forms of dress may become inappropriate. If inappropriate dress cannot be corrected, students will spend the school day in the in-school suspension room or a change of clothes is delivered to the school office. Any person entering the high school hallways must abide by the dress code. Dress and grooming should be clean and in keeping with health, safety and sanitary practices.

Clothing articles containing the following are not allowed:

1. Messages offensive to groups

2. Hate, violent, or morbid messages
3. Obscenities or vulgarities
4. Tobacco, alcohol, drug messages
5. Sexual messages
6. Sleeveless blouses or shirts
7. Any head covering
8. Clothes that expose the navel or underwear
9. Shirts and pants that are excessively large or baggy when worn at the natural waistline.  
Note that no large coats will be allowed to be worn indoors.
10. Holes in clothing above the knee that expose skin.
11. Clothing that is not at least mid-thigh in length when worn at the natural waistline.
12. Clothing tops that do not appropriately cover the skin of the torso.

**Tobacco Use**—Use of, or possession of tobacco products including nicotine vaping devices are prohibited by school rules and state law. Consequences will be enforced and may include suspension and police notification which could result in legal fines.

**Marijuana/THC/Illegal Drugs**—Use, possession of, or being under the influence of illegal drugs on school property or any school sanctioned activity will result in a police report, juvenile probation and suspensions or expulsion.

**Out of Assigned Area**—Students are to remain in authorized areas during the school day unless they have permission from a school authority to be out of the student’s assigned area. Being out of one's assigned area is considered truancy. Students should not be in or near the Middle School without permission from a principal.

**Parking Lots**—Parking lots are off limits, except for seniors during lunch. There should be no loitering in or around cars in the parking lot at any time. During lunch, students are to remain in the cafeteria, pavilion or library.

**Uncooperative Behavior**—All students are expected to cooperate with school faculty and staff. Students are required to identify themselves when asked to do so.

Vandalism of school grounds and facilities will be viewed as a crime and prosecuted.

### **Dangerous/Disruptive Items**

Items which may be dangerous or may disrupt the educational atmosphere should not be brought to school. Items in this category shall include, but not be limited to the following items: pocket knives, water squirting devices, toy guns, fireworks, matches, lighters, razors, tools, vulgar/obscene items, gambling items, laser lights, etc.

## **Student Search and Seizure**

The student and the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Repeat offenders are subject to discipline according to building policy. Students have no right to privacy regarding the content on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements.

The district respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority. School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent.

Any vehicle driven to school and parked on school grounds can be searched by school officials. In order to receive school permission to park on campus, a search consent statement must be signed. In the event that school officials have reasonable suspicion that warrants the search of a vehicle, keys to the vehicle will be surrendered to school officials. Failure to agree to these terms will result in denial or loss of on-campus driving/parking privileges.

## **Internet/Technology Usage**

Students will be required to know and follow the district policy for Internet & Technology use.

1. The current version of the Internet and Electronic Device Use Agreement is available in School Board Policy sections 4.29 (4.29 INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY) & 4.29F (STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT) and is considered part of the student handbook.
2. The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary

action, including but not limited to losing access to these resources or being limited to restricted accounts.

3. The signature of students and parents/guardians to the verification sheet of this handbook signifies the parents/guardians and student's agreement to abide by school policies regulating computer and network usage in Dardanelle Schools as listed in the above School Board policies.

### **Publications**

In order to reserve student publications for their intended educational purpose, the principal shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school sponsored newspaper, news broadcast, yearbook, literary magazine, or web site (social media platform). DHS will publish student pictures in its publications, in hard copy and electronically, unless otherwise notified in writing by the student's parent p.27.

### **ALE**

Through a committee-led process, a student may be placed in the alternative learning environment. ALE placements are most commonly made for students who are not consistently achieving academically or meeting behavioral expectations. ALE students will be allowed and encouraged to participate in both school day and after school activities. All school policies and procedures apply to our ALE students and classrooms.

### **Academic Information**

Those students not participating in the smart core curriculum will be required to fulfill the minimum core curriculum to be eligible to graduate from high school. Students who do not complete the smart core requirements (Mathematics above Algebra II) must have an appropriate waiver filed with the counselor's office. The Dardanelle School District will adhere to policy 4.45.2 in reference to academic information and requirements for graduation.

### **Smart Core Curriculum**

4 units of English (one English unit must be taken each semester of high school)

- English I, II, III, IV, AP, Concurrent, Foundation)

4 units of Math (one math unit must be taken each semester of high school)

Algebra I, Geometry, Algebra II, and one upper level math chosen from Quantitative Literacy, Statistics, Pre-Calculus, AP Calculus, Concurrent College Math/College Algebra, or Concurrent College Algebra/College Trig, Foundation

3 units of Social Studies

American History, World History, and Civics/Economics with Financial Literacy

3 units of Science

Physical Science, Biology, and a third science chosen from Chemistry, Environmental Science, Anatomy Physiology, Physics, or AP Biology.

- 1 unit of Physical Education/Health
- ½ unit of Oral Communication
- ½ unit of Fine Arts
- 1 credit computer science approved course

### **Core Curriculum**

- 4 units of English (one English unit must be taken each semester of high school)
- 4 units of Math (one math unit must be taken each semester of high school)
  - Algebra, Geometry, Bridge, Algebra II
- 3 units of Social Studies
  - American History, World History, and Civics/Economics with Financial Literacy
- 3 units of Science
  - Physical Science, Biology, and a third science chosen from Chemistry, Environmental Science, Anatomy Physiology, or Physics.
- 1 unit of Physical Education/Health
- ½ unit of Oral Communication
- ½ unit of Fine Arts
- 1 unit of Computer Science approved course

### **Graduation Requirements**

1. 22 credits to include
  - 4 credits English
  - 3 credits Science , Physical Science and Biology, and a third science.
  - 3 credits American History, World History, Civics/Economics with Financial Literacy.
  - 4 credits Math
  - ½ credit Oral Communication
  - 1 credit Health/PE
  - ½ credit Fine Arts
  - 1 credit computer science
2. Career Core or College Career Curriculum
3. All graduates must pass the American Citizenship Test
4. All graduates must have at least one course that utilizes an online platform.
5. All graduates must complete hands-on CPR training within the Health course.
6. Electives are available to fulfill the 22 credit requirements. Students may take electives such as foreign language, advanced placements, etc. These electives will better prepare students for college. If students complete electives or vocational courses within the same pathway, they will be considered vocational completers and earn certification and recognition at graduation.

7. Beginning with the graduating class of 2027, students must complete and document 75 hours of community service per policy 4.45.2.
8. All students must take at least one unit of English and Mathematics each academic year.
9. Students must have completed the above requirements prior to walking in the graduation ceremony and receiving a diploma.

### **Grading Scale**

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

### **Community Service Learning**

Students are required to complete community service learning hours through approved projects in various clubs and courses. The high school counselor oversees the community service program. Students who complete 75 documented hours of community service will earn a non-graded community service credit on their transcript. This credit does not affect GPA but is highly regarded by universities and enhances post-secondary opportunities.

### **Methods of Earning Concurrent University Credit**

A concurrent credit course offered on the DHS campus or in partnership with Arkansas Tech University Ozark will be calculated into the students gpa with weighted 5 point scale credit.

College Board AP courses-To earn weighted 5 point scale credit, completion of the content and national exam are required. Concurrent credit is dependent upon scoring a 3 or better on the national exams.

Classes taken at an approved university may be accepted only with prior approval from the principal. No more than one credit will be given for a 3-hour college course.

- o The principal will determine the crediting of the course during the prior approval process. No more than one high school credit can be substituted for concurrent credit at any outside provider. Approved courses must be taken outside of the normal school day hours. (*Only courses needed for graduation requirements will be added to the transcript.*)

### **Honor Graduates**

Honor Graduates and High Honor Graduates must have the following:

1. Complete smart core and all local requirements.
2. Have a cumulative 3.5 GPA at the end of the fall semester of the senior year.
3. No failed courses recorded on the transcript.
4. No excessive behavioral or attendance infractions or major misconduct.

5. Four full credits earned in advanced placement(AP) classes; one of which must be in either math, science, or computer science, one of which must be in English, one of which must be in history, and one additional AP course. Students must complete the national exam in all four AP courses.
6. Students who meet all of the above requirements will be designated an honor graduate. Students who meet the above requirements and who have a cumulative GPA of 4.0 or higher at the end of the fall semester of the senior year, will graduate with high honors.
7. High Honor graduates may be selected to share a brief personal message during the graduation ceremony through a pre-recorded digital format.

### **Graduation Participation Policy for Late Transfers**

Seniors who transfer into Dardanelle High School after the beginning of the fourth quarter may not be granted the privilege of participating in the graduation ceremony.

Participation will be considered on a case-by-case basis by a panel of school officials and based on factors such as academic standing, credit verification and timing in graduation preparations. The final decision rests with the administrative team. If a student is not eligible to participate in the commencement ceremony, or chooses not to, the diploma will be awarded the following week in the high school office.

### **MISC.**

Transfer of Honor Students-Transfer students may be awarded honor status upon evaluation of transcript. A transferring honor student is not guaranteed honor graduate designation.

Transfer Students-Any student transferring from a school accredited by the Arkansas Department of Education to another school accredited by the Arkansas Department of Education 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 homeschool or a school that is not accredited by the Arkansas Department of Education to a school that is accredited by the Arkansas Department of Education shall be evaluated by the staff to determine that student's proper placement in the accredited school. Students may be permitted only one (1) school transfer per year (for more info see policy 4.5)

Students academic information—DSD will follow State and Federal law regarding the privacy of student records. (for more information see policy 4.13)

Class Retakes- Retaking courses and credit recovery are options that students may have to complete in order to recover failed courses.

Grade Classification—Is based upon the number of credits as defined by the Arkansas Department of Education. (Freshman-less than 5.5 credits, Sophomore-6.0-11 credits, Junior-11.5-16.5 credits, Senior-more than 16.5 credits.)

Changing a Schedule—After school begins, no schedules are changed unless a graduation requirement is in jeopardy, there is a parental concern, or unless a teacher recommends a change. A principal must approve such a change.

### **Approved Graduation Attire**

The following items are the only approved adornments that may be worn during the graduation ceremony in conjunction with the required Dardanelle red cap and gown ordered through Josten's:

1. Honor Graduate and Sand Lizard Achiever Medallions
2. BETA Club stole
3. CTE Completer Cord
4. Post-secondary next-step stoles or cords awarded by an accredited institution or military branch
5. Community Service pin and cord awarded by Dardanelle High School for ADE recommended years ending with the Class of 2026.

Any items not listed above must receive prior approval from the principal before graduation rehearsal. Decorated graduation caps will not be allowed during the ceremony.

### **Semester Test Exemption Policy**

Students may be exempt from semester tests if they meet the following requirements during the tested semester;

1. Prior to the semester test, the student has an A or B weighted average in each individual class in which the student is enrolled for the current semester.
2. No more than 4 days or 28 periods of absence excused or unexcused during the semester.  
**or**
3. Students who take the state assessment in grades 9 and 10 at Dardanelle High School may be exempt from all semester tests the following school year if they score above the state's defined proficiency level in all tested areas and meet the 28 periods or less attendance requirement for each semester.

\*Students must meet the above criteria in all classes to be exempt. Students not meeting the exemption criteria for all courses will take all semester exams.

\*Semester tests are administered in two-hour blocks, allowing time for both review and completion of the exam. These periods are intentionally structured to ensure students have ample time to demonstrate their understanding of the material.

\*Students are not permitted to sign out during a semester exam period. In the event of an emergency that requires a student to leave during a testing period, the exam will be omitted and an alternate assessment—also lasting two hours—will be scheduled with the principal on a separate date.

\*Students arriving more than five minutes late to a test period will not be permitted to enter the classroom and will need to arrange an alternate make-up test time with the teacher and a principal.

\*This policy ensures fairness and maintains the integrity of the testing environment for all students.

### **Activities**

A variety of organizations, clubs and activities are available to DHS students. Activities, assemblies, and club meetings are announced in the daily bulletin. Any meeting or activity must be approved by the principal and placed on the DHS activity calendar. Meetings are generally held at times designated by teacher sponsors. Prerequisites may be required to participate in some activities.

Interscholastic Activities—These activities include band, choir, cheerleading, forensics, quiz bowl, theater, and athletics and are open to any qualified students. Regular practices, rehearsals, and/or practices are required as scheduled by official school leaders. Students must remain in all classes associated with extracurricular and concurrent activities for the duration of the semester in which they are enrolled. If a student wishes to withdraw from participation in the requirements of the program, a schedule change will be made resulting in no credit for the class that semester. The student will be assigned to a supervised study period located in the in-school suspension classroom until the semester ends and the new schedule begins.

### **Athletic and Interscholastic Activities**

Definition—The interscholastic activities program of Dardanelle High School is designed to provide wholesome activities for students to develop overall ability, individual excellence, team membership, competitive experience, school pride, and spirit.

Eligibility—The opportunity to represent Dardanelle High School is a privilege. The final determination rests with the school. The coaches/sponsors of each team or organization will determine participation. Any student is welcome to try out for interscholastic competition. To

participate, a student must be eligible under AAA regulations, present a completed parent consent form, and meet all the academic qualifications.

The following are guidelines that govern our high school athletic program:

1. Students must be present for the entire school day in order to participate in contests. Exceptions may be made with pre-approval by the athletic director.
2. Students involved in any major misconduct that results in out of school suspension cannot expect to participate in games or activities during the time of their suspension.
3. Students representing Dardanelle High School are expected to behave in a manner that will reflect positively on the school and community. Coaches or principals may impose consequences for negative behavior.
4. In order to participate in games and contests, the participant must have earned at least a 2.0 GPA the previous semester. A remediation program is available in which a student may recover one semester of eligibility during high school.
5. A student may be declared temporarily or permanently ineligible by the school administration for breaches of discipline or for failing grades.
6. Students participating in any school activity, academic or extracurricular, must travel to the event by authorized district participation. Such transportation will be a school bus or another vehicle approved by the school policy. A parent or legal guardian may transport his/her student home from an event by written consent with a designated school official.
7. Should extra-curricular experiences result in absences detrimental to academics, participation may be limited by the principal.

### **Goals of the Athletic Program**

1. All eligible students of the Dardanelle School District will be encouraged to be part of a team.
2. The Dardanelle Athletic Program will create an atmosphere in which every athlete is treated with respect and dignity.
3. Fundamentals will be stressed to all athletes at all levels.
4. Participation of all athletes will be a high priority of the Dardanelle Athletic Department.
5. Since extra resources are provided to the athletic program; participants will be held to a high standard of behavior and academic achievement. These standards are expected while competing in school and within the community.

### **Parent Involvement**

Dardanelle High School's parent involvement plan is posted on the school website. An informal version of the plan is mailed to all parents before school begins. The major points of the plan are as follows:

1. The advisor is the parent's primary link with the school. This person serves as both academic advisor and personal advisor during the entire four years. The advisor is to keep the student informed as well as help guide him or her.
2. Classroom teachers are the source for what is going on in a particular subject. Each teacher has a teacher page on the high school website. Each teacher has an email address listed on the website. Parents are encouraged to communicate as needed with teachers via email or phone.
3. Administrators at high school have an open door policy. You are welcome to talk with them. A scheduled meeting time may make it easier to see the administrator quickly.
4. The E-School parent viewer allows a parent to see grades in real time. Directions for use are sent to every parent at the beginning of the school year. We are always happy to assist the parent in accessing the viewer. Call the high school office anytime with any concerns or questions.
5. The weekly bulletin is available through the student's advisor. This will keep you in touch with upcoming events at school.
6. Regular letters from the principal are mailed to parents.
7. Parents are welcome to sit in on classes. A notice of your intent to do so would be helpful, but an immediate visit can be arranged.
8. Books, pamphlets, information for parents are available in containers in hallways, in the library, and in the counselor's office. There is a specific page for these communications in the counselors' webpage.
9. A formal parent and CAPS conference will take place each year. Individual conferences can be arranged.

### **Dardanelle School District: Student Information Sharing Policy**

The Dardanelle School District (DSD) uses Google Workspace for Education and other educational software companies to provide technology-based resources for instructional and administrative purposes. This district shares personally identifiable information with qualified partners to enhance classroom teaching, improve the quality of instruction, facilitate communication, and streamline administrative processes.

The Google Student Privacy Policy can be found on the Dardanelle School District's website under the Technology link.

The Dardanelle School District maintains a list of school service contract providers with whom it contracts for services that include or make available personally identifiable information. This list is updated at least twice a year and is available upon request.

## Where to Find Help

<b>Emergency Information</b> KCJC Radio Station—100.9 FM KARV Radio Station—610 AM Channel 4—Little Rock Channel 7—Little Rock Channel 5---Fort Smith	
<b>Referral and Counseling Information</b>	
Community Services, Inc 479-967-3370 (Family counseling, parent-child conflict problems, NO FEE)	
Counseling Associates, Inc 479-968-1298 (Family counseling, parent-child conflict problems, sliding fee scale)	
RPI	479-964-2011
Western AR Legal Service 479-968-3993 (Low-income, non-criminal)	
Yell County Health Department 479-229-3509	
<b>Emergency Numbers</b>	
AR Social Services 479-495-2723 (Child Abuse and Neglect)	Dardanelle Hospital 479-229-4677
City Emergency Numbers Police 479-229-2533 City Fire Department 479-229-9903	St. Mary's Hospital Emergency 479-968-6211 Hospital Operator 479-968-2841
County Emergency Number Sheriff 479-229-4175	State Poison Center 800-222-1222
Juvenile Probation Office Pam West 479-495-4893	Alcoholics Anonymous (AA) 479-967-3260
<b>School Web Site Address</b> <a href="https://www.dardanellepublicschools.org">https://www.dardanellepublicschools.org</a>	

**4.13F 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 Dardanelle School District of directory information, as defined in Policy No. 4.13 (Privacy of Students’ Records), concerning the student named below.

The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district. I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

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

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

- Deny disclosure to military recruiters \_\_\_\_\_
- Deny disclosure to Institutions of postsecondary education \_\_\_\_\_
- Deny disclosure to Potential employer’s \_\_\_\_\_
- Deny disclosure to all public and school sources \_\_\_\_\_

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

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

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

**Name of student** (Printed)

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

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

**Note:** Your district does not have to include the separate options listed on this form, but students do have the right to opt out of either category separately.

**Dardanelle School District  
School-Parent Compact**

School-Parent Compact

Date: \_\_\_\_\_  
(mm/dd/yyyy)

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school's parent and family engagement policy is this school-parent compact. This compact is developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child's learning.

***School's Responsibility:***

- We will provide high quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child's progress, and how to establish a successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through:
  - parent-teacher conferences,
  - frequent reports about your child's progress,
  - opportunities to talk with staff, volunteer in class, and observe classroom activities,
  - ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

***Parent's Responsibility:***

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's progress in school.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

**Dardanelle School District**  
**Acuerdo entre los padres y la escuela**

Spanish
School-Parent Compact

Fecha: \_\_\_\_\_  
(mm/dd/aaaa)

Estimado padre/madre/tutor:

**Valoramos lo que hace para ayudar a que su hijo(a) tenga éxito en la escuela. Este acuerdo entre los padres y la escuela forma parte de la política de participación de los padres y las familias de nuestra escuela. Este acuerdo se desarrolló en colaboración con los padres e identifica maneras en las que usted y el personal de la escuela pueden compartir la responsabilidad de apoyar el aprendizaje de su hijo(a).**

***Responsabilidades de la escuela:***

- Ofreceremos programas e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo.
- Proporcionaremos asistencia para comprender las pruebas y los estándares de rendimiento académico, para saber cómo supervisar el avance de su hijo(a) y para poder establecer un entorno y una rutina de tareas exitosos.
- Proporcionaremos oportunidades periódicas de comunicación entre usted y los maestros a través de:
  - reuniones de padres y maestros,
  - informes frecuentes sobre el avance de su hijo(a),
  - oportunidades para hablar con el personal, trabajar como voluntario en la clase y observar las actividades del salón de clases,
  - garantizaremos una comunicación continua entre los miembros de la familia y el personal de la escuela en la medida de lo posible, en un idioma que los miembros de la familia puedan comprender.

***Responsabilidades de los padres:***

- Alentar a su hijo(a) a asistir a la escuela con regularidad
- Incentivar a su hijo(a) a tener un comportamiento escolar positivo
- Establecer horarios regulares para la tarea y apoyar el esfuerzo, la finalización y la exactitud de las tareas
- Establecer límites para el tiempo que su hijo(a) pasa frente a una pantalla, como la televisión, un teléfono inteligente o una computadora, y alentar el uso positivo del tiempo libre
- Trabajar como voluntario en la escuela y el salón de clases de su hijo(a) si el horario lo permite
- Asistir a las reuniones de padres y maestros y, cuando sea apropiado, participar en decisiones sobre la educación de su hijo(a).

Revise este Acuerdo entre los padres y la escuela con su hijo(a). Podemos analizar este Acuerdo con usted durante una reunión de padres y maestros en lo que se refiere al avance escolar de su hijo(a).

Gracias por su interés y participación en la educación de su hijo(a). Para obtener más información, comuníquese con la persona que se indica a continuación:

Nombre: \_\_\_\_\_ Título: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Dirección de correo electrónico: \_\_\_\_\_

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #