

# Armored High School



Student Handbook  
2025-2026

<p>Elementary 7:40-3:55 High School 7:30-4:05</p>		<p>2025-2026 School Year 4 Day Calendar</p>																																																																																																																														
<p style="text-align: center;">JULY 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">Holidays</p> <p>Labor Day.....Sep 1 Thanksgiving Break.....Nov 25-28 Christmas Break.....Dec 20--Jan 2 Martin Luther King Jr. Day.....Jan 19 Spring Break.....March 24-27 Good Friday.....April 3</p>	<p style="text-align: center;">JANUARY 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																										
S	M	T	W	T	F	S																																																																																																																										
		1	2	3	4	5																																																																																																																										
6	7	8	9	10	11	12																																																																																																																										
13	14	15	16	17	18	19																																																																																																																										
20	21	22	23	24	25	26																																																																																																																										
27	28	29	30	31																																																																																																																												
S	M	T	W	T	F	S																																																																																																																										
				1	2	3																																																																																																																										
4	5	6	7	8	9	10																																																																																																																										
11	12	13	14	15	16	17																																																																																																																										
18	19	20	21	22	23	24																																																																																																																										
25	26	27	28	29	30	31																																																																																																																										
<p style="text-align: center;">AUGUST 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24/31	25	26	27	28	29	30	<p style="text-align: center;">Grading Periods</p> <p>1st Quarter Aug 19 -- Oct 15....34 days 2nd Quarter Oct 16-- Dec 19....34 days 3rd Quarter Jan 6 -- March 13....40 days 4th Quarter Mar 17 -- May 22....35 days Total: 143 days 7.5 hours per day</p>	<p style="text-align: center;">FEBRUARY 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																																																	
S	M	T	W	T	F	S																																																																																																																										
					1	2																																																																																																																										
3	4	5	6	7	8	9																																																																																																																										
10	11	12	13	14	15	16																																																																																																																										
17	18	19	20	21	22	23																																																																																																																										
24/31	25	26	27	28	29	30																																																																																																																										
S	M	T	W	T	F	S																																																																																																																										
1	2	3	4	5	6	7																																																																																																																										
8	9	10	11	12	13	14																																																																																																																										
15	16	17	18	19	20	21																																																																																																																										
22	23	24	25	26	27	28																																																																																																																										
<p style="text-align: center;">SEPTEMBER 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p style="text-align: center;">IMPORTANT DATES</p> <p>OPEN HOUSE: AUG. 14, 2025 FIRST DAY OF SCHOOL: AUG. 19, 2025 P/T CONF. SEPT. 18 &amp; FEB 5</p>	<p style="text-align: center;">MARCH 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																														
S	M	T	W	T	F	S																																																																																																																										
	1	2	3	4	5	6																																																																																																																										
7	8	9	10	11	12	13																																																																																																																										
14	15	16	17	18	19	20																																																																																																																										
21	22	23	24	25	26	27																																																																																																																										
28	29	30																																																																																																																														
S	M	T	W	T	F	S																																																																																																																										
1	2	3	4	5	6	7																																																																																																																										
8	9	10	11	12	13	14																																																																																																																										
15	16	17	18	19	20	21																																																																																																																										
22	23	24	25	26	27	28																																																																																																																										
29	30	31																																																																																																																														
<p style="text-align: center;">OCTOBER 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p style="text-align: center;">Teacher PD Days</p> <p>Between June 1 &amp; Aug 11 3 PD days (1.25) will be assigned 3 Days (1.25) August 12-14 2 Days (1.25) September 22 &amp; January 5 1 Day (1.25) Parent Teacher Conferences SEPT. 18 &amp; FEB 5</p>	<p style="text-align: center;">APRIL 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																												
S	M	T	W	T	F	S																																																																																																																										
			1	2	3	4																																																																																																																										
5	6	7	8	9	10	11																																																																																																																										
12	13	14	15	16	17	18																																																																																																																										
19	20	21	22	23	24	25																																																																																																																										
26	27	28	29	30	31																																																																																																																											
S	M	T	W	T	F	S																																																																																																																										
			1	2	3	4																																																																																																																										
5	6	7	8	9	10	11																																																																																																																										
12	13	14	15	16	17	18																																																																																																																										
19	20	21	22	23	24	25																																																																																																																										
26	27	28	29	30																																																																																																																												
<p style="text-align: center;">NOVEMBER 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24	25	26	27	28	29	<p style="text-align: center;">DECEMBER 2025</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">MAY 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24/31	25	26	27	28	29	30
S	M	T	W	T	F	S																																																																																																																										
						1																																																																																																																										
2	3	4	5	6	7	8																																																																																																																										
9	10	11	12	13	14	15																																																																																																																										
16	17	18	19	20	21	22																																																																																																																										
23/30	24	25	26	27	28	29																																																																																																																										
S	M	T	W	T	F	S																																																																																																																										
	1	2	3	4	5	6																																																																																																																										
7	8	9	10	11	12	13																																																																																																																										
14	15	16	17	18	19	20																																																																																																																										
21	22	23	24	25	26	27																																																																																																																										
28	29	30	31																																																																																																																													
S	M	T	W	T	F	S																																																																																																																										
					1	2																																																																																																																										
3	4	5	6	7	8	9																																																																																																																										
10	11	12	13	14	15	16																																																																																																																										
17	18	19	20	21	22	23																																																																																																																										
24/31	25	26	27	28	29	30																																																																																																																										
<p style="text-align: center;">TEACHER IN-SERVICE DAYS Parent-Teacher Conference Holidays/Breaks (No School)</p>	<p style="text-align: center;">Senior Days Baccalaureate - TBA Graduation - TBA</p>	<p style="text-align: center;">JUNE 2026</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																																																																								
S	M	T	W	T	F	S																																																																																																																										
	1	2	3	4	5	6																																																																																																																										
7	8	9	10	11	12	13																																																																																																																										
14	15	16	17	18	19	20																																																																																																																										
21	22	23	24	25	26	27																																																																																																																										
28	29	30																																																																																																																														
<p style="text-align: center;">Snow Days 1/26, 2/23, 3/30, 4/6, 4/27</p>																																																																																																																																

Mission Statement.....	6
Vision Statement.....	6
Motto.....	6
School Colors.....	6
Mascot.....	6
Alma Mater.....	6
Contact Information.....	7
Introduction.....	7
Non-Discrimination.....	7
Pledge of Allegiance.....	7
Moment of Silence.....	8
Fundraisers.....	8
Regulations for holding Class Office.....	8
Class Officers.....	9
Cafeteria.....	9
Closed Campus.....	10
Enrollment Policy.....	10
Initial Enrollment.....	10
Student Medication.....	10
Homework Policy.....	11
Use of Copyrighted Materials: In Face-to-Face Classroom.....	12
Course Offerings.....	12
Other Educational Opportunities.....	13
Attendance.....	13
Excused Absences.....	14
Unexcused Absences.....	15
Incentive Program for Perfect Attendance.....	16
Make-up Policy.....	16
Academic Requirements: Junior High.....	16
Academic Requirements: Senior High.....	17
Students with an Individual Education Program.....	17
Interscholastic Activities.....	17
Extra-curricular Activities.....	17
Extracurricular Eligibility.....	18
Extra-Curricular Activity Trips.....	18
Overnight Trips.....	18

Student Promotion and Retention.....	19
Grade Scale.....	20
Nine Weeks and Semester Testing.....	20
Test Exemptions.....	21
Advanced Placement Classes.....	21
Gifted/Talented 7th-12th Grade.....	22
Concurrent Credit.....	22
Digital Course Offerings.....	23
Alternative Learning Environment.....	24
Smart Core Curriculum.....	25
Graduation Requirements.....	25
Armored High School Honor Diploma Requirements.....	26
Valedictorian and Salutatorian.....	27
Early Graduation.....	28
Class Qualifications.....	28
Career and Technical Education Completer.....	29
Conference and Reporting of Student Performance.....	30
Parental/Community Engagement - District.....	30
Parental/Community Engagement - School.....	31
Parents.....	32
Parent’s Responsibilities.....	33
Dress Code.....	33
Students Vehicles.....	34
Student Drivers.....	35
Bus Conduct and Rules.....	35
Ballots.....	36
School Dances, Parties, or Functions.....	36
Discipline Philosophy Statement.....	38
Possession and Use Personal Electronic Devices.....	39
Armored Student Discipline.....	40
Student Sexual Harassment.....	49
Bullying.....	52
Bomb Threats/False Alarm.....	56
Weapons and Dangerous Instruments.....	56
Search, Seizure, and Interrogations.....	57
Chemical Screen (Drug) Testing Policy.....	58
Purpose of a Chemical Abuse Policy:.....	59
Testing Procedures for Drugs:.....	60

Consequences of a Positive Result:..... 61

## **Mission Statement**

Armored High School is committed to immersing students in technology, a rigorous integrated curriculum, gaining varied experiences while meeting their individual needs in a respectful and safe environment.

## **Vision Statement**

Armored High School strives to make our students responsible thinkers, and resourceful citizens who are future ready.

## **Motto**

Future Ready

## **School Colors**

Orange and Black

## **Mascot**

Tigers

## **Alma Mater**

Hail to thee our Alma Mater  
Thy Dear name we love,  
Armored High School  
There's no other, whom we place above,  
Faithful, Loyal, Strong, and True we will ever be.  
May our loyal sons and daughters, ere' be true to thee.

## Contact Information

Armored High School  
Phone: 870-763-7121  
Fax: 870-763-7020

**Mailing**                      **Physical**  
P.O. Box 994555 North State Hwy 137  
Armored, AR 72310 Blytheville, AR 72315

<b><u>Superintendent</u></b>	Tiffany Morgan	870-763-6639
<b><u>Principals</u></b>	Kelley Hopper/Genaya Ruddick	870-763-7121
<b><u>Counselor</u></b>	Melissa Booker	870-763-7121
<b><u>Administrative Assistant</u></b>	Alicysa Cade	870-763-7121
<b><u>Technology Director</u></b>	Greg Baker	870-763-7121
<b><u>Athletic Director</u></b>	Shannon Miller	870-763-7121

## Introduction

This handbook has been prepared for the benefit and use of the Armored High School students and parents /guardians. It contains much of the information necessary to familiarize each student and his/her parents/guardians with the routine affairs of the school. The information is important if our school is to function in the very best manner possible. We encourage you to read and study this book so that you may become familiar with our school's traditions, regulations, curriculum, organizations, and activities. The purpose of this handbook is to have a better-informed student body.

Students have the responsibility to pursue their education in the Armored School District in a manner that shows respect for other students, faculty, parents, and other citizens. Students should be aware they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools. They can accomplish this by abiding by the rules and regulations established by the Board of Education and the school they attend. **Each student is responsible for his/her conduct at all times.**

## Non-Discrimination

The Armored School District is an equal opportunity agency dedicated to a policy of nondiscrimination in relation to age, race, creed, color, gender, religion, national origin, handicap, and socioeconomic status. This policy will prevail in all matters concerning employees, students, patrons, and educational programs and services.

## Pledge of Allegiance

1. The Pledge of Allegiance shall be recited during the first period of each school day.
2. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge.
3. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
4. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

### **Moment of Silence**

1. A one-minute moment of silence will be observed after the Pledge of Allegiance. Act 576, modifies Arkansas Code Annotated 6-10-115
2. During this period of silence, a student may, without interfering with or distracting another student:
  - Reflect
  - Pray
  - Engage in a silent activity

The Teacher in charge of each classroom must ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

#### **If a student interrupts the moment of silence, the teacher must:**

- Send the student to the office

#### **Consequences for disrupting the moment of silence are as follows:**

- 1<sup>st</sup> Offense—1 day Lunch Detention
- 2<sup>nd</sup> Offense— 3 days Lunch Detention
- 3<sup>rd</sup> Offense—1 day ISS

### **Fundraisers**

All fund-raising activities held in the District or in the name of the district must be pre-approved **in writing** by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from students or teacher instructional time in either planning or the execution of the activity will not be approved. One class fundraiser per year with the exception of the Junior class in preparing for prom.

### **Regulations for holding Class Office**

- A student must have passed four subjects in the previous semester and have a 2.5 or better cumulative grade point average.
- A student must have attended Armorel High School the entire semester previous to the election.
- A student who becomes a consistent major discipline problem or who was convicted of a criminal offense during the current or previous semester, excluding minor traffic offense, will lose their privilege to serve as a class or club officer.
- Class officers shall be removed from office if violations of the policy are in effect.
- A new election will be held for the opening office
- Students will be nominated by their grade-level peers.

### Class Officers

Class President  
Class Secretary  
Class Historian

Class Vice-President  
Class Treasurer  
Student Council Representative

### Cafeteria

Paid Student Meals:	BKF: \$2.50    Lunch: \$4.00
Adult Meal:	BKF: \$3.00    Lunch: \$4.75
Entrée Item:	BKF-\$2.00    Lunch: \$3.00
Fruit/Vegetable:	\$1.00
Fries/Potatoes:	\$1.50
Bread/Roll:	.75
Juice:	.50
Desserts:	\$1.50

- Armorel School District does participate in the free/reduced breakfast and lunch program. Forms are available through the office or Ms. Gina Warhurst, Food Services Director.

**The District does not provide credit for students to charge meals. Payments must be made in advance.**

## Closed Campus

After arriving at school, no one may leave the campus without permission from the office.

- Students will not be allowed to visit with parents/guests in the school parking lot during school hours.
- **Parents/Guardians must drop off their child's lunch in the office. Student lunches must be picked up in the office.**
- Students leaving the campus in the course of the day will need to be signed out of the office by the requesting adult and signed in on returning for an admittance slip.
- Student drivers will need a note for leaving which includes a telephone number in order to verify leaving campus early.
- Students are not allowed student visitors.
- If a student checks out at lunch, they may only return to campus with documentation of reason for leaving.
- In order for a student to be readmitted during the school day, a parent must accompany the student to the office and complete the sign-in procedures.
  - **Students will be counted absent for a ½ day.**
  - **If a student is checking out for any reason, they must have a written note, fax or email that will be verified by the office. Notes must be turned in by 7:30 to the office.**

***This initiative is an effort to maintain a safe environment for our students.***

## Enrollment Policy

All children who are age five (5) through seventeen (17) on or by August 1 are required to be in Armorel School District with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge.

## Initial Enrollment

A Proof of Birth and two (2) proofs of living ("metered" utility receipts) within the boundaries of the Armorel School District are required. In addition, in order to assure proper placement 9<sup>th</sup>-12<sup>th</sup> graders must bring an official transcript from previously attended school(s) before enrollment will be considered. 7<sup>th</sup> and 8<sup>th</sup> graders will need documentation, which includes the name of the previous school.

## Student Medication

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to

administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications while at school.

1. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office.
2. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.
3. Medications, including those for self-medication, must be in the original container and be properly labeled with:
  - The student's name
  - The ordering provider's name
  - The name of the medication
  - The dosage
  - Frequency
  - Instructions for the administration of medication (including times)
4. Additional information accompanying the medication shall:
  - State the purpose of the medication
  - Possible side effects
  - Any other pertinent instruction (special storage requirements)
  - Warnings
5. Students who have written permission (current consent form on file) from their parent/guardian and a licensed health care practitioner to self-administer:
  - Asthma inhaler
  - Auto-injectable epinephrine
  - Diabetic monitoring and treatment supplies
6. Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person.
7. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.
8. Non-prescription medication may be given to students upon the decision of the principal or the nurse.
  - Such medications must be in the original container, clearly labeled, and accompanied by a written authorization form signed by the parents or legal guardians that include:
    - a. Student's name
    - b. Name of medication
    - c. The dosage
    - d. Instructions for the administration of the medication (including times)
9. The school shall not keep outdated medication or any medications past the end of the school year.
10. Parents should be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications that are not picked up by the parents/legal guardians within a ten (10) day period, shall be destroyed by the nurse with a witness present.

## **Homework Policy**

Homework is part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development. As an extension of the classroom, homework must be planned and organized and purposeful. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. Parents shall be notified of this policy at the beginning of each school year.

## **Use of Copyrighted Materials: In Face-to-Face Classroom**

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.

## **Course Offerings**

<b><u>Course Offerings</u></b>		
<p><b><u>Language Arts</u></b>                      English I                      English II                      English III                      English IV                      English (11th Grade)                      AP English (12th Grade)                      Oral Communications                      Journalism                      Drama                      Spanish I                      Spanish II                      Spanish III                      French I                      French II</p>	<p><b><u>Mathematics</u></b>                      Algebra A                      Algebra B                      Algebra I                      Algebra II                      Algebra III                      Bridge to Algebra                      Geometry                      Pre-Calculus                      AP Calculus                      Essentials of Computer Programming -                      Math Credit</p>	<p><b><u>Science</u></b>                      Physical Science                      Biology                      Chemistry                      Physics                      Anatomy/Physiology                      Environmental Science                      AP Environmental                      Science                      Essentials of Computer                      Programming - Science                      Credit</p>
<p><b><u>Social Studies</u></b>                      Civics/Economics                      World History                      American History                      World Geography                      Pre AP U.S. History                      AP U.S. History                      Arkansas History</p>	<p><b><u>Business</u></b>                      Survey of Business                      Accounting I                      Accounting II                      Business Procedures                      Small Business Operations                      Financial Planning &amp; Wealth                      Management                      Marketing</p>	<p><b><u>Fine Arts</u></b>                      Art I                      Art II                      Art III                      Vocal Music                      Instrumental Music</p>

<p><b><u>Physical Education/Health</u></b>          Jr. &amp; Sr. Basketball-Boys &amp; Girls</p> <p>Softball - 9th-12th Grades          Baseball - 9th-12th Grades          Jr. &amp; Sr. Track - Boys &amp; Girls          Physical Education</p>	<p><b><u>Miscellaneous</u></b>          EAST Lab          Special Education          Gifted &amp; Talented          Alternative Learning Env.          Community Ser. Learning          Virtual Arkansas Classes</p>	<p><b><u>ANC Technical Center</u></b>          Advanced Manufacturing          Medical Professions          Computer Science</p>
<p><b><u>7th Grade</u></b>          English          Science          Social Studies          Mathematics          Music          Art          Health          Physical Education          Coding          Keyboarding          Junior High Athletics          EAST</p>	<p><b><u>8th Grade</u></b>          English          Science          Social Studies          Mathematics          Music          Art          Health          Physical Education          Career Development          Information Technology Fundamentals          Junior High Athletics          EAST</p>	<p><b><u>Agriculture</u></b>          Survey of Ag          Natural Resources 1</p>

## **Other Educational Opportunities**

Other Educational Opportunities available outside the traditional classroom setting include but are not limited to the following.

- TRIO
- QUIZ Bowl—Jr. and Sr. High
- Student Council
- Financial Aid Workshops- ANC
- Arkansas Northeastern College
- Field Trips
- Mississippi County Youth Leadership
- Future Business Leaders of America
- FFA
- Sr. and Jr. BETA Honor Soci

## **Attendance**

Regular attendance is mandatory in maintaining satisfactory schoolwork. Therefore, Armored High School will strictly enforce all state laws pertaining to school attendance.

Students missing a total of ten or more days in any semester will be in jeopardy of retention or losing credit for that class(es). The legislative intent is that any student having excessive absences because of illness, accident, or other unavoidable reasons should be given adequate assistance and time for making up missed work. Exceptions are made to satisfy an Individualized Education Plan (IEP) or 504 Plan.

Parents or guardians will be notified when any student has accumulated three and again at five unexcused absences by the school district. Students who continue to have absences will be considered for retention. Ten unexcused absences in a semester will be cause to notify the prosecuting authority for appropriate action. Parents may petition the school before the students accumulate excessive absences in the event of undue circumstances. (Arkansas Laws: ACT 1223 of 2011.)

## **Excused Absences**

Excused absences are those where the student is on official school business or when the absence and the student brings a written statement to the principal or designee upon his/her return to school from a parent or legal guardian. **A maximum of two (2) parent excuses, covering 2 consecutive days, will be accepted, including those covering illness.** A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students.
2. Consecutive absences of three days or longer must have documentation other than a parent note.
3. A maximum of two (2) parent notes are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature is medically documented and approved by the principal.
4. Death or serious illness in their immediate family. Three (3) days will be excused. Special circumstances will be determined by the Administration.
5. Observance of recognized holidays observed by the student's faith
6. Attendance at an appointment with a government agency
7. Attendance at a medical appointment with a physician's note stating the date and time of the appointment. Appointments within 30 miles will have only applicable periods excused.
8. Exceptional circumstances with prior approval of the principal
9. Participation in Trap and FFA sanctioned activity
10. Participation in the election poll workers program for high school students
11. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
12. Absences granted, at the Superintendent's discretion, to seventeen (17) year old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
13. Students will be excused two times a semester to take the driving test.
14. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
  - It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.
15. For purposes pre-approved by the school administration such as:
  - Visiting the prospective colleges—2 visits during both Junior and Senior Year.
    - Must bring official documentation of attendance of a college preview day
  - To obey a subpoena

- To attend a scheduled appointment with a government agency
16. 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 is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

## Unexcused Absences

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

When a student has accumulated **3 and 5** unexcused absences in a semester, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by regular mail sent no later than the following school day. At seven (7) unexcused absences, a certified letter will be sent home requesting a physical meeting with the parent or legal guardian and the attendance committee.

### **Whenever a student exceeds TEN (10) unexcused absences in a semester:**

- **The District shall notify the prosecuting authority and the parent, guardian, or parent in loco parentis shall be subject to a civil penalty as prescribed by law.**
- **The student will not be allowed to go on school related trips during the school day of that semester because of the class time missed from absences.**

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

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

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

- Whenever a student exceeds the number of excessive unexcused absences (10), the school district shall notify the prosecuting authority, the community truancy board, and the student's parents, guardians, or person in loco parentis.
  - The student's parents, guardians, or persons in loco parentis shall be subject to a civil penalty through a family in need of services action in circuit court, as authorized under subdivision (a)(6)(A) of this section, but not exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court.
- Upon receipt of this notification, the prosecutor shall either file a FINS petition in circuit court or enter into a diversion agreement with the student.

- Diversion agreements offer a wide array of flexible alternatives. Their duration is limited to nine months total, and six months of supervision or referral to public or private agencies for service.

## **Incentive Program for Perfect Attendance**

An incentive program for school attendance shall be implemented as follows:

- Each quarter, all students with perfect attendance (neither absent nor tardy) will be awarded an activity ticket for the following quarter to permit free admission to all school activities that occur at Armorel High School.
- Graduating seniors with perfect attendance for the year will be provided with their cap and gown for graduation activities.

## **Make-up Policy**

***It is the student's responsibility to make arrangements with the teacher to make up for all missed work.***

1. If a student is absent on the day of an announced test, the student will be expected to take the test upon returning to class.
2. Students are allowed one make up day for each day missed.
3. Work missed from an unexcused absence can be made up for 50% credit.

## **Academic Requirements: Junior High**

- A student promoted from the sixth to the seventh grade automatically meets scholarship requirements.
- A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
- The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
- The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester, which count toward his/her high school graduation requirements.
- Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

## **Academic Requirements: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

- Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
- If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

## **Students with an Individual Education Program**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

## **Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

## **Extra-curricular Activities**

- Constant consideration is given to limiting classroom interruptions and the number of absences due to extra- curricular activities.
- Field trips are to be an extension of the classroom curriculum. All field trips will be approved by the administration.
- Students will be allowed to miss up to four (4) periods a day and still attend and or participate in school events provided the absence is documented with a doctor's excuse, court appearances, driver's test, etc. A parent excuse is not acceptable for participation in an after-school event.
- Illness will not be considered an allowable excuse. If you are too sick to attend school, you are too sick to attend or participate in school events.
- Students will not be allowed to attend nor participate in school-sponsored events scheduled for Saturday and Sunday if four periods are not attended the Friday before.
- Students who are suspended or expelled are not to attend nor participate in school sponsored activities on or off campus for the term of their discipline action.
- Students will not be allowed to attend field trips if the above listed attendance guidelines are not met the day prior to the scheduled field trip.

## **Extracurricular Eligibility**

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as consequence of disciplinary action taken by the administration for inappropriate behavior.

## **Extra-Curricular Activity Trips**

- Students making trips sponsored by the school shall conduct themselves shall adhere to all school rules.
- Permission from parents is required before the student will be allowed to leave school on any field trip.
- Student athletes must have a signed participation form on file in lieu of repeated permission slips.
- All school rules and regulations regarding conduct apply to field trip participants and athletes.
- No food or drinks are allowed on the bus during trips.
- It is the student's and sponsor's responsibility to make sure that the bus is clean upon return to campus.
- Students who are currently in ISS or OSS are not allowed to attend field trips.
- It is the student's responsibility to speak with their teachers before attending any field trip or school sponsored activity, to obtain all work that will be missed as a result of attending the trip. The missed work is expected to be turned in the following day after the trip.
- Students who have not completed work in classes are not allowed to attend field trips.
- Students who are a constant disruption or disrespectful will not attend trips.
- The right to attend field trips is a privilege at Armored and attendance will be determined by the sponsor of the field trip and the building principal.

## **Overnight Trips**

- A student is responsible for all his/her items and luggage taken on a school sponsored field trip.
- All handbook rules apply to any event sponsored by the Armored School District.
- Students must provide an insurance card.

- Students who disobey or get into trouble on an overnight trip are required to have their parents come to the location of the school-sponsored event and pick up their child at that location.
- Students will also be disciplined according to the rules of the student handbook.

## **Student Promotion and Retention**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: successful course completion and meeting grade level requirements. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in a Student Success Plan (SSP). Each SSP shall be developed by school personnel, the student, and the student's parents and shall be designed to assist the student in attaining the expected achievement level.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her SSP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## Grade Scale

- Grades assigned to students reflect only educational objectives.
- In compliance with laws and regulations, academics, not behavior, will be used for the purpose of assigning academic grades.
- The following grading scale shall be used by all public secondary schools in the state for all courses, except advanced placement courses and courses offered under the Arkansas Department of Education Honors Courses:
- Each letter grade shall be given a numeric value for the purpose of determining grade average. Except for advanced placement courses, courses offered under the program, and honors courses, the numeric value for each letter grade shall be:

<u>Regular Courses</u>		<u>Weighted Scale</u>	
A 90-100	4 Quality Points	A 90-100	5 Quality Points
B 80-89	3 Quality Points	B 80-89	4 Quality Points
C 70-79	2 Quality Points	C 70-79	3 Quality Points
D 60-69	1 Quality Points	D 60-69	2 Quality Points
F 0-59	0 Quality Points	F 0-59	0 Quality Points

**\*\*\*Students must take the AP test to get weighted credit for the course. The teacher must be trained to teach AP courses or in a training program.**

## Nine Weeks and Semester Testing

To evaluate long-term retention and improve skills on comprehensive tests, the following regulations are imposed.

- These tests include the SAT and Exit Exam. College bound students will benefit when taking PSAT, National Merit Scholarship Test, ACT/SAT, and comprehensive finals for college courses.
- Teachers will record an average of two grades (minimum) per week. (Homework, quizzes, tests, reports, projects, etc.)
- Teachers will conduct a semester test at the end of the second and fourth nine weeks.

- Semester tests are scheduled by the principal and will vary from the student’s daily schedule routine.
- Semester Grade
  - Formula
    - $(1^{\text{st}} \text{ Nine Weeks Average} + 2^{\text{nd}} \text{ Second Nine Weeks Average})/2$ , then multiply by  $.85 = \text{Average}$
    - $\text{Semester Test Exam} * .15 = \text{Exam}$

**Average + Exam = Final Semester Grade Semester**

## **Test Exemptions**

Students will be exempt from taking semester tests if the following criteria is met:

1. 4 absences and an A in the class
2. 3 absences and a B in the class
3. 2 absences and a C in the class
4. No ISS/OSS

## **Advanced Placement Classes**

**Parents/Guardians of students in Advanced Placement classes will be responsible for fees of testing not covered by the state.**

- The state will not pay additional fees incurred due to missed test or tests requiring alternative testing dates for reasons not considered acceptable to the College Board.

The weighted credit will be awarded after the student takes the entire AP course offered in a particular subject; the student completes the applicable test offered by the College Board for AP courses at the end of the AP course.

<b>Type</b>	<b>Description</b>	<b>Cost per Exam</b>
On-time order	Exam ordered by November 15	\$94
Late order	Exam ordered between November 16 and March 13	\$94 + \$40 fee
Unused/Canceled exam	Exam canceled or not taken by the student	\$40

**Parents and Students information concerning the new changes.**

- Exams are now ordered in the fall
- Students decide about taking AP Exams in the fall, so that the AP coordinator can submit the school’s exam order by the preferred or final deadlines. It is possible to request an exam after the final deadline until the spring course orders and fall order changes deadline, but an additional late order fee of \$40 per exam will apply
- If a student chooses to cancel an exam after November 15 or does not take an exam that was ordered for them, there will be a charge of \$40 for the exam

- Students will have access to more AP practice and feedback resources online through the students College Board Account

<b>Late-Testing Circumstances</b>	
Below are circumstances for which late testing is allowed. ANY other reasons MUST be approved by AP Services before ordering alternative exams. Contact AP Services for Educators.	
<b>No Additional Fee Incurred</b>	<b>Additional Fee Incurred</b>
Conflict with IB exam	Academic contest/event
Conflict with state, province, or nationally mandated test	Athletic contest/event
Disabilities accommodation issue	Conflict with non-AP and non-IB exam
Emergency: bomb scare or fire alarm	Family/personal commitment
Emergency: serious injury, illness, or family tragedy	Ordering error
Language lab scheduling conflict	Other School event
Religious holiday/observance	School closing (local decision, non-emergency)
School closing: election, national holiday, or natural disaster	
Strike/labor conflict	
Three or more AP Exams on same date	
Two AP Exams on same date and time	

### **Gifted/Talented 7th-12th Grade**

Gifted and Talented students in secondary are served through Pre-AP and AP classes as well as meetings with a certified GT teacher.

For more information concerning the program, you may contact the administration office at 870-763-6639

### **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 (1) high school credit for each three (3) semester hours of college credit.**

- A student who takes a three- semester hour remedial/developmental education course, as permitted by the ADE rules governing concurrent college and high school credit, **shall be the equivalent of one-half (1/2) unit of credit for a high school career focus elective.** The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and Mathematics.
- Participation in the concurrent high school and college credit program must be documented by a written agreement between:
  - The District's student, and his/her parent(s) or guardians if the public school student is under the age of 18.
  - The District, and
  - The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.
- 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 the student's eligibility for extracurricular activities or graduation.
- Students will retain credit applied toward a course required for high school Graduation from a previously attended, accredited, public school.
- Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.
- If a senior is taking a concurrent course in order to graduate, the student must take it in the Fall of their graduating year.
- All courses taken during the school day will be counted in the transcript for that year.
- Students who take college (this does not include ANC Tech Center) courses during the school day are responsible for traveling arrangements.

## **Digital Course Offerings**

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

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

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas 27 Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The

Superintendent shall ensure that ADE has approved all digital learning courses provided to District students, regardless of the source of the course.

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

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

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

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance. Furthermore, the principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course. If a parent wishes for their child to take a digital course, the parent must contact the school and request a meeting with the principal and counselor.

## **Alternative Learning Environment**

Our goal is to provide the highest level of learning for all students in the most appropriate learning environment. Armored High School provides an alternative learning environment to students who display at-risk behaviors. This program is designed to provide a support system for students who are having difficulty in the regular education classroom. Students are instructed by highly qualified teachers through the Armored School District and Virtual Arkansas. This program provides a strategic instructional approach designed to meet the needs of students who enter the program.

- Students displaying two or more of the following characteristics are candidates for the AE program: disruptive behaviors, recurring absenteeism, personal or family problems, ongoing persistent lack of attaining proficiency in literacy or math, homelessness, pregnancy, single parenting, a student who has dropped out of school, abuse; physical/mental/sexual, frequent relocation or residency, inadequate emotional support, and/or mental/physical problems.
- Student referrals can be initiated by a classroom teacher, parent, student, counselor, or administrator.
- Placement is determined by a committee after careful review of several pieces of data and documentation.
- Students are allowed and encouraged to attend Arkansas Northeastern College and ANC Technical Center, our JAG program and Internships offered through ANC and JAG.
- Students are also allowed to participate in school based clubs, events, and activities.

## Smart Core Curriculum

- All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate.
- Those students not participating in the Smart Core curriculum will be required to fulfill the Core Curriculum or the requirements of their IEP (when applicable) to be eligible for graduation.
- The signed *Informed Consent Form* shall be attached to the student's permanent transcript.
- *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes.
- Counseling by trained personnel will be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized.
- Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.
- Students wishing to change their choice of curriculums must consult with the counselor to determine if that is a feasible plan.
- This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the students.
- The superintendent, or his/her designee, shall select the composition of the review panel.
- Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.
- The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy.
- The district's annual professional development shall include training presented by the counselor or the high school principal.

## Graduation Requirements

- The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories.
  - **A minimum of 24 units are required for graduation for students participating in either the Smart Core or Core Curriculum after 2011. The State requires 22 units while Armorel's policy requires 24 units.**

- There are some distinctions made between Smart Core units and Graduation units.
- Not all units earned toward graduation necessarily apply to Smart Core requirements.
- Beginning with the graduating class of 2020, all Seniors will be required to take Financial Literacy.
- Smart Core is Arkansas’s college- and career-ready curriculum for high school students.
  - College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical post-secondary training, and in well-paid jobs that support families and have pathways to advancement.
  - To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness.
  - All students should supplement with additional rigorous coursework within their career focus.
  - Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship.
  - Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.
  - A student in high school who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the career focus graduation requirements under the Standards for Accreditation of Arkansas Public Schools. Ark. Code 6-16-149.
- Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## **Armored High School Honor Diploma Requirements**

### **International Baccalaureate and Arkansas Department of Education Honor Diploma Requirements**

<b><u>English:</u></b>	4 units
<b><u>Oral Communications:</u></b>	½ unit
<b><u>Social Studies:</u></b>	3 units
required American History, World History, ½ Civics, ½ American Government	
<b><u>Mathematics:</u></b>	4 units
<b><u>Science:</u></b>	4 units
<b><u>Physical Education:</u></b>	½ unit

<b>Health and Safety:</b>	½ unit
<b>Fine Arts:</b>	½ unit
<ul style="list-style-type: none"> <li>• Courses taken at post-secondary institutions with prior approval shall count as one or more of these required courses.</li> </ul>	

The above courses fulfill the requirements by the state of Arkansas for graduation for a regular high school diploma.

- **Additional requirements proposed for an Honor Diploma at Armorel High School are as follows:**
  - Foreign Language 2 units (Levels I and II of the same language)

**A student on the Honor Diploma track must choose at least two (2) from the following available courses:**

- |                                                                                                                                                                                            |                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• AP American History</li> <li>• Advanced Biology</li> <li>• Calculus/AP Calculus</li> <li>• AP English</li> <li>• English Composition I</li> </ul> | <ul style="list-style-type: none"> <li>• College Algebra</li> <li>• AP Environmental Science</li> <li>• Computer Science</li> <li>• Computer Programming</li> <li>• EAST</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Honor students must also complete three (3) career-focus classes in a career pathway to become a Vocational Completer.

### **Additional Requirements for Honor Graduates**

- A student must have a 3.25 grade point average after 8 semesters to be considered an honor graduate.
- A student cannot be absent more than 8 days per semester unless extenuating circumstances are verified by a physician.
- Transfers: Transferring honor students will be reviewed on an individual basis.
- Any college class taken to fulfill graduation requirements will be counted under the cumulative GPA using the same 4-point system.
- Beginning with the 2020-21 school year, entering freshman (9<sup>th</sup> grade) and beyond must achieve an ACT score of 22 in Reading, English, and Math.

## **Valedictorian and Salutatorian**

To be eligible for Valedictorian and Salutatorian, a student must be an honor diploma graduate.

### **Additional requirements will include:**

1. Highest GPA of Honor Graduates
2. Second Highest GPA of Honor Graduates
3. Must attend Armorel High School for the final four semesters

*Grade points will be computed at the end of 8 semesters.*

## Early Graduation

- Any student who is enrolled in Armored High School and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from high school without regard to the grade level the student is enrolled in at the time such credits are earned.
- Students who plan to graduate early must file an Early Graduation Intent Form with the counselor's office the semester before the early graduation is planned.
- Due to the state reporting system, transcripts will not reflect early graduates as seniors.

## Class Qualifications

The following number of credits will be required to be considered at each level in high school:

- 5.5 Credits          Sophomore
- 11 Credits          Junior
- 16.5 Credits        Senior

**Applications for scholarships are available on the Armored website.**

<http://armored.k12.ar.us/for-parents/counselors-corner/605-scholarship-applications>

All Armored Scholarships applications are due to the high school office no later than April 30<sup>th</sup> of each year.

The scholarship committee will meet the 1<sup>st</sup> Wednesday in May to determine scholarship recipients.

## Career and Technical Education Completer

A Completer is a student who has met the minimum requirements in a program of study stated by the Arkansas Department of Career Education.

In order for students to be considered a vocational completer, they must complete the units required in each program of study, in order.

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

Pathway	Course 1	Course 2	Course 3	Need a CP
Natural Resources	Survey of Ag	Natural Resources	Forestry	No
Office Admin	Survey of Business	Business Procedures	Accounting I	No
Business Finance	Survey of Business	Financial Planning	Accounting I	Yes
Accounting	Survey of Business	Accounting I	Accounting II	Yes
Computer Science - Programming	Programming I	Programming II	Programming III	Yes
Welding	Skilled Trades	Shielded Metal Arc	ANC options	Yes

- Students who complete one or more programs of study will receive a golden seal for each program of study the student completes and a blue cord to recognize the students at graduation.
- Students will also be recognized at the Awards Assembly with certificates signed by the governor, the blue graduation cords, and medallions provided by the State Department.
- Students will also have the opportunity to attend a Completer Luncheon in their honor.

### Industry Certifications

College and Career Readiness—Arkansas Career Readiness Certificate  
 Intro to Finance and Personal & Family Finance—Wise Financial Literacy Certification  
 MOS Office Certifications- Word, Excel, Access, and PowerPoint

## **Conference and Reporting of Student Performance**

- The policy of the Armorel School District shall be that teachers communicate personally with the parents/guardians of each student during the school year to discuss the student's academic and or behavior progress.
- Parent-teacher conferences will be held once each semester for this purpose.
- Frequent communications are encouraged.
- Teachers are to make contact with parents each 9-weeks of the school year to review student's progress.
- For 8th-12th grade progress reports will go out to students and parents at the 4 ½ week mark during each quarter.
- Progress reports for all students who have grades D or F will be mailed home to parents.
- At least once each semester, the parents and teachers of students in 7th and 8th grade shall be notified in writing of the student's independent grade-level equivalency in reading. Beginning with the 2018-19 school year, each student shall receive a student success plan (SSP) developed by school personnel to fully support each student.

## **Parental/Community Engagement - District**

- The Armorel School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves.
- Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.
- To achieve such ends, the district shall work to involve parents and the community in the development of the long-range planning of the district;
  - Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
  - Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers, and Even Start;
  - Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
  - Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.
  - Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
  - Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
  - Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and childcare

- to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
- Find and modify other successful parent and community involvement programs to suit the needs of our district;
- Train parents to enhance and promote the involvement of other parents;
- Provide reasonable support for other parental involvement activities as parents may reasonably request.
- To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

## **Parental/Community Engagement - School**

Armored High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Armored High School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

To achieve such ends, the school shall work to

- Involve parents and the community in the development and improvement of Title I programs for the school;
- Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers, and Even Start;
- Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
- Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.
- Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
- Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
- Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing
- transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher
- conferences;

- Find and modify other successful parent and community involvement programs to suit the needs of our school;
- Train parents to enhance and promote the involvement of other parents;
- Provide reasonable support for other parental involvement activities as parents may reasonably request.
- To help promote an understanding of each party's role in improving student learning, the Armorel High School shall develop a compact that
- outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.
- The Armorel High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parent's right to be involved in the education of their child.
- The Armorel High School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

## Parents

- Schools cannot attain high student achievement alone. Parents cannot do it alone. Students cannot do it all alone. The only proven method of achieving high success for all students is PARTNERSHIP between parents, students, and the schools.
- Parents must consciously decide to become involved in the home—in all of their child's educational work.
- Some prerequisites of the child's successful achievement:
  - Discuss and review the requirements of "high achievement" in the child's field of interest. A parent must make it clear to the child what they must know, to do well in high school, to enable them to get into the college of their choice.
  - Build strong ethics in a child to do what is right and avoid doing what is wrong. Ethical and moral training must be constantly stressed in the home, the church, and the school and be accepted as a family commitment.
  - Children must be taught that success is a conscious process from youth on. They must know that laziness produces failure, not success. Commitment to study is a MUST for success. Parents must teach and train a child in these principles if the child is expected to succeed.
- Parents must guide their child to:
  - Take action—organize-sit down and study.
  - Know and clearly understand that they can achieve any goal, if they do all of the above and always believe in their ability to achieve through hard work.
  - Have a "right" motive—doing what is most liked and most drives the student—serving others? Entrepreneur? Etc., for example, a large income may be a result, but is usually a weak objective for happiness, if that is the chief and only motivational factor. Establishing a proper motive is a parent's greatest opportunity.

- Parents must constantly monitor **their child's progress in all school work, and pay attention to all school correspondence. If the correspondence, (notes) indicate problems at school, parents must immediately respond in a positive way. Some ways to monitor a child's progress are:**
  - Help the child keep a separate record for all their homework assignments. Read the homework assignments—thoroughly—understand what is expected. Review this daily with your child (in all grades—K-12).
  - Help the child with homework only when a question arises. Do NOT do the homework for the child. This is poor modeling of honesty, as well as having a negative impact on the child's learning. Children pick up very subtle messages.
  - **Parents are responsible to provide and teach discipline beyond punishment and require responsible self-management.**

## Parent's Responsibilities

- Establish a daily routine that includes a quiet time and place to do homework.
- Make sure the child gets sufficient rest and nutrition.
- Encourage and support your child's efforts but do not do the homework for him/her. Explain or clarify the assignments, praise good work, and listen when he/she talks about ideas learned.
- Communicate with the teacher or school regarding any concerns.
- Request assignments for extended absences.
- Should it become necessary to write an Academic Improvement Plan (AIP) for your child. Attendance at parent/teacher conferences is required. Support for the teacher's efforts at remediation of specific grade level deficiencies and the child's active participation in his/her academic improvement plan is necessary for student success in order to maintain performance at grade level.

## Dress Code

The Armored School Board of Education believes that it has a responsibility to create a culture that is conducive to student learning. 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.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This also applies to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
- Steps have been taken to create a culture that promotes and fosters respect for one's self as well as others, sensitivity to the diverse population in which we live, and a true understanding of the value of education.

- As a part of that culture, the way students dress has a definite impact on their learning environment.
- The Armored School Board recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom. Students should dress in attire appropriate for school and learning.
- Apparel or appearance, which tends to draw attention to an individual rather than the learning situation is deemed inappropriate.
- Dress code applies to all school events.
- Armored students are expected to be clean. Hair should be cleaned and groomed. Clothing will be clean and mended.

### **Dress Code (Male/Female)**

- No vulgar, suggestive, alcohol or tobacco slogans will be displayed on clothing or jewelry. No clothing related to gangs. No logos that depict death or violence.
- Shorts and skirts must be no shorter than 3” above the top of the kneecap when standing.
- No revealing necklines and no bare midriffs.
- No hoods are to be worn in the building.
- No undergarments can be shown.
- All shirts and tops must have sleeves
- No bareskin more than 3” above the knee: to include frays and holes

### **Consequences for Repeat Dress Code Offenders are:**

- 1st Offense—Warning and required to change clothing
- 2nd Offense—Parents Notified, required to change clothing
- 3rd Offense—Lunch Detention
- 4th Offense or more—1 Day ISS

## **Students Vehicles**

- A student, who has presented a valid driver’s license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege, which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.
- An issued parking permit must be visible in the student’s vehicle at all times while on campus.
- Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

## **Student Drivers**

- Student drivers are to register in the principal's office by bringing in copies of their license and proof of current insurance.
- Copies may be made in the office.
- Students will park in designated areas.
- Cars are to be parked on arrival at school and are not to be returned until school is dismissed in the afternoon.
- Students are to exercise good judgment in the handling of vehicles. Students are expected to observe all school traffic rules as well as all county and state laws concerning traffic.
- The school assumes no responsibility for vehicles parked at school.
- Students need to realize driving vehicles to school is a privilege and not a right and failure to observe rules and regulations will result in denial of driving privileges.
- Speeding on campus is strictly prohibited due to the high risk of danger to other students and persons on campus. Students who are caught speeding on campus will receive the following punishment:
  - 1st Offense - 1 day lunch detention, discussion with building administrator, phone conference with parent/guardian
  - 2nd Offense - Driving privileges suspended for 10 days, discussion with building administrator, in-person conference with parent/guardian
  - 3rd Offense - Loss of driving privileges for the remainder of school year, 3 days of ISS, in-person conference with parent/guardian

## **Rider Policy**

Students who ride to school with someone that is not a family member must fill out a rider form signifying that they have their parent's permission to do so.

## **Bus Conduct and Rules**

Riding the bus to school is not the right of any student; it is the privilege of all. In accepting this privilege provided by the Armored School District, the student is expected to accept the responsibility of conducting himself/herself on the bus as he/she is expected to do in the classroom.

- Students shall be well behaved and orderly on the bus
- Stay in your seat when the bus is in motion
- Do not put your hands, arms, or other objects out open windows
- Do not throw objects from open windows
- Do not deface or abuse the bus in any way
- The bus driver has full authority to use whatever means they deem necessary to keep order; which state law gives this authority.

Exiting from the back of the bus is done only at the direction of the driver

\* All school regulations are applicable to students riding the bus

Disciplinary action will be taken against any student who fails to cooperate in keeping order on the bus. Failure to cooperate will result in suspension from the bus.

## Ballots

For all activities at Armorel High School which require voting, such as Class Officers, Student Council, Homecoming court, Who's Who, Prom King and Queen, and etc., ballots will be approved by the High School Principal.

All Who's Who categories will also be approved by the High School Principal prior to student voting.

## School Dances, Parties, or Functions

- All school-sponsored dances and parties must conclude by 11:00 p.m.
- Only officially enrolled students of Armorel High School and their approved guest will be allowed to attend school sponsored dances or functions.
  - **Three days prior to the dance, party or function, the principal must approve all guests.**
  - **A student bringing an approved guest will be responsible for the conduct of their guest while they are on school premises.**
- The sponsoring organization shall nominate musical groups to play at student dances.
- The sponsors shall assess the suitability of these groups and be responsible for their employment
- The administration reserves the right to review and amend policies related to dances and/or to terminate dances at any time
- Any person attending prom must be tenth (10<sup>th</sup>) grade and must NOT be over 20 years of age.
- Any person above 20 years of age cannot attend high school dances.

## Homecoming Regulations

### Eligibility

For Homecoming Court and Escorts, must adhere to the following guidelines:

- Must have a 2.0 GPA
- Must be active in at least one extracurricular activity
- Must have attended Armorel High School for one semester prior to the election.
- No expulsions, no OSS (Out of School Suspension), and no ISS during the current school year

### Elections

- Elections for Homecoming Court will be conducted one (1) month prior to the homecoming event.
  - 7<sup>th</sup> Grade will choose two Homecoming Maids
  - 8<sup>th</sup> Grade will choose two Homecoming Maids
  - 9<sup>th</sup> Grade will choose three Homecoming Maids
  - 10<sup>th</sup> Grade will choose two Homecoming Maids
  - 11<sup>th</sup> Grade will choose two Homecoming Maids
  - 12<sup>th</sup> Grade will choose three Homecoming Maids

- 7<sup>th</sup>-9<sup>th</sup> grade will vote on Homecoming Princess
- 10<sup>th</sup>-12<sup>th</sup> grade will vote on Homecoming Queen

### **Voting Process**

- A list of all students will be used to ensure everyone has voted and that students only vote once.
- During the voting process, the student will sign next to their name indicating they have voted.
- This process is done using Google Forms to ensure privacy during voting and to emulate the actual voting process.

### **Counting Process**

- The ballots are to be verified by three employees of the Armored School District-High School principal, superintendent, and counselor or other person designated by the high school principal.
- Of these employees, parents of potential court members are not allowed to count ballots.
- After verification, the ballots must be sealed in a manila envelope and taped. The persons responsible for counting the ballots will sign the tape once the envelope is sealed.

## **Prom Regulations**

### **Eligibility for Prom King and Queen**

The following guidelines for participating as Prom King & Queen, and Escorts

- A student must have a 2.0 GPA
- A student must have attended Armored High School for one semester prior to the election.
- No expulsions, no OSS (Out of School Suspension), and no ISS during the current school year.
- No more than 5 absences for the current semester.

### **Voting Process**

- A list of all students will be used to ensure everyone has voted and that students only vote once.
- During the voting process, the student will sign next to their name indicating they have voted.
- Voting will occur as students enter and sign in for Prom.

### **Counting Process**

- The ballots are to be counted by three employees of the Armored School District-High School principal, and two class sponsors.
- Of these employees, parents of potential court members are not allowed to count ballots.
- Ballots are to be verified by the administration.

- After verification, the ballots must be sealed in a manila envelope and taped. The persons responsible for counting the ballots will sign the tape once the envelope is sealed.

### **Dance Guidelines**

- The prom will begin at 6:00 p.m. and end at 11:00 p.m.
- The Junior Senior Prom is for 11<sup>th</sup>-12<sup>th</sup> grade; prom dates must be 10<sup>th</sup> grade and above.
- Students and their dates must sign-in when they arrive at prom and they must sign out when they leave.
- Students who leave the dance before it is over may not return.
- All students and their dates will be required to follow all rules and policies of the Armorel School District as well as comply with any reasonable demand or request of any teacher, administrator, or other authorized school personnel.
- Decorating and cleaning up will be the responsibility of the junior class.
- Student(s) and/or their date(s) will be held liable for any damages to any public or private property that results from their behavior.

## **Discipline Philosophy Statement**

Armorel High School believes it is our responsibility to develop and instill in our students a self-worth and pride that will serve them in making responsible and sound decisions regarding both their academic and personal lives. Each student is a reflection of their home and school. We expect them to conduct themselves as responsible citizens both inside and outside our school walls.

We hold ourselves to a high standard. Those students meeting those standards will enjoy privileges and opportunities provided by the school. However, those students who do not meet the expectations will be held accountable for their actions.

Our goal is to provide a safe and healthy learning environment for all of our students. If students suspect any of the following behaviors it is their right to report the behaviors to the principal, dean of students, classroom teacher, or counselor.

### **Types of Punishments**

- Lunch Detention - Lunch detention will occur in the cafeteria or other location deemed appropriate by the building administration. Personal electronic devices are prohibited
- In-School Suspension - Students will spend the entire school day (or time frame deemed appropriate by the building administration) in the ISS area. Personal electronic devices are prohibited. Students will be counted present for the school day and will receive full credit for their work.
- Out of School Suspension - Students are removed from campus and all school related activities for a time deemed appropriate by the building administration. Students are not allowed on campus or at any school function during this time. Students will be given unexcused absence for each OSS day and must adhere to the schools make up policy regarding any missed assignments.
- Expulsion - Students are removed from campus for the remainder of the semester or school year, as decided upon by the School Board with the recommendation of the building principal. Students expelled are not allowed on campus or at school activities at any time during their expulsion. For further information on expulsions, please call the office at 870-763-7121.

The building administration may skip tiers of punishment in situations deemed excessive or appropriate.

Any infraction not specifically listed in this handbook is still subject to punishment. This punishment will fit the tiered system in place in which the infraction best fits. Further similar infractions will receive the same punishment.

## **Possession and Use Personal Electronic Devices**

In accordance with Act 122, “Bell to Bell, No Cell Act”, Armored School District’s cell phone policy is listed below:

No personal electronic device may be used on campus during the school day. Personal electronic devices should be turned off and put out of sight. Electronic devices include: *cellular telephone; paging device; beeper; mobile telephone that offers advanced computing and internet accessibility; digital media player; portable game console; tablet, notebook, or laptop computer; digital camera; and digital video or audio recorder; smart watch; and any device that can connect and transmit data through Bluetooth technology;*

Any medical exceptions/accommodations for IEP/504/ELL Plans that require the use of a cell phone must be communicated from the school nurse and administration to staff. Individual plans will be developed.

Use of an electronic device is permitted to the extent it is approved in a student’s IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

- First Offense - cell phone is taken to the office and picked up by the student at the end of the day.
- Further Offenses - cell phone is taken and a parent/guardian must come pick up the phone.
- 3<sup>rd</sup> offense and beyond will fall under Tier Two Consequences, along with parent/guardian retrieval of the device.

### **Testing Cell Phone Policy**

During testing teachers may take up phones and put them where they will not be a distraction.

Cell phones ringing or making noise during the test is a state testing violation.

## **Armored Student Discipline**

For all groups of discipline actions, the final decision on the severity of punishment of the violation is determined by the principal.

\*Consequences for disciplinary infractions may range from a minimum of a conference with the principal to a maximum of recommendation for expulsion.

### **Fighting**

Fighting will be defined as a physical conflict involving two or more parties where there is a physical exchange of blows.

1st Offense- 5 Days Out of School Suspension  
2nd Offense- 10 Days Out of School Suspension  
3rd Offense- 10 Days Out of School Suspension/ Recommendation for Expulsion

### **Insubordination**

Each student will comply with reasonable directions or commands of teachers, substitute teachers, teachers' aides, principals, administrative personnel, school bus drivers, or any other authorized personnel.

1st Offense- 2 Days In School Suspension  
2nd Offense- 2 Days Out of School Suspension  
3rd Offense- 4 Days Out of School Suspension (ALE Referral)  
4th Offense- Recommendation for Expulsion

<b>Tier One</b>	
<b>Actions</b>	<b>Types of Discipline</b>
<p style="text-align: center;"><b><u>Disruption of Class</u></b></p> <p>A student will not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.</p>	<ol style="list-style-type: none"> <li>1. 2 Days of Lunch Detention</li> <li>2. 3 Days of Lunch Detention</li> <li>3. 1 Day of ISS</li> <li>4. 2 Days of ISS</li> <li>5. 3 Days of ISS</li> <li>6. 5 Days of ISS</li> <li>7. 3 Days of OSS</li> <li>8. 5 Days of OSS</li> <li>9. 10 Days of OSS</li> </ol>
<p style="text-align: center;"><b><u>Yelling/Shouting/Shoving/Horseplay/Running</u></b></p> <p>Avoid loud conversation, shouting, yelling, running, pushing, shoving, etc.</p>	
<p style="text-align: center;"><b><u>Misconduct on School Bus</u></b></p> <p>Students should obey the policy outlined on page 32.</p>	
<p style="text-align: center;"><b><u>Misconduct in Cafeteria</u></b></p> <p>Students should obey the policy outlined on page 7.</p>	
<b><u>Visiting Vehicle without permission</u></b>	
<p style="text-align: center;"><b><u>Out of Area</u></b></p> <p>A student is free to visit and walk in the corridors during times when class is not in session.</p>	
<p style="text-align: center;"><b><u>Improper Signing out When Leaving School</u></b></p> <p>Students must sign out in the office before leaving campus.</p>	
<p style="text-align: center;"><b><u>Tardies</u></b></p> <ul style="list-style-type: none"> <li>● 1-3 Tardies: Verbal Warning</li> <li>● 4-8: Lunch Detention</li> <li>● 9-12: ISS</li> <li>● 12 +: Administration Discretion (driving privileges, ISS, extracurricular involvement and attendance and more) <ul style="list-style-type: none"> <li>○ Multiple offenses in one day will result in punishment deemed appropriate by administration</li> </ul> </li> </ul> <p>Tardies will reset at the start of each semester.</p>	

<b><u>Tier Two</u></b>	
<b><u>Actions</u></b>	<b><u>Types of Discipline</u></b>
<b><u>Any Incident That Abruptly Disrupts the Classroom Environment</u></b> A student will not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.	<ol style="list-style-type: none"> <li>1. 3 Days of Lunch Detention</li> <li>2. 1 Day of ISS</li> <li>3. 2 Days of ISS</li> <li>4. 3 Days of ISS</li> <li>5. 5 Days of ISS</li> <li>6. 3 Days of OSS</li> <li>7. 5 Days of OSS</li> <li>8. 10 Days of OSS</li> </ol>
<b><u>PDA</u></b> Inappropriate contact is strictly forbidden. Hand holding is acceptable.	
<b><u>Profanity/Obscene Gestures</u></b> A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures to convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.	
<b><u>Academic Dishonesty</u></b> Any type of cheating that occurs in relation to a formal <b>academic</b> exercise. Forms of cheating include but are not limited to plagiarism, bribery, misrepresentation, or fabrication.	
<b><u>Verbal Assault of Students</u></b> a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the statement	
<b><u>Battery</u></b> Battery will be defined as one party applying malicious force, directly or indirectly, causing bodily injury to another party	
<b><u>Inappropriate Use of School Technology</u></b> School issued computers are to be used for learning in and out of the classroom. Students who are caught using the computers in any way not conducive to learning are subject to punishment.	
<b><u>Prohibited Items/Actions</u></b> <ul style="list-style-type: none"> <li>● Items that depict or suggest drug/alcohol use</li> <li>● Profane items</li> <li>● Blankets and pillows*</li> <li>● Laser Pointers</li> <li>● Lighters</li> <li>● Selling of food or other items</li> <li>● *may be kept in a sponsors classroom or other designated space if attending an overnight trip</li> </ul>	
<b><u>Teacher Removal of Student from Classroom</u></b> Students should obey the policy outlined on page 49.	

<b><u>Tier 3</u></b>	
<b><u>Actions</u></b>	<b><u>Types of Discipline</u></b>
<b><u>Possession of Drug Paraphernalia without the Presence of Drugs</u></b>	<ol style="list-style-type: none"> <li>1. 2 Days of ISS</li> <li>2. 3 Days of ISS</li> <li>3. 5 Days of OSS</li> <li>4. 10 Days of OSS with the Recommendation of Expulsion</li> </ol>
<p style="text-align: center;"><b><u>Tobacco Possession/Electronic Cigarette/JUUL/CBD Substance</u></b></p> <p>Armored High School is a smoke free environment. This applies to using tobacco in any form, such as smoking, chewing, or dipping.</p> <p>Students are not to carry tobacco in any form on the school grounds or while attending any school sponsored activities.</p> <p>Students are also prohibited by Arkansas Law (ACT 279 of 1977) from smoking or using smokeless tobacco on a bus.</p> <p>Students are also prohibited by Arkansas Law (ACT 1099) to have electronic cigarettes on public school property.</p>	
<b><u>Possession of a Prescription Drug without Office Permission or Knowledge</u></b>	
<p>All prescription drugs are to be in the original bottle and turned into the office and dispensed from the office.</p>	
<b><u>Filming/Antagonizing Conflicts</u></b>	
<p>Filming fighting/altercations or otherwise antagonizing conflicts.</p>	
<b><u>Bullying/Cyber Bullying</u></b>	
<p>Students should obey the policy outlined on page 53.</p>	
<b><u>Verbal Assault of a Staff Member</u></b>	
<p>a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the statement.</p> <p>A student who commits verbal (non verbal) assault upon a member of the faculty or staff of the Armored School District will be turned over to local authorities if the assault is in extreme nature or in a threatening manner</p>	
<b><u>Forgery of Parent/Staff Signature</u></b>	
<p>Students shall not falsify parent/staff signature.</p>	
<b><u>Stealing/ Theft of Less than \$25 Value</u></b>	
<p>A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel.</p> <p>A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.</p>	

<p style="text-align: center;"><b><u>Destruction of School Property</u></b></p> <p>A student will not cause or attempt to cause damage to a school building or school property.</p> <p>The Armorel School District will attempt to recover damage from a student destroying school property.</p> <ul style="list-style-type: none"> <li>• A parent/guardian of any minor student under the age of 18 will be liable for damages caused by a minor.</li> </ul> <p>A student 18 and over will be liable for damages he/she caused.</p>	
<p style="text-align: center;"><b><u>Destruction of Personal Property</u></b></p> <p>A student will not cause or attempt to cause damage to any property that is not their own.</p>	
<p style="text-align: center;"><b><u>Truancy/Skipping Class/Leaving School without permission</u></b></p>	
<p style="text-align: center;"><b><u>Excessive Disruption of Bus Driver</u></b></p>	
<p style="text-align: center;"><b><u>Possession of Pornography and other Sexually Explicit Materials/Objects</u></b></p> <p>Students may not possess any sexually explicit material or object on their person or electronic device.</p>	
<p style="text-align: center;"><b><u>Misuse of School Computers - Pornography, Gambling, Sexually Implicit Websites/Chatrooms</u></b></p> <p>School issued computers are to be used for learning in and out of the classroom.</p> <p>Students who are caught using the computers in any indecent way are subject to punishment.</p>	
<p style="text-align: center;"><b><u>Gambling</u></b></p> <p>A student will not engage in any game of chance on school premises.</p>	
<p style="text-align: center;"><b><u>Hazing</u></b></p> <p>Students should not participate in humiliating and sometimes dangerous initiation rituals.</p>	
<p style="text-align: center;"><b><u>Non-Violent Gang Activity</u></b></p> <p>Students are not to participate in gang-like behavior while on campus. This behavior can be defined as any behavior done in a group against an individual or smaller group, with the intent to harass, strike fear into, or physically harm another student or group of students/staff. Groups doing damage to school property or personal property will also be considered as performing gang activity.</p>	
<p style="text-align: center;"><b><u>Any arrestable offense on campus that does not result in a felony charge</u></b></p> <p>Any student who commits a felony will be subject to discipline by the school, regardless of how law enforcement proceeds with the case. School punishment is independent of legal action.</p>	


<b><u>Tier Four</u></b>	
<b><u>Actions</u></b>	<b><u>Types of Discipline</u></b>
<b><u>Bomb Threats</u></b> Students should obey the policy outlined on page 56.	1. 10 Days of OSS with the Recommendation of Expulsion
<b><u>Gun Threats</u></b> Students should obey the policy outlined on page 57.	
<b><u>Possession of a Weapon and Dangerous Instruments</u></b> Students should obey the policy outlined on page 57.	
<b><u>Possession of Illicit Drugs</u></b> No student in the Armored 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 defined in this policy, or what the student represents or believes to be a substance defined in this policy.  This policy applies to any student who is on or about school property; is attending school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is in 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, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," or any controlled substance.  Selling, distributing, possessing, or attempting to sell, distribute, or using over the counter or prescription drugs not in accordance with the recommended dosage is prohibited.	
<b><u>Assault of a Staff Member</u></b> A student will not strike or hit any staff member.	
<b><u>Sexual Assault</u></b> Students should obey the policy outlined on page 49.	
<b><u>Sexual Activities on Campus</u></b> Students are prohibited from performing or participating in any sexual activity on school grounds, regardless if school is in session.  This includes, but is not limited to, school buildings, gymnasium, school buses, athletic fields, track, cafeteria, school trips and school parking lot.	
<b><u>Selling of Prescription Drugs</u></b>	

<p>No student in the Armorel 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 defined in this policy, or what the student represents or believes to be a substance defined in this policy.</p> <p>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 in route to or from school or any school sponsored activity.</p> <p>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, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or and other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” or any controlled substance.</p> <p>Selling, distributing, possessing, or attempting to sell, distribute, or using over the counter or prescription drugs not in accordance with the recommended dosage is prohibited.</p>	
<p><b><u>Possession of Prescription Drugs without a Prescription</u></b></p> <p>No student in the Armorel 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 defined in this policy, or what the student represents or believes to be a substance defined in this policy.</p> <p>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 in route to or from school or any school sponsored activity.</p> <p>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, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or and other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” or any controlled substance.</p> <p>Selling, distributing, possessing, or attempting to sell, distribute, or using over-the-counter- or prescription drugs not in accordance with the recommended dosage is prohibited.</p>	
<p><b><u>Stealing/Theft of More than \$25 Value</u></b></p> <p>A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel.</p> <p>A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.</p>	
<p><b><u>Any arrestable offense on campus that comes with a felony charge</u></b></p> <p>Any student who commits a felony will be subject to discipline by the school, regardless of how law enforcement proceeds with the case.</p> <p>School punishment is independent of legal action.</p>	

<p style="text-align: center;"><b><u>Extortion</u></b></p> <p>A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel.</p> <p>A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.</p>	
<p style="text-align: center;"><b><u>Indecent Exposure</u></b></p> <p>A student shall not commit indecent exposure in school, nor shall a student make improper sexual advances toward another person. Students violating this rule shall be recommended for expulsion. (Ark. Stat. 5-14-111, 5-14-112)</p>	
<p style="text-align: center;"><b><u>Loitering by Students Suspended from School</u></b></p> <p>A student suspended from school is prohibited from being in any school building or on any school grounds during the time of his/her suspension unless a prearranged conference has been held with the principal or his/her designee.</p> <p>Additional discipline for this offense will be added at the end of the suspension for the earlier offense.</p>	
<p style="text-align: center;"><b><u>Violent Gang Activity</u></b></p> <p>Students are not to participate in gang-like behavior while on campus. This behavior can be defined as any behavior done in a group against an individual or smaller group, with the intent to harass, strike fear into, or physically harm another student or group of students/staff. Groups doing damage to school property or personal property will also be considered as performing gang activity.</p>	

### **Teacher Removal of Student From Classroom**

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principals or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment in accordance with Policy 5.26—ALTERNATIVE LEARNING ENVIRONMENTS;
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class

unless a conference has been held for the purpose of determining the cause of the problem and possible solutions.

The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

## **Student Sexual Harassment**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment;<sup>1</sup> that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment;<sup>2</sup> and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Requests for sexual favors;
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature that 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.

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on 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. Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District’s investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District’s ability to investigate the complaint and may make it impossible for the District to discipline the accused.<sup>3</sup>

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties. Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;

- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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.

**Notes:** <sup>1</sup> The U.S. Department of Education Office of Civil Rights requires that there are separate written grievance procedures in addition to the written policy. The grievance procedures should include the following:

- A statement of the school's jurisdiction over Title IX complaints;
- Adequate definitions of sexual harassment (which includes sexual violence) and an explanation as to when such conduct creates a hostile environment;
- Notice of where complaints may be filed;
- Reporting policies and protocols, including provisions for confidential reporting;
- Identification of the employee or employees responsible for evaluating requests for confidentiality;
- Provisions for adequate, reliable, and impartial investigation of complaints, including the opportunity for both the complainant and alleged perpetrator to present witnesses and evidence;
- Designated and reasonably prompt time frames for the major stages of the complaint process;
- Written notice to the complainant and alleged perpetrator of the outcome of the complaint;
- Notice that Title IX prohibits retaliation;
- Notice of a student's right to file a criminal complaint and a Title IX complaint simultaneously;
- Notice of available interim measures that may be taken to protect the student in the educational setting;
- The evidentiary standard that must be used (preponderance of the evidence) (i.e., more likely than not that sexual harassment occurred) in resolving a complaint;
- Notice of potential remedies for students;
- Notice of potential sanctions against perpetrators;
- Sources of counseling, advocacy, and support; and
- Assurance that the school will take steps to prevent recurrence of any sexual harassment and remedy discriminatory effects on the complainant and others, if appropriate.

<sup>2</sup> Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and alleged perpetrator do not attend the same classes;
- Moving the complainant or alleged perpetrator to another school within the district;
- Providing counseling services (which must be free of charge to the student);
- Providing medical services;
- Providing academic support services, such as tutoring
- arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

<sup>3</sup> Factors to be considered when a complainant requests no investigation or no disciplinary action be taken include:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual harassment or other violence, which include:
  - Whether there have been other sexual harassment complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual harassment or other violence against the student or others; and
  - Whether the sexual harassment was committed by multiple perpetrators;
- Whether the student's report reveals a pattern of perpetration, such as illicit use of drugs or alcohol, at a given location or by a particular group that suggests there is an increased risk of future acts of sexual harassment under similar circumstances;
- Whether the sexual harassment was perpetrated with a weapon;
- The age of the student subjected to the sexual harassment; and
- Whether the school possesses other means to obtain relevant evidence, such as through security cameras, eyewitness accounts, or physical evidence.

## Bullying

**A student will be found violating this policy if their conduct has been found to have the effect of humiliation and embarrassment on a student, 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.**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her 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 (student and/or teacher) shall be held accountable for their actions whether they occur on school equipment 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.

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

**Definitions:**

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation; “Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

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

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

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

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

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

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
- Demeaning humor relating to a student's actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings,
- Threats of harm to student(s), possessions, or others,
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal, or designee. The principal, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

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

Copies of this policy shall be available upon request.

### **Cyber Bullying**

- Cyber bullying occurs when students use any electronic device including telephone, cell phone, wireless communication devices, computer, or pager as a means to harass another student or staff member. ACT 115 applies to **electronic acts** whether

or not it originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel.

- **Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation, a telephone, wireless phone or other wireless communications device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.
- Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a likelihood of succeeding in that purpose;

**The punishment will take the form of suspension, a recommendation for expulsion, and notification of the police if necessary.**

Some things you might do if you are being bullied:

1. Tell a friend
2. Walk away
3. Chill out
4. Try not to be alone
5. Do not fight back
6. Write it down
7. Tell counselor, teacher, principal, or superintendent

**The Armored School District has an obligation to and is committed to providing a safe learning environment for each of its students and staff.**

### **Bullying Consequences:**

Minimum to Maximum Discipline measures may be a minimum of a warning to a maximum of expulsion

- **First Offense:** Three Days In-School Suspension, Session on Bullying with School Counselor and Parent Conference.
- **Second Offense:** Three Days Out-of-School Suspension, Notification of Sheriff's Department and Second Parent Conference.
- **Third Offense:** Three Days Out-of-School Suspension, Notification of Sheriff's Departments and Third Parent Conference
- **Fourth Offense:** Five Days Out-of-School Suspension, Notification of Sheriff's Department and Fourth Parent Conference with warning of possible Expulsion.
- **Fifth Offense:** Ten Days Out-of-School Suspension and Recommendation for Expulsion

**(If the actions are severe enough and severe physical harm has occurred, steps may be skipped, and more severe punishment administered at the discretion of the administration.)**

The Armored School District has an obligation to and is committed to providing a safe learning environment for each of its students and staff.

- Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats.
- Bullying is a destructive behavior that will erode the foundation of principles on which a school is built.

- This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.
- Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs and educational material regarding the nature of bullying, its consequences should a child choose to engage in this type of behavior and the procedures for reporting an incident which involves bullying.
- The information will emphasize that this district will not tolerate bullying and that the school employees, volunteers, and students are encouraged to report any instances of bullying without fear of consequences.
- Any report will take into account the age of the offending student, the level of the seriousness of the behavior and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students.
- For the purpose of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more student(s).

## **Bomb Threats/False Alarm**

A student who issues a bomb threat or any other threat to the health and safety of students and employees or who reports a false alarm will be a violation.

### **Communicating a False Alarm**

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and knowing that it is likely:

- To cause action of any sort by an official or volunteer agency organized to deal with emergencies; or
- To place any person in fear of physical injury or himself or herself or another person or of damage to his or her property of that of
- another person; or
- To cause total or partial evacuation of any occupied structure, vehicle, or vital public facility.

Communicating a false alarm is a Class D felony if:

- Physical injury to a person results; or
- The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.
- Otherwise, communicating a false alarm is a Class A misdemeanor.

**Consequences: 10-day out-of-school suspension, with referral to juvenile authorities and a recommendation for expulsion.**

## **Weapons and Dangerous Instruments**

- No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after

school, in attendance at school or any school sponsored activity, in route to or from school, or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

- A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nunchucks, 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 he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon.
  - The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office.
  - Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.
- Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year.
- The School Board shall have the discretion to modify such expulsion recommendation for a student on 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 re-admitting a 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 understood said laws prior to the student being enrolled in school.

**Consequences: 10-day out-of-school suspension, with referral to juvenile authorities and a recommendation for expulsion.**

## **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.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (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. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

## **Chemical Screen (Drug) Testing Policy**

It is the philosophy of the Armored School District that all students involved in extra/intra curricular activities and driving on campus should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. The Armored School District recognizes

that the use of mood-altering chemicals is a significant health problem for students, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some students affect academic growth, achievement, activity participation and development of related skills. Family, teammates, and schoolmates' lives are affected by the misuse and abuse of drugs.

Chemical abuse includes but is not limited to: the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications. Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to: marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs also include steroids and derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

The Armored Board of Education is determined to help students by providing another option for them to say "NO" and also help those students who may be having problems.

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

- To make students aware that the District is concerned about their total wellbeing.
- To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
- To assist students to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- To establish standards of conduct for students who are considered leaders among their peers.
- To work cooperatively with the parents by assisting them in keeping their children from using mood-altering chemicals.
- To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.
- To deter chemical abuse or misuse by all students through the use of random drug testing.

The use or possession of alcohol, illegal drugs, or misuse of prescription medications during school activities or prior to school activities where the alcohol, illegal drug, prescription medication has the possibility of impairing the participant is a violation of this policy.

To effectively and efficiently implement this policy, the Board of Education adopts the following procedural guidelines:

**Scope:** The provisions of this policy apply to all students in the District in grades 7-12 whose parent/guardian signs the Student Substance Testing Consent Form.

**Random Testing Provisions:** The District may require each student grades 7-12 to be tested at random. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs and drivers in the district at the time of the drawing. A single test can be required by the Superintendent from a student for reasonable suspicion. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person or agency selecting the students has no way of knowingly choosing or failing to choose particular students for the testing, and assuring direct observation of the process by

the least intrusive means possible while assuring brevity and privacy.

### **Testing Procedures for Drugs:**

To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed. All initial urine specimens will be taken at the designated location determined by the Superintendent or designee. Any student who is requested to provide a specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to provide additional information for the testing agency.

#### **The District may test for the following substances:**

Alcohol	Amphetamines	Marijuana (THC)	Cocaine
LSD	Opiates	Phencyclidine (PCP)	Benzodiazepines
Barbiturates	Steroids	Methadone	Methaqualone
Ecstasy	Nicotine	Propoxyphene	

Any Other Abused, Illegal, or Banned Substances as determined by the Board of Education. Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that he/she is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is a violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

### **Type of Drug Testing:**

**Analysis of Urine Specimens:** The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a Gas chromatography-mass spectrometry GC/MS confirmation test will be performed.

If the parent/guardian questions the validity or reliability of the testing agency's results, the sample from the split specimen in the second scaled vial will be used for the parent-requested follow up test. The parents may choose a laboratory of choice so long as the Department of Health and Human Services Standards certifies it. GC-MS shall be conducted on the specimen. If the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the results of the GC/MS are negative for the suspected substance(s), the student shall be considered to have had a negative result. The school will be responsible for paying for the requested test if the results prove to be negative.

All test results from the laboratory shall be communicated to The Superintendent or designee. Students confirmed positive may be permitted, at the Superintendent's discretion, to provide the sample after the twenty-one-day confidential probation at the testing agency facility. (This is to ensure confidentiality). All drug testing results shall remain confidential.

## **Consequences of a Positive Result:**

1. If a student refuses to take a random drug test, the student will be treated as having a positive test.
2. Altered test results will be treated as a positive test.
3. Any student that tests positive will remain on the must-test list for the remainder of the school year.

### **First Positive Results:**

Following a positive result, the student is placed on probation for a period of twenty-one days. Continued participation in any affected activity during the twenty-one-day probation period is dependent upon a doctor's written authorization that says the student is physically able to

participate. Students will be referred to the school counselor or designee for drug health education.

A written copy of the test results will be given to the School Superintendent or designee. After twenty-one days or more the student will be tested again at the expense of the District. If the test is negative, probation will be lifted, and the student will be allowed to resume all activities and driving privileges. If the test is positive or the student refuses to take the test, the student will not be allowed to continue in extra-curricular activities or the driving of a vehicle on campus for the remainder of the semester. **Exception:** Steroids or similar chemicals that could take more than twenty-one days to leave a student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

### **Second Positive Results:**

For the second positive result in the same school year, the student will be suspended from participating in the activities and/ or operating a vehicle on campus for the remainder of the current school year. The student that tests positive twice may not return to participation until a negative test is obtained.

### **Third Positive Results:**

For the third positive result, the student will be suspended from participating in activities or the operation of a vehicle for the remainder of his/her enrollment with the school. (Cumulative results for grades 7-12).

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

