

## **FEDERAL AND STATE LAWS**

Glen Rose High School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal's office.

## **MISSION STATEMENT**

The purpose of Glen Rose High School is to provide foundations for building student citizenship, developing personal growth, and achieving academic success.

## **VISITORS**

Visitors are always welcome at our school. However, it is essential that visitations not interrupt the educational process. All visitors are to report to the administrative offices and state the nature of their visit and obtain a visitor's pass. Every effort will be made to assist visitors. However, casual visiting of students during breaks, etc., is not allowed due to several supervisory problems that could occur. All visitors must wear the visitor's pass for their entire visit to the campus.

## **CLOSED CAMPUS**

Glen Rose High School operates a closed campus. After a student arrives at school either by bus or private transportation, the student cannot leave campus without following the approved checkout procedure.

## **POLICY REGARDING COMPLAINTS**

The Glen Rose School District Board Policy states that any complaints of a general nature should be made to the administration. Complaints should follow the chain of command beginning with the building principal. If they are not resolved, the next step in the chain of command will be the superintendent.

## **NON-DISCRIMINATION POLICY**

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1962; Title IX, Section 9-1, Education amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; Glen Rose School District assures that no person in the United States shall on the basis of race, color, national origin, age sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person having inquires concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the Coordinator:

Vic Gandolph	Nathan Gills
High School Principal	Superintendent
504 Coordinator (grades 9-12)	(501) 332-3694
Equity Coordinator	
(501) 332-3694	

## **OFFICE HOURS**

The Glen Rose High School office hours are from 7:30 a.m. to 4:00 p.m. each day during the school year. Summer hours will be posted.

## **ABSENCES & ATTENDANCE**

Mandatory Attendance (Act 570 of 1999)

Under such penalty for noncompliance as shall be set by law, every parent guardian or person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et seq., with the following exceptions:

1. Five-year-old children for whom kindergarten has been waived pursuant to A.C.A. 6-18-201
2. Any child who has received a high school diploma, or its equivalent, as determined by the State Board of Education.

3. Any child age sixteen (16) or above enrolled in an adult education program as provided for in subsection (b) of this section or in the National Guard Youth Challenge Program.
4. Any child age sixteen (16) or above enrolled in a post secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
5. Any child age sixteen (16) or above enrolled in an adult education program prior to June 13, 1994, under a waiver granted by a local school district, and currently attending the program.

## **Philosophy:**

It is very important that students and parents understand that school attendance is necessary so that appropriate educational objectives may be met by the students. We would encourage our students to be in school each and every day. We urge students to attend school daily unless they have illnesses, accidents, or other unavoidable reasons that can be documented.

Glen Rose High School's attendance policy is designed to teach the value of punctuality and attendance in the workplace. For students, the school is their workplace. Parents can help reinforce this teaching by minimizing the number of days their children are absent from school. Days missed from school can never really be made up even though assignments are completed. Class discussions and interaction are extremely valuable and impossible to duplicate; therefore, absences for any reason may result in lower grades. It is vital that regular attendance be an important concern for each student, parent and teacher.

The Glen Rose High School student attendance policy adheres to Act 672 of 1995 (Arkansas code 6-18-222 a) and the State Board of Education guidelines for unexcused absences. All absences are categorized as "excused" or "unexcused". A signed dated note from the parent and/or professional must be brought to school by the child the day he/she returns to school. A parent note must include student name, date of absence, reason for absence, and parent/guardian signature. This note will be presented to office personnel and an admit slip to class will be given to the student. When a student checks out through the office this is considered a parent note if a professional note is not brought back the next day. This counts in the number of allowed parent notes.

Absences will be excused for the following reasons:

Absences will be excused for the following reasons:

- a. Personal injury, illness, or hospitalization of the student
- b. Hospitalization or death of a member of the immediate family
- c. Other professional appointments (examples: doctor, dentist, psychological counselor, National Guard duty, court appearances, legal appointments)
- d. Non-school educational activities authorized in advance by the building administration
- e. Observance of recognized holidays observed by their faith
- f. Exceptional circumstances with prior approval of the principal
- g. Participation in an FFA, FCCLA, or 4-H sanctioned activity.
- h. 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.

### **All other absences are considered unexcused.**

Students who repeatedly miss school due to a chronic medical condition such as ulcers, migraine headaches, or allergies must provide a signed, dated letter from a physician stating the diagnosis of the condition. The letter must also include a statement from the doctor stating that the medical condition may lead to absenteeism. The letter must be dated to cover the absences in the current school year. Parent notes will be accepted as excused up to a maximum of four notes or up to a total of eight (8) days. All absences after the maximum numbers have been reached must be documented by a signed and dated note from a professional agency (doctors, dentists, courts, and other agencies approved by the administration).

When a student reaches four (4) unexcused absences in any one class per semester the parent/guardian will be notified by letter or phone. When a student reaches seven (7) unexcused absences in any one class per semester, the parent/guardian will receive a certified letter stating that the child is allowed only one more unexcused absence before he/she has reached the maximum unexcused absences allowed by the Glen Rose School District.

**Unexcused absences in excess of eight (8) per semester shall result in loss of credit, referral to the truancy office and referral to the prosecuting attorney for civil penalties. Parents and students have the right to appeal credit loss and/or potential loss of promotion to the high school Credit Review Committee. The review committee shall be composed of an administrator, a counselor, and a classroom teacher.**

The district shall also notify the Department of Finance and Administration of a student's excessive absences or if a student 14 years or older is no longer in school. This agency has authority to suspend the driver's license of any student with excessive absences.

Perfect attendance certificates will be given to any student who has perfect attendance in every class. If a student misses one class period regardless of the reason this will count against the student. Perfect attendance means that not one class is missed during the school year.

Last Revised: June 16, 2008

## **TARDIES**

Habitual tardiness and the attendant distraction of classes will not be tolerated. Students arriving at school late due to car trouble, etc., will receive an unexcused tardy. Each additional tardy beyond two (2) will result in disciplinary action as follows:

1st tardy - no penalty

2nd tardy - verbal warning

3rd tardy - 1 day noon detention hall

4th tardy - 2 days noon detention hall - loss of semester test for second semester in the class in which the student is tardy

5th tardy - Saturday School

**Additional tardies may result in a minimum of Saturday School to a maximum of out-of school suspensions. Tardies start over at the beginning of the semester.**

Tardies may be excused by an administrator or a teacher who had detained the student beyond a time that would reasonably allow the student to reach the next period class prior to the ringing of the tardy bell.

## **ACTIVITY PARTICIPATION**

The Glen Rose Board of Education believes in providing opportunities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. **Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed twenty (20) days per semester.** The administration and/or sponsor may dismiss students from extracurricular activities for behavior problems. These problems do not necessarily have to occur during school time or at a school event. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy.

In order to be eligible to participate in non-instructional activities or co-curricular activities a student must meet all local, state, and national rules and regulations as set forth by their respective constitutions or governing bodies. Glen Rose High School is a member of the Arkansas Activities Association and, as such, has agreed to abide by the rules of the Association as set forth in its Constitution and Bylaws, and as interpreted by the AAA Governing Body, Executive Committee, and the Executive Director.

Participation in competitive interscholastic activities as part of a school's educational program is a privilege and not a right. The eligibility rules of this association are designed to promote the educational values derived from participation in interscholastic activities, prevent exploitation of youth by special interest groups and to insure that interscholastic activities shall remain an integral part of the educational program.

Students wishing to participate in these activities shall have the opportunity to become eligible for the opportunity to participate provided they do not: (1) exceed any limitations, (2) fail to meet any minimums, or (3) violate any other rules of the association. They may, however, regain their opportunity to participate at a later date by correcting any deficiencies which caused the ineligibility.

## **Definitions:**

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

Academic Courses are those courses that are identified in the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools as one of the 38 course offerings or is a definable course for which class time is scheduled and which can be credited to meet the minimum requirements for graduation and is taught by a teacher required to have state certification in the course, and has been approved by the ADE. Classes taken for concurrent credit are also recognized.

Supplemental Instruction Program is an additional instructional opportunity for identified students outside of the regular classroom and meets the criteria outlined in the Arkansas Department of Education Regulations.

## **Rule 10. Scholarship**

In addition, the Arkansas Association adopted SCHOLARSHIP RULE 10 (effective the Spring Semester of the 1986-87 school year) which specifies the following requirements for student eligibility:

### **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 passes four (4) academic course the previous semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts.

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 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 during 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 four (4) academic courses the previous semester and either:

1. Have earned a minimum grade point average of 2.0 from all academic courses the previous semester.
2. Have met the "proficiency performance standard" as defined by the State Board of Education on the state criterion-referenced literacy end-of-course test in the eleventh-grade for twelfth-grade eligibility; or
3. Have met the "proficiency performance standard" as defined by the State Board of Education on the state criterion algebra or geometry end-of-course tests, or have achieved at or above the 50th percentile on the Basic Battery on the norm-referenced test by the state for tenth and eleventh grade eligibility.
4. If the student has passed four (4) academic courses the previous semester but does not meet 1, 2, or 3 above, then the student must be enrolled and successfully participating in a supplemental instruction program.

### **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).

A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

No student may participate in any school activity or practice for such an event on a day when the student has been absent from school due to illness or injury except through written permission from a medical doctor.

Students who participate in an activity which involves obtaining a physical and parent permission to participate will be subject to random drug testing. These students will be selected at random by a computer configuration. Complete testing procedures and guidelines are available upon request from the nurse's office.

Students who participate in any type of AAA sanctioned competitive interscholastic competition representing Glen Rose Schools must meet the requirements set forth by the AAA.

Students who are absent during either, all, or part of the day shall not participate in any school activity on that day or night unless permission is granted by the principal in advance.

**A student must attend school at least four (4) full periods immediately prior to a practice or game in order to be able to practice or play on that day.** This policy includes any and all extracurricular activities and school performing groups. A student returning to school as approved by the principal will be permitted as an exception to this policy.

## **ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE**

Students taking AP course shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives the course as if it were a non-AP course. Quality points for AP and IB are also contingent on teacher training.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate, and honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

ADE Rules Governing Advanced Placement Course in the Four Core Areas in High School

A.C.A. § 6-18-902(c)(1)

Date Adopted: June 16, 2003; Last Revised: June 20, 2005, Last Revised: November 19, 2007

## **ALTERNATIVE ENVIRONMENT**

As required by A.C.A. 6-18-508, the Glen Rose School District's AE is provided on campus. Assignment of students to the A.E. program is not subject to appeal or review by the Glen Rose School Board of Directors.

## **BULLYING POLICY**

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 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.

### **Definitions:**

**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 causes or creates a clear and present danger of:

- 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.

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

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

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

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.

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.

Legal Reference: A.C.A. § 6-18-514

Date Adopted:

Last Revised: June 18, 2007

Disciplinary consequences will be a minimum of a conference with the principal to the maximum of a ten-day suspension with a recommendation for expulsion. This Act permits different consequences depending on the age or grade of the bullying student.

**EXAMPLE:** A student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students or adults who knowingly fabricate allegations and falsely accuse a student of being a bully will be subject to disciplinary action up to and including the notification of law enforcement.

## **ORGANIZED PHYSICAL ACTIVITY COURSE/P.E. COURSE**

Beginning in the 2005-2006 school year a student in grades 9-12 participating in and successfully completing an organized physical activity course in his or her school shall be eligible to receive 1/2 unit of P.E. Students enrolled in a regular P.E. will also be eligible for 1/2 unit of P.E.

**Note:** All physical activity courses must meet the standards of ACT 660. You must be in either course for at least 1/2 semester. All drop/add procedures will remain the same.

## **BALLOONS, FLOWERS, ETC.**

Due to interruptions in classrooms and hallways, flowers, balloons, and other related items will be dispensed during 7th period. These items will not be allowed on the buses due to safety regulations.

Last Revised: June 16, 2008

## **BUS TRANSPORTATION/CONDUCT TO AND FROM SCHOOL**

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

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges.

Bus stops are planned to meet State Department of Education recommendations, whereby, stops shall be at least 1/4 mile apart, and within one mile of a student's home. Priority for establishing bus stops are dependent on a number of factors, the highest priority being primary students who do not have a parent, another adult or older students to supervise them to and from bus stops. In the event parents/guardians cannot agree upon a centralized neighborhood stop, the administration may have to establish such stops between houses.

In the event of inclement weather, including heavy overcast with probable precipitation, or the temperature announced over the local radio station shortly before being transported is below 36 degrees busses will stop at each student's driveway on county and state roads.

Riding the bus is a privilege not a right. The following rules and regulations pertain to all students who ride busses either part-time or full-time:

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. Students are to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping hands to oneself, attending to your own matters, leaving other students alone, and being reasonably quiet). **STUDENTS MAY BE ASSIGNED TO A PARTICULAR SEAT AT ANY TIME.**
3. No knives or sharp objects of any kind are allowed; neither firearms, pets, nor other living animals, etc.
4. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep seated while the bus is stopped except as the driver directs. Never use the emergency door unless instructed to do so by the driver.
5. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at anyone outside the bus.
6. Students are not to deface the bus or any school property. Act 36 of 1987 places the financial liability of parents at \$5,000.00 when their children damage or destroy public property. No food or drinks are to be taken on the bus. Keep the aisle of the bus clear of books, lunches, coats, etc. Do not put feet in the aisle.
7. Keep backpacks, purses, and other items closed and all school materials put away.
8. Drivers will not let students off the bus except at regular stops.

9. Pupils are not to ride any bus except their own; unless in case of an emergency where permission has been secured from the building principal. Due to several overloaded bus routes, students wishing to ride another bus must bring a note from their parents to the principal's office BEFORE 8:00 a.m. in order to have proper permission.
10. Do not call names or use abusive language.
11. Act 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver in the presence of students. Students shall be suspended and criminal charges filed.
12. The driver may find it necessary to establish other policies in light of his or her own bus needs.

**CONSEQUENCES:**

Bus infractions will result in a minimum of a verbal warning and parental contact and the maximum of removal from the bus for the remainder of the school year. **Transporting students who have lost their transportation privileges to and from school shall become the responsibility of the student's parent or legal guardians.**

**CAFETERIA**

The cafeteria serves well-balanced meals prepared and served each day under sanitary conditions. All students eating breakfast or lunch must eat in the cafeteria, or they may bring a meal from home when they come to school. **Students may not send out for food or have other persons bring them food purchased from off-campus facilities.** Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. Students that are disruptive and disorderly in the cafeteria will be subject to appropriate disciplinary actions.

**A student is only allowed \$7.50 of charges.** After the student has accumulated this amount the account needs to be paid in full. Students will not be allowed to continue to charge once this amount is reached and he/she must make other provisions for lunch. If there are extenuating circumstances the parent or student may make other arrangements with the principal.

Lunch Costs

Students

High School Breakfast	\$ 1.15	High School Lunch	\$2.00
Middle School Breakfast	\$ 1.15	Middle School Lunch	\$2.00
Elementary Breakfast	\$ 1.15	Elementary Lunch	\$1.75
Reduced Breakfast	\$ .30	Reduced Lunch	\$.40
Adult Breakfast	\$ 1.50	Adult Lunch	\$2.50

Last Revised: June 16, 2008

**CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school's office.

**CHECK-INS/CHECK-OUTS**

Once a student reports to school, he/she cannot leave the campus without checking out through the office.

**APPROVAL SHALL BE GIVEN BY THE PRINCIPAL OR HIS DESIGNEE ONLY!!**

If a student becomes ill while at school, he/she will obtain permission from the classroom teacher to go to the nurse's office. If the nurse determines that the student needs to go home, she will contact the parents and notify the high school office that the student is leaving. If the nurse is off campus, the administration will contact the parents.

Other approved reasons for checking out after arriving at school include the following:

- Doctor/Dental appointments (must bring appointment card or parental note)
- Court appearance (must bring documentation or parental note)

- Driver's license exam [first time only will be excused] (must bring parental note)
- Funeral in the immediate family (must bring note from parent)

Notes must be presented to the high school principal or his designee prior to the beginning of the school day. When a student a) arrives at school late or b) checks out and returns to school the same day, he/she must sign in at the principal's office and obtain an admit slip. Students will not be allowed to return to class without an admit slip. If questions arise concerning the legitimacy of the absence, the administration reserves the right to request further documentation from the parent. Students who do not check out or check in properly will be considered truant and the penalties for truancy will apply. This policy is inclusive of all students regardless of age or grade.

**REMEMBER: When a student checks out through the office this is considered a parent note if a professional note is not brought back the next day. This counts in the number of allowed parent notes.**

## **CLASSIFICATION OF STUDENTS**

A student will not be allowed to participate in the activities of any class other than his/her classification at the beginning of the fall semester regardless of his/her chronological age.

SOPHOMORE- 5 units (one-half credit English)

JUNIOR- 10 academic units (one and one-half credits English)

SENIOR- 15 academic units (two and one-half credits English)

Students may take more than one level of sequential courses per semester for credit recovery, not for grade level advancement.

Last Revised: June 16, 2008

## **COMMUNICABLE DISEASES AND PARASITES**

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

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

Only the day the student is sent home is excused. Students must provide their own transportation on the day they return to the campus to be screened by the nurse or designee as being free of any lice or nits.

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

## **COMPUTER USE POLICY**

The Glen Rose School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computer is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary actions, as specified in the student handbook and/or computer use agreement.

Students and parents will be required to sign an Internet Use Agreement for the student to be allowed access to the Internet.

## **INTERNET SAFETY**

- A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.
- C. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. Only a member of the District administration may authorize the release of student information, as defined by Arkansas law, for internal administrative purposes or approved educational projects and activities.
- D. Active Restriction Measures. The District, either by itself or in combination with the Arkansas Department of Information Services providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by the technology coordinator with approval of a school administrator, as necessary, for purposes of bona fide research or other educational projects.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7], as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **CONCURRENT/REPLACEMENT POLICY**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, or designee, **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 sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within five (5) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and /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.

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

Date Adopted: June 16, 2003; Revised: May 16, 2004; Revised: November 11, 2004; Last revised: June 18, 2007; Last revised: November 19, 2007

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

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

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

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

## **CORRESPONDENCE COURSES**

Correspondence courses must be approved, in advance, by the principal and guidance counselor prior to enrollment in a course. A student is allowed to earn a maximum of two (2) credits in correspondence work. Louisiana State University Independent Study and the University of Missouri Independent Study are the accepted providers for correspondence courses. Any other providers must be approved by the administration.

Seniors who are doing correspondence courses must have taken their final exam by May 1 in order to be eligible for graduation. Final grades for correspondence courses must be turned in at the last full school day for seniors.

## **COURSE DROP/ADD PROCEDURES**

Students will be allowed to drop or add courses to their schedule in coordination with the counselor under the following circumstances:

1. The student demonstrates a necessary academic need
2. The student requests a course addition within one (1) week (5 school days) of the beginning of the academic semester
3. The student requests a course drop within one (1) week (5 school days) of the beginning of the academic semester

Any student that chooses to drop a course beyond the 1-week time limit above will receive a grade of "F" in the dropped course until the student re-enrolls in and passes the course at a later date.

## **CURRICULUM**

A curriculum catalog of course offerings is available to each student from the counselor's office.

## **DAILY SCHEDULE**

Students arriving at school are to go to the designated area of the high school campus in the mornings. Students should not arrive on campus (including parking lots) before 7:40 A.M. Parking lots and areas that are not directly in front of the high school are off limits, unless assigned. **NOTE:** A detailed bell schedule will be sent home the first day of school.

## **DISCIPLINE**

This discipline plan is effective during the regular school day and also applies to school sponsored functions outside the normal school day both on and off the main campus. The range of disciplinary consequences include verbal warning through a recommendation for expulsion. Students with disabilities who engage in misconduct are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Discipline for students with disabilities will be consistent with the Individual Education Plan and with IDEA (Individuals with Disabilities Act) current procedures. Students with disabilities are not exempted from discipline. (IDEA 504, PL 94-142).

Students are expected to follow the provisions of this handbook and obey the directions of certified teachers as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the directions of a volunteer or non-certified staff member is a violation of this handbook, and will result in disciplinary action being taken against the student, ranging from a warning to expulsion. Non-certified, non-instructional staff and school volunteers may not discipline students directly, except as otherwise provided, but are to refer discipline violations to a certified teacher or school administrator.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Each student will have an individual discipline plan which will outline how many times he/she has been in the office for discipline and what punishment has been received. An administrator's decision about which disciplinary response is appropriate may depend on the severity of the offense, motive, prior offenses, and effects of the offense. Some offenses may result in a severe response such as suspension or expulsion on the first offense.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

## **CLASSROOM RULES AND PROCEDURES**

Individual teachers may have specific rules designed for his/her classroom in addition to the general rules used by each teacher. The rules must be consistent with other handbook and school board policies. The teacher will document all warnings and efforts to put a stop to the unwanted behavior. The teacher may use extra assignments, writing themes or sentences, or lunch time detention in the classroom as a means to punish unwanted behavior. If the efforts of the teacher are not successful, then the principal should be consulted.

## **DETENTION HALL**

Glen Rose High School will operate a noon detention hall (DH) for the more serious rule infractions. If a student has been assigned to DH, the student will be given written notification as to the rule violation and the assigned days to attend. On the designated days, the student will report to the DH prior to the ringing of the tardy bell during the student's lunch period with assignments or class work. Students will eat lunch during the noon detention hall and will remain in DH through the entire lunch period. Being late to DH, talking during DH, or not working during assignment time may result in extra assigned days of DH for the student. In the instance of excessive detention hall assignment or failure to report to noon detention hall, students may be assigned to Saturday School or may be suspended. The number of days of suspension or Saturday School shall increase with each subsequent case of no show to DH. Failure to sign the DH slip will be considered insubordination. This will result in either Saturday school or suspension.

## SATURDAY SCHOOL

Students in Grades K-12 may be assigned to Saturday School for various discipline problems. An attempt to notify parents will be made when a student has been assigned Saturday School. The school will not provide transportation so it is the parent's responsibility to provide transportation for Saturday School. Failure of a student to attend an assigned Saturday School without prior approval of the principal or designee will result in a two (2) day out-of-school suspension. In addition, students must be ON TIME for Saturday School. Saturday School starts at 8:00 a.m. sharp! (Glen Rose School District Time). Students who arrive late will not be admitted to Saturday School and will result in a two (2) day suspension. Saturday School ends at 12:00 p.m.. Students must bring assignments or work with them. Students must follow all directions and rules. Failure to do so will result in asking the student to leave. Once a student is asked to leave Saturday School, he/she will receive a two (2) day out-of-school suspension. A student will be allowed only two Saturday Schools per semester. Any other discipline referral that would result in a Saturday School will become a suspension.

## IN-SCHOOL SUSPENSION

Glen Rose High School operates an in-school suspension program. An attempt to notify parents will be made when a student has been assigned In-School Suspension. Placement of students in the In-School Suspension program will be made for disruptive behavior or violation of school rules. ISS is a structured environment that is very restrictive. Students are assigned to this program for various disciplinary infractions. Initial assignments to ISS will be fifteen days or less. Assignments of students to ISS by school district administration are not subject to appeal or review to the Glen Rose School District Board of Directors. A student will not be allowed to participate in or attend Glen Rose School activities on or off campus while assigned to in-school suspension. If a student is removed from ISS for disciplinary reasons, he/she will receive an out-of-school suspension and will return to ISS and complete the fifteen days assigned.

## SUSPENSION FROM SCHOOL

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic

process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number
- The contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

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

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

Legal References: A.C.A. § 6-18-507

*Goss v Lopez* , 419 U.S. 565 (1975)

Date Adopted: June 18, 2007

## **EXPULSION**

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by the Weapons policy, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period

for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Legal Reference: A.C.A. § 6-18-507

Date Adopted: June 16, 2008

## **LIST OF POSSIBLE OFFENSES**

Following is a list of typical offenses that result in disciplinary responses from school officials. However, some of the listings could involve criminal charges if they violate local, state, or federal law. The list may not be complete but it includes many of the more common offenses in secondary schools.

**BEHAVIOR NOT COVERED - THE GLEN ROSE SCHOOL DISTRICT RESERVES THE RIGHT TO PUNISH BEHAVIOR WHICH IS NOT CONDUCTIVE TO GOOD ORDER AND DISCIPLINE IN THE SCHOOL EVEN THOUGH SUCH BEHAVIOR IS NOT SPECIFIED IN THE FOLLOWING WRITTEN RULES.**

1. **ALCOHOL/DRUGS (ILLEGAL)** - No student in the Glen Rose School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus, is en route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, unauthorized inhalants that alter a student's ability to act think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance. Selling distributing or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Any student found guilty of using possessing or being under the influence of drugs or liquor/ alcoholic beverages will be recommended for expulsion for not less than the remainder of the semester. This will result in no credit for all classes. A second offense will be recommended for expulsion for one year. Any student in the possession of drug paraphernalia will be suspended for a period of five days. A second offense will result in a recommendation for expulsion.
2. **ASSAULT, THREATENED ASSAULT, AND ABUSE** - Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Assault is the willful attempt or threat to inflict injury upon the person of another coupled with the apparent present ability to do so, or any display of force that would give the victim reason to fear bodily harm or assault, even if touching or striking does not occur. "Battery" is similar to assault, but requires unexcused physical touching or injury. "Abuse" means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse. "Threat" is defined as a communicated intent to inflict physical or other harm on any person or on property. Invoking the geographic location of a previous act of violence, particularly school violence, in a threatening or menacing way, will be considered a threat. Act 1046 of 2001 considers a student making a death threat against another student or school employee to be a CLASS D FELONY if certain conditions are met. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

The conditions include the following:

- (1) The person communicates to any other person a threat to cause the death of a school employee or student;
- (2) The threat involves the use of a firearm or other deadly weapon; A reasonable person would believe that the person making the threat intends to carry it out;
- (3) The person making the threat takes action that would culminate in action that would carry the threat out;
- (4) There is a time relationship between the threat and the action carrying it out.

The penalty for this violation against a district employee will be minimally an out of school suspension and a maximum penalty of permanent expulsion. The penalty for this violation against another student will be minimally detention hall with a maximum penalty of permanent expulsion.

3. **BOMB THREATS** - Any student who phones in a phone threat will not only face disciplinary consequences from the school, but according to Act 567 of 2001 it will also be considered a CLASS D FELONY.
4. **CHEATING** - It is prohibited for any student to cheat by copying, or claiming another person's work to be his/her own. The disciplinary consequences may be a minimum of a loss of credit on the assignment to a maximum of suspension.
5. **CURSING/PROFANE LANGUAGE** - General cursing, profane language, and/or ethnic/racial slurs either verbal, written, or signaled shall not be tolerated and may result in corporal punishment. Vulgar provocative language will be subject to a minimum of detention hall and a maximum of expulsion.
6. **DISRUPTIONS** - Any student who uses violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, profane or vulgar language, or any other conduct intentionally to cause disruptions shall be assigned to a minimum of detention hall and a maximum of expulsion. Disorderly activities by a student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.
7. **DISTURBANCES** - Any student who provokes or contributes to deliberate disturbances of school or school functions will be subject to a minimum of a suspension and a maximum of expulsion.
8. **ENHANCED DRUG SALES** - Act 612 of 1989 provides that sentences for sale of controlled substances within 1000 feet of the Glen Rose School Campus shall be enhanced by two (2) years and a fine of no less than \$1000.00.
9. **EXTORTION/THREATS** - Any student obtaining money or property by violence or threat of violence, or by forcing someone to do something against his/her will by force or threat of force will be subject to a minimum of suspension and a maximum of expulsion.
10. **FIRE ALARM**- The activation of the school fire alarm by a student for any purpose other than its intended emergency purpose shall result in a minimum out-of-school suspension of three (3) days and criminal charges filed for turning in a false fire alarm.
11. **FIREWORKS** - Fireworks are not to be brought to school or school functions. A student lighting, or throwing fireworks after being lighted, shall be suspended for three (3) days. Possession of fireworks alone is grounds for disciplinary action.
12. **FORGERY** - Any student forging or making use of a forged parent/guardian note, a school employee note, or a doctor's note validating an illness will face a minimum of a verbal warning/parental notification with a maximum of a suspension.
13. **GAMBLING** - A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value. A student guilty of this offense shall face a minimum of detention hall and maximum of suspension.
14. **HARASSMENT** - Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability is not allowed. A student guilty of this infraction may face a minimum of a verbal warning to a maximum of expulsion.
15. **HAZING** - Hazing or aiding in the hazing of another student may result in the minimum of a verbal warning to a maximum of expulsion.
16. **IMMORALITY** - Students shall abstain from any indecent or immoral act. A student guilty of such conduct will face a minimum punishment of suspension and a maximum punishment of expulsion.

17. **INSUBORDINATION/DISRESPECT** - Insubordinate behavior (refusing to follow the request of school authorities) and/or disrespect are behavioral actions detrimental to the educational process. Violations of this nature will result in a discipline response ranging from detention hall up to and including expulsion depending on the circumstances of this behavior and the student's previous behavioral record.
18. **LASER POINTER** - No student may possess a hand-held laser pointer or other similar device unless under the direct supervision of a parent, guardian, or teacher. Such devices when discovered by school officials, will be immediately confiscated, and disciplinary action will be taken against the student. The student will face disciplinary actions of minimally a warning with a maximum of suspension.
19. **POSSESSION OR USE OF RADIOS, TAPE PLAYERS, ETC.** - Any student who brings electronic equipment to school will be subject to a minimum of a warning and a maximum of suspension.
20. **PUBLIC DISPLAY OF AFFECTION** - Students involved in public display of affection will be subject to a minimum of a warning with a maximum of suspension.
21. **SCUFFLING** - Arguing, bickering, horseplaying, shoving, scuffling, etc. are dangerous and many times lead to fights. Offenders will be subject to a minimum of a warning and a maximum of detention hall.
22. **SOFT/DRINKS** - Only unopened canned drinks may be brought to school. Violation of this policy will result in a minimum of a warning and a maximum of suspension.
23. **SPECIAL EFFECT CONTACT LENSES** - These lenses will not be allowed in school or at school activities. Students involved in this offense will be subject to a minimum of a warning and a maximum of suspension. Violations of this policy may result in suspension, expulsion, or other disciplinary action deemed appropriate by the district.
24. **SUNGLASSES/TINTED GLASSES** - Sunglasses and tinted glasses (dark glasses) are to be removed before entering the classroom building. If an ophthalmologist prescribes dark glasses for wearing indoors a written statement from the doctor is to be filed in the principal's office and the faculty shall be so notified. The student will be asked to remove the glasses and will be subject to a minimum of a warning with a maximum of suspension.
25. **THEFT** - Any student guilty of stealing public or private property shall make restitution for or replace the property. Any articles on campus that a student may consider to be lost should be left alone and reported to the nearest teacher. Students are not to have any item in their possession which they are not authorized to have. Students who are guilty of this offense will face a minimum consequence of suspension and a maximum of expulsion.
26. **TOBACCO** - No student may use or possess tobacco, tobacco products, or tobacco paraphernalia (ex. lighters, matches, etc.) on school property, on a school bus, at a designated bus stop or at a school-sponsored activity. Tobacco, tobacco products, or tobacco paraphernalia discovered in the possession of students under the age of 18 will be confiscated and destroyed by school officials. Any student using or in possession of tobacco in any form shall receive Saturday School for the first offense, three (3) days suspension for the second offense, and five (5) - ten (10) days suspension for the third offense and expulsion for an subsequent offense. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.
27. **VANDALISM** - Willful damage to or destruction of property, whether public or private is a serious problem resulting in some school systems paying large sums of money to repair or replace property. Any student guilty of such offenses may be suspended or expelled if the situation warrants. Students shall pay for damages. A student will be faced with a minimum of detention hall and a maximum of expulsion.
28. **WEAPONS** - No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored event. Military personnel such as ROTC cadets acting in the course of their official duties are excepted from this policy. A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun chucks, pepper spray and/or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. Possess means have a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school 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. Except as permitted in this policy, students found to be in possession on the school campus of a firearm or other weapons shall be expelled for a period of not less than one year. The Superintendent shall have the discretion, however, to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. **The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.**

Legal References: A.C.A. 6-18-502 (c) (2) (A) (B); A.C.A. 6-18-507 (e) (1) (2); 20 USCS 7151

Cross Reference: EXPULSION

Last Revised: June 16, 2008

## **CORPORAL PUNISHMENT**

In some cases, corporal punishment may be deemed appropriate for some disciplinary referrals. The Glen Rose School Board permits corporal punishment by a teacher or administrator. Corporal punishment will be used only with the approval of the principal. Corporal punishment shall be used only as a last resort before suspension.

When corporal punishment is used the following guideline will be followed:

- (1) Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. The student will be allowed time to respond, at which time action that is deemed most appropriate will be taken.
- (2) Corporal punishment will not be administered in front of other students.
- (3) No more than three licks will be given at one time or for any one offense.
- (4) A certified witness of the same gender as the student being punished must be present.
- (5) The paddle in the principal's office is to be used unless another paddle has been approved by the principal.
- (6) Any cases of corporal punishment must be documented and put on file in the principal's office on the appropriate form.

NOTE: When corporal punishment is appropriate and the student refuses such punishment, a three (3) day suspension shall result.

## **DISTRIBUTION OF LITERATURE**

No literature or announcements will be distributed to students at school without clearance from the principal's office.

## **DRIVER'S LICENSE LAW**

Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than (18) years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. The person shall present proof of a "C" average for the previous semester or grading period in order to be issued a license.

## **DRUG TESTING KIT AVAILABILITY**

The Glen Rose High School provides drug-testing kits to parents through our school nurse. These kits are designed to be used by parents in the privacy of their home. School officials will not be involved unless the parent requests involvement. There are two types of kits available; one test is for alcohol and the other is for illegal drugs. Results are available in three to five minutes and can be interpreted by a parent or guardian. The cost for each kit is \$6.00. Please contact the school nurse for information or to obtain the kit.

## **DRUG FREE ENVIRONMENT**

The Glen Rose School District recognizes its responsibility to students to provide a drug free school. The district also recognizes that substance abuse is a significant health problem for students, detrimentally affecting overall health,

behavior, learning ability, reflexes, and the total development of each individual. Substance abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications. The Glen Rose Schools provides a K-12 drug prevention program.

The possession, sale (accepting money or property), distribution, or misuse of alcohol, prescribed/non-prescribed, or illegal drugs will not be tolerated.

Violations of this policy may result in suspension, expulsion, or other disciplinary action deemed appropriate by the district.

## **DUE PROCESS**

Every student is entitled to due process for any disciplinary action resulting in suspension or expulsion.

1. Due process is afforded to students for all handbook infractions.
2. The due process rights of students and legal guardians are as follows for those students who are suspended for ten (10) days or less:
  - (a) Prior to any suspension, the school principal or his/her designee, shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - (b) The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - (c) Written or verbal notice of the suspension and the reason(s) for suspension shall be given to the parent(s)/ legal guardians of the student. A written description of the events will be on file at the school.
3. The due process rights of students and legal guardians are as follows for those students who are recommended for expulsion.
  - (a) The school principal or his/her designee, shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - (b) The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - (c) The superintendent of schools shall, in writing, by registered or certified mail, notify the student and his parent/legal guardian of the recommended expulsion and the reason/reasons for the recommendation.
  - (d) The notice shall also specify a time and date for a hearing, at which time the board of directors shall hear the superintendent's recommendations and report its findings.
  - (e) The student and the parent/guardian have the right to be represented by counsel at such hearing.

## **EIGHTEEN YEAR OLD POLICY**

Public law 93-380 (Buckley Amendment) states upon reaching the age of eighteen "the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student." While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither an 18-year-old nor a parent can authorize the abrogation of school policy and procedure.

To invoke this right, the 18-year-old must fill out the proper form in the office. As a courtesy, the office will notify the parent of their child's decision to invoke this right.

## **EMERGENCY DRILLS**

All schools in the Glen Rose School District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses and students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the emergency evacuation drills at least twice each school year.

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

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

Legal Reference: A.C.A. § 12-13-109; A.C.A. § 6-10-121

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: June 18, 2007

## **ENROLLMENT**

It shall be the policy of the Glen Rose School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the School Board shall be held before that student may be enrolled. This hearing may be closed at the request of the student's legal guardian, pursuant to Ark. Code Ann. 6-18-507. Prior to the hearing the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district and have an opportunity to question the student and his or her legal guardian concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

## **ENTRANCE REQUIREMENTS**

To enroll in a school in the Glen Rose district, the child must be a resident of the District as defined in District policy (RESIDENCE REQUIREMENTS), must meet the criteria outline in HOMELESS STUDENTS policy, be accepted as a transfer student under the provisions of the STUDENT TRANSFER policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before September 14 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

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

- d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United State military identification; or
  - g. Previous school records.
3. The parent, guardian or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
  4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year.

Cross References: RESIDENCE REQUIREMENTS, STUDENT TRANSFERS, SCHOOL CHOICE, HOMELESS STUDENTS

Last revised: June 16, 2008

## **EXEMPTION POLICY**

As a reward for regular attendance, academic performance and outstanding behavior, students in grades 7-12 will be exempted from spring semester finals in a class or classes if the student meets all of the following criteria:

1. The student has no more than four (4) absences from that class for the spring semester.
2. Students must have a C average or better in an individual class to be exempt from that test.
3. The student has no suspensions during the spring semester.
4. The student has not had more than four tardies the entire spring semester.
5. **FALL ONLY** - A student may be exempt from fall semester test if he/she meet the criteria listed above and are proficient or advanced on the Benchmark or End of Level Testing. This exemption applies only to the subject that they score proficient or advanced.

**THERE ARE NO EXCEPTIONS MADE FOR THIS POLICY!!** ALL absences are counted, regardless of the nature. It is required of all high school faculty members to administer a formal comprehensive exam at the end of the first academic semester.

## **FIELD TRIPS**

Glen Rose School does, in order to enrich the student educational process provide for opportunities for field trips away from school. The trips are intended to expose the students to a variety of cultural and educational experiences. These activities must not be excessive and detrimental to the student's basic education. Students with undesirable behavior will not be allowed to participate. A student will be notified not less than 24 hours if he/she is ineligible to participate in a field trip. If a student cannot participate in a field trip and the trip is part of the student's grade, the student will be given an alternate assignment of equal value.

Student conduct while on the field trip will be governed as per handbook policy.

## **FIRE/TORNADO DRILLS**

Fire and tornado drill procedures are posted in all classrooms. Homeroom teachers will instruct all students in rules and evacuation procedures. Students are to take these drills seriously - **IT MAY SAVE YOUR LIFE.**

## **FREE TEXTBOOKS**

Books are purchased by the school with the expectation of using them for a period of six years. Students who lose, destroy or deface books which are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear which occurs from normal use of a book. **This rule also applies to any school-issued equipment or clothing.**

## **FULL DAY OF SCHOOL FOR SENIORS**

Act 675, of the 2003 session requires high school students in grades 9-12 to attend a full school day. There are exceptions to this policy:

“Financial hardships” means harm or suffering caused by a student’s inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student’s family.

This will be handled on a case by case basis.

## **GIFTED AND TALENTED PROGRAM**

The gifted and talented program is for students in grades 9 - 12. The criteria for being selected to enter this program includes a case study approach. Nomination forms for possible inclusion in the program may be obtained from the G/T Coordinator.

## **GRADES, EVALUATION, AND REPORTING**

Report cards are issued at the end of the four nine-weeks grading periods. At the end of the second and fourth-nine weeks grading periods the student is given a cumulative grade for two nine-week periods and a semester exam, and it is this grade that is recorded on the student’s permanent record. The grade at the end of the first nine-week period is in the nature of a progress report. Interested parents/guardians are encouraged to mark on their calendars the dates report cards are issued.

Deficiency Reports - Teachers shall send to the parent the grade of any student who is failing or making the grade of D. If the teacher feels a student is obviously capable of better work than is shown, the teacher may send a report home whatever the grade may be. The reports will have a special area where the teacher may check off the deficiency or deficiencies of the student. Deficiency reports will be given to students to take home during the fifth (5th) week of each nine (9) week grading period. A teacher may require a student to have a parent sign the deficiency report and return it for the teacher’s files.

Grades assigned to students for performance shall reflect only the extent to which a student has achieved the expressed academic objectives such as those contained in the learner outcomes and curriculum frameworks. Any criteria other than those related to educational or academic objectives shall not be utilized.

The school offers timely parent-teacher conferences at the mid point of the first and third nine weeks. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. If there are any concerns that a parent feels the need to discuss before conferences, the parent should call the school and set up an appointment. The faculty members are available during conference periods and after school for thirty minutes. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding.

## **GRADING SCALES/SEMESTER AVERAGES**

The following grading scale as approved by ACT 576 of the 1993 legislative session will be used in computing ALL courses in grades 9 – 12.

<b>PERCENT</b>	<b>GRADE</b>	<b>GRADE POINT</b>	<b>AP, IB, and ADE APPROVED HONORS</b>
90 – 100	A	4.00	5.00
80 – 89	B	3.00	4.00
70 – 79	C	2.00	3.00
60 – 69	D	1.00	2.00
59 and Below	F	0.00	0.00

The grade point values for Advanced Placement, International Baccalaureate, and ADE approved honors course shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Revised: November 19, 2007

## **COMPUTATION FOR NINE-WEEKS/SEMESTER AVERAGES:**

1. Tests and major projects constitute at least 65% of the nine-week grade, and homework constitutes not more than 35% of such grade.
2. Semester examinations (where applicable) constitute 1/4 of the semester average, with the remaining 3/4 determined by the average of the two nine-week averages.

NOTE: Conduct grades are not reflected in academic averages.

## **GRADUATION REQUIREMENTS FOR THE CLASS OF 2009**

The number of units students must earn to be eligible for high school graduation are to be earned from the following categories:

### **CORE: SIXTEEN (16) units**

English - 4 units

Oral Communication - 1/2 unit (1/2 year)

Social Studies: three 3 units; at least one (1) unit world history, one (1) unit of U.S. history, one (1) unit civics or government

Mathematics - 4 units ; 1 unit algebra or its equivalent\*, 1 unit geometry or its equivalent\*. All math units must build on the base of algebra and geometry knowledge and skills.

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

Science: three 3 units; at least one (1) unit of biology or its equivalent and one (1) unit of physical science

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

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

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

### **CAREER FOCUS**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the Glen Rose School District and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. In addition to the above policy, in order for a student to receive a diploma with the career focused completion seal affixed a 2.75 cumulative grade point average is required.

### **ELECTIVES:**

Units of electives required equal the total required by the Glen Rose School District minus [Core + Career Focus].

All the core, career focus, and elective units must total at least twenty-two (22) units to graduate.

### **COLLEGE FOCUS (SMART CORE)**

In order for the student to receive a diploma with the college focused completion seal affixed to the diploma a 2.75 cumulative grade point average and the following course of study is required. These courses meet the academic requirements to apply for the Academic Challenge Scholarship (Except for Math: student must take an Advanced Math course for Arkansas Academic Challenge.)

English - 4 units

Oral Communication - 1/2 unit (1/2 year)

Social Studies: three 3 units; one (1) unit world history, one (1) unit of U.S. history, one-half (1/2) unit civics or government

Mathematics - 4 units ; 1 unit algebra or its equivalent\*, 1 unit geometry or its equivalent, 1 unit of Algebra II and an Advanced Math Course\*\*. All math units must build on the base of algebra and geometry knowledge and skills.

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

\*\*Advanced math course may be chosen from Trigonometry/Calculus, Transitional Math, and College Algebra with an additional semester of advanced math.

Foreign Language: two (2) units of the same language

Science: three 3 units; at least one (1) unit of biology, one (1) unit of physical science, and one (1) unit of chemistry or physics

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

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

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

Electives: 4 units

These units must total at least twenty-two (22) units to graduate.

Legal Reference: State Board of Education; Standards of Accreditation 14.01

It is strongly recommended that students take a math course during their senior year.

Students may receive high school credit for successfully completing “traditional” Algebra at grade eight (8). Conversely, student may prefer to take Integrated Algebra A at grade eight (8). They must, however, successfully complete Integrated Algebra B at grade nine (9) to receive a high school mathematics credit.

A CERTIFICATE indicates unsatisfactory achievement to meet diploma requirement after twelve or more years of school.

The graduation ceremony at Glen Rose High School is a public recognition of a job well done by the graduating seniors of Glen Rose High School. In order for a student to be eligible to participate in the graduation ceremony, the student must meet the following requirements.

1. The student must have fulfilled all graduation and diploma requirements as defined in the previous section.
2. A student who is currently under suspension during graduation or who has been expelled for the remainder of the spring semester will not be allowed to participate in the graduation ceremony.
3. All seniors must attend the senior awards ceremony except in circumstances approved by the principal or superintendent prior to the awards ceremony. **Students who do not attend the senior awards assembly will not be permitted to walk in the graduation ceremony unless prior approval has been obtained.**
4. Students are required to wear dress clothes for graduation and awards assembly. Males should wear dress slacks (these may be khaki for awards but should be black for graduation), and collared shirts. Females should wear dress slacks or a dress for both. **Absolutely no jeans will be allowed. Failure to comply will result in the student forfeiting his/her privileges to participate in these events.**
5. Upon satisfactorily fulfilling all graduation requirements the appropriate seal will be placed on the diploma.

In order to insure that every child has access to a rigorous curriculum, beginning with the 7th grade class of 2004-2005, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from the Arkansas Public Schools. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student’s right to participate. In such a case of a waiver, the student will be required to participate in the Core. See below. (Parent or guardian will be required to sign a waiver, which will be kept on file.) Smart Core, Core requirements will be found in the Middle School handbook.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign 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 shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

## **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **SMART CORE: Sixteen (16) units**

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

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

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

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

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

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

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

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

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

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History

- American History

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

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

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

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

**CAREER FOCUS: - Six (6) units** – at least two of the Career Focus units must be of the same foreign language.<sup>9</sup>

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-two (22) units<sup>8</sup> to graduate.

**CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units (years)

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

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

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

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

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

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

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

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-two (22) units<sup>8</sup> to graduate.

Last Revised June 15, 2006-

## **GRIEVANCE PROCEDURES**

The grievance procedure is applicable to any situation not covered by law or other specific procedures provided for in board policies. This procedure may be used by a student who feels that there has been a violation, misinterpretation or inequitable application of rules and regulations, laws, or administrative order.

It is desirable that student problems be resolved at the earliest possible time and at the most immediate level of supervision. At any time during this procedure the student may obtain counsel.

Time limits for any step in the procedure may be set by mutual consent of the parties and any step not necessary may be deleted from the process.

**STEP 1:** A student who feels that he/she has a grievance should present the matter orally or in writing to the staff member involved.

**STEP 2:** If the problem is still unresolved the grievant may request a meeting with the principal to present the matter orally or in writing. This should be submitted within 30 days of occurrence of the problem. If the grievance is related to discrimination based on race, sex or handicapping condition the grievant may contact the Equity Coordinator for assistance.

**STEP 3:** If the problem is still unresolved the grievant may request the principal in writing to arrange a meeting with the Superintendent. This meeting shall be held within 10 working days after the receipt of the written request.

## **HALL PASS POLICY**

All students outside of the classroom during the regular class time are responsible for having a hall pass in their possession. This includes students in the hall, on the parking lot, or in transit from one area of the campus to another. Students in violation of this policy will be subject to disciplinary action ranging from a verbal warning to out of school suspension.

## **HEALTH SERVICES**

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board Of Nursing rules and regulations, Chapter Five: Delegation of Nursing Care.

## **HOMELESS STUDENT**

Homeless Students

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

Homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. It is the responsibility of the District's local liaison for homeless children and youth to carry out the dispute resolution process.

The district shall act, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school in which the child was last enrolled).

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

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

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

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

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

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- (d) are migratory children who are living in circumstances described in clauses (a) through (c).

## **HOME SCHOOLING**

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

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

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

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the district in providing a free and appropriate public education to students in need of special education services, the parent or legal guardians home schooling their children shall provide information, which might indicate the need for special education services.

Any home schooled student who enrolls in a local school district must attend classes for at least nine months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district. (Act 6-15-504).

## **HONOR GRADUATES**

In order to receive the distinction of an honor graduate, the student must complete a minimum of 22 credits on the college curriculum as defined by the state board of higher education and the state board of education. All student grade point averages will be calculated from grade 9 through 12.

We feel that it is important for the honor graduates of Glen Rose High School to reflect not only academic excellence but excellence in citizenship as well. Any out-of-school suspension or period of expulsion that occurs during the senior year would not exemplify this excellence. As a result, a student who has an out-of-school suspension or expulsion that occurs during their senior year will not be recognized as an honor graduate, notwithstanding that they

may otherwise qualify for the honor based on grade point average.

Summa Cum Laude (with highest honors) will have a cumulative G.P.A. of 3.75 or above out of a possible 4.00.

Magna Cum Laude (with high honors) will have a cumulative G.P.A. of 3.50 - 3.74 out of a possible 4.00.

Cum Laude (with honors) will have a cumulative G.P.A. of 3.25 - 3.49 out of a possible 4.00.

Honor graduate status will be computed following the eighth (8th) semester of high school work.

Beginning with the 2005-2006 school year, rank will be computed based on the weighted G.P.A.

Any Advanced Placement student's transcript with all "A's" and the same number of AP courses shall be evaluated by a committee appointed by the principal to determine final class ranking.

## **HOMEWORK POLICY**

Homework is considered to be 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 should be viewed by the students as purposeful.

The Board of Education recognizes that individual grade levels have varying needs concerning homework and each building level student handbook will address specific policies.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Date Adopted: June 6, 2002 ; Revised: May 16, 2004; Last Revised: June 18, 2007

## **LASER POINTERS**

Students shall not possess any hand held laser pointers while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year or when the student is no longer enrolled in the District.

## **LOCKERS**

Students are to keep their textbooks and personal belongings in their lockers, and they are responsible for their locker's contents. Students will pay for damaged and abused lockers. No stickers, writings, etc. will be put on lockers! Lockers are school property and can be inspected and searched at any time.

**STUDENTS ARE NOT ALLOWED AT THEIR LOCKERS DURING CLASS PERIODS UNLESS PERMISSION IS GIVEN BY THE TEACHER (HALL PASS). STUDENTS WILL RECEIVE AN UNEXCUSED TARDY WHEN LEAVING CLASS TO GO TO LOCKERS.** The school will require the use of locks on the lockers. The school will supply the first lock but if that lock is lost or destroyed the second lock must be purchased from the school. A \$3.00 non-refundable locker fee will be charged.

## **MAKE-UP OF REQUIRED COURSES**

Students failing one or both semesters of a required course for graduation have no priority in being scheduled to retake the course (state law limits class size to 30 students). Students in this position have two (2) options available:

1. The student can wait and hope a position becomes available.
2. The student may enroll in a summer program or correspondence work.

## **MAKE-UP OF WORK**

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

- (1) Incomplete grades must be resolved within 10 working day of the end of a grading period.
- (2) A student will be allowed (1) day to make-up work for each day of excused absences.
- (3) Work may not be made up for credit for unexcused absences.

- (4) Out-of-school suspensions are considered unexcused absences.
- (5) It is the student's responsibility to contact the teacher concerning missed assignments.
- (6) Teachers are responsible for providing the missed assignments when asked by a returning student.
- (7) Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- (8) Make-up tests are rescheduled at the discretion of the teacher.
- (9) Make-up work, which is not turned in within the make-up schedule, will count as a zero.
- (10) Students are responsible for turning in their make up work without the teacher having to ask for it.
- (11) Students who are absent on the day their make-up work is due must turn in their work the day they return to school.

## **MEDICINE**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine. Or both does not require him/her to have such on his/her person. The parent or guardian of 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.

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

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

## **NON-RESIDENT STUDENTS**

The public schools of any Arkansas school district are open to persons between the ages of five (5) and twenty-one (21) years who are residents of the district; or in the case of minors, whose parents are residents of the district (Act 828 or 1981 Arkansas General Assembly). The Glen Rose School District does not accept transfer due to Act 609 of 1989 (any and all options).

## **NOTIFICATION OF PARENTS WHEN REPORTS ARE MADE TO LAW ENFORCEMENT CONCERNING STUDENT MISCONDUCT**

In order to comply with state law or district policy, state or local law enforcement may be notified of student misconduct or criminal acts. Students are advised that they have the legal right to decline to be questioned by a law enforce-

ment officer until their legal guardian can be present. Administration will make every effort to notify parents that their child has been reported by the school district to law enforcement at the parents' daytime telephone number as reflected in district records.

## **ON CAMPUS TRAFFIC**

No through traffic on the gym and fine arts road is permitted from 7:45 a.m.-8:15 a.m. Monday through Friday and from 3:00 p.m. and to 3:30 p.m. Monday through Friday. This road is open to buses only.

## **OUACHITA TECHNICAL COLLEGE**

Glen Rose Schools participates with Ouachita Technical College by allowing our students to take classes from OTC. A handbook detailing these procedures is available from the counselor's office.

All students enrolling for courses taken at OTC during the 3rd and 4th periods will be **required** to ride the bus that is provided to and from OTC. This is for safety purposes.

All OTC students will follow high school policies and procedures.

## **POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.**

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

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

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

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP 3 players, Ipods, or any other portable music device. Such devices may be stored in the student's locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

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

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.

Consequences are:

1<sup>st</sup> Offense – Three (3) days detention hall, parent/guardian pick up the phone

2<sup>nd</sup> Offense – Saturday School, parent/guardian pick up the phone

3<sup>rd</sup> Offense – Suspension, parent/guardian pick up the phone

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

Date Adopted: June 18, 2007

Last Revised:

## PARENTAL INVOLVEMENT ACT

Glen Rose High School adheres to the Parental Involvement Act 603 of 2003. A copy of this act is on file in the Superintendent's Office.

## PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within (ten) school days after the date a request from the receiving school district is received.

Last Revised July 1, 2008.

## PERSONAL APPEARANCE

The rules of this dress code are intended from a pedagogical standpoint to help avoid disruption and distraction in the classroom, foster respect for authority and discipline, provide conformity to community standards, and promote health and safety. Each year a committee will be convened to discuss changes in the dress code policies. This committee will consist of an administrator, teachers, and a parent representative.

The freedom of an individual may be restricted in order to reach educational objectives. Personal freedoms are not absolute-they must yield when they intrude on the freedom of others. The school administration carries the burden of infringing upon an individual's freedom in order that an educational goal might be met. The administration believes strongly that teachers have the right to teach in an atmosphere conducive to teaching and learning.

**THE PRIMARY FUNCTION OF THE SCHOOL ADMINISTRATION CONCERNING A DRESS POLICY IS SERVING THE INTEREST OF THE COMMUNITY IN REQUIRING THE EDUCATORS OF ITS CHILDREN TO ALLOCATE THEIR TIME PRIMARILY TO THE EDUCATIONAL PROCESS. THE ADMINISTRATION REALIZES IT IS EXTREMELY DIFFICULT TO DEVELOP A DRESS CODE WHICH WILL COVER ALL SITUATIONS WHICH MIGHT ARISE DURING THE SCHOOL YEAR AS THE STYLE OF DRESS CHANGES FROM MONTH TO MONTH AND SEASON TO SEASON. THE ADMINISTRATION BELIEVES THE PRIMARY RESPONSIBILITY OF DETERMINING STUDENT DRESS AND APPEARANCE LIES WITH THE PARENT, THEN WITH THE STUDENT. THE SCHOOL ADMINISTRATION IS THE FINAL AUTHORITY REGARDING THE DRESS CODE.**

The following are not permitted at Glen Rose unless approved by the administration:

1. Garments without sleeves, garments that are made of see-through material, garments made of spandex, and/or garments that have bare backs.
2. Uncovered midriffs or shirts with sides that are split are prohibited. Midriff must be covered even when arms are extended above their head. (This will prevent midriff from being exposed when standing or sitting).
3. Pants that are not worn on the waist or too tight.
4. Head coverings of any kind.
5. Chains of any kind.
6. Clothing of any kind that advertises tobacco, alcohol or drugs, or has disruptive, offensive, or obscene language or pictures. **Any clothing with inappropriate insinuations will not be allowed. Example: T-shirts with double meanings.**
7. Shorts, skirts, or dresses above mid-thigh in length.  
Appropriate length may be determined by the following procedure. Place your hand, palm down, sideways on the top of the knee cap. If your garment touches the top of your hand, the length is acceptable. If the administration feels that the shorts policy dress code is being abused, the privilege of wearing shorts will be rescinded.
8. No pajamas, bedroom slippers, or house shoes.
9. No clothing will be permitted that in any way makes visible, or gives the illusion, of exposing undergarments. Clothing should not be in an extreme state of disrepair.
10. Facial jewelry with the exception of earrings worn in the ears is not allowed. Any jewelry worn in the ear that the administration deems excessive will not be allowed.
11. Any hairstyles or hair coloring deemed disruptive to the educational process will not be permitted.

12. No trench coats or full length coats.

**NOTE: The administration/sponsor reserves the right to deny attendance to special events (i.e. prom, banquets, dances, etc.) based on apparel. If there is a question about the appropriateness of a garment then prior approval should be sought. THE SCHOOL ADMINISTRATION IS THE FINAL AUTHORITY REGARDING THE DRESS CODE.**

**ANY CLOTHING, JEWELRY OR ACCESSORY THAT THE ADMINISTRATION DEEMS AS INAPPROPRIATE IN AN EDUCATIONAL SETTING, PRESENTING A SAFETY CONCERN OR THAT CAUSES A DISRUPTION IN THE EDUCATIONAL PROCESS WILL BE PROHIBITED.**

When students arrive on campus improperly dressed, the parents will be called and given the opportunity to bring appropriate clothing. In the meantime, the student will be given appropriate covering and sent to class. If the parent cannot bring clothing, the student will wear the covering the remainder of the day. THE STUDENT WILL NOT BE ALLOWED TO LEAVE CAMPUS TO CHANGE CLOTHING. THE PENALTY FOR IMPROPER DRESS IS: A minimum of a warning with the option to change into proper attire and a maximum of suspension.

## **PLEDGE OF ALLEGIANCE**

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

Students shall not be compelled to recite the Pledge, but students 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. No student shall be harassed when choosing not or choosing to recite the Pledge. This action may result in a minimum of a verbal warning to a maximum of expulsion.

Legal Reference: A.C.A. 6-16-108

## **POSTERS**

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without permission will be removed and appropriate disciplinary action will follow.

## **PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION**

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards educational records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.

For purposes of this policy, the Glen Rose School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

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

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

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principals.

## **PRIVILEGES/STUDENT VEHICLES**

GRHS makes every effort to work with those students who need to work and who need to drive their vehicles to school. In order to retain these privileges, a student will be expected to maintain the following standards:

1. A 2.00 G.P.A. for the previous semester
2. No more than five (5) tardies in any one period during the semester or assignment of Saturday school due to tardies.
3. No more than four (4) unexcused absences per semester
4. No more than five (5) DH assignments per semester
5. No more than three (3) total days of suspension per semester and no expulsions.

Failure to meet these standards will result in the suspension of the work permit and/or driving privileges. Such suspensions will go into effect the following semester.

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may apply to drive his/her vehicle to school. On arrival at school all driving students will park their vehicle in the high school parking lot. The student will exit the vehicle and the parking lot until such time that he or she is ready to leave school. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless he/she is 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.

Students shall park in front of the high school building in designated student parking only. Only students who have been issued a vehicle permit may park or drive on campus. Vehicle permits are issued through the high school administration office. Students may be asked to pay a nominal fee for each vehicle permit. **A STUDENT HAVING A WORK PERMIT MUST LEAVE THE CAMPUS FIVE (5) MINUTES AFTER HIS/HER LAST CLASS FOR THE DAY. ANY USE OF AN AUTOMOBILE IN THE VICINITY OF THE SCHOOL WHICH CREATES A HAZARDOUS SITUATION IS PROHIBITED.** Students who fail to follow the above rules can and will have their vehicles towed at the owner's expense.

Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

NOTE: The high school administrator retains the right to revoke privileges immediately in severe circumstances.

## **REASONABLE FORCE**

The Glen Rose Public School Board hereby authorizes the use of reasonable force by any district employee in the exercise of his/her lawful authority to restrain a refractory pupil, to protect a pupil from harm or to maintain order in any school building, any school property or at any school sponsored event. A report shall be filed as soon as practical following any incident in which force is used as authorized in this section by the employee using such force. The report shall include a statement of reasons for the employee's action, the names of pupils involved and the names of any witnesses and the signature of the employee.

## **REMEDICATION**

In accordance with Act 35 any student K-12 identified as needing an Academic Improvement Plan must receive remediation by the school. The Academic Improvement Plan means a plan detailing supplemental or intervention and remedial instruction, or both, in deficient academic areas for any student who is not proficient on a portion or portions of the state mandated Arkansas Comprehensive Assessment Program.

Each student and his/her parent shall know their role and responsibilities to participate in the plan, this shall include a signed AIP form by the parent/guardian. By law students grades K-12 identified for an Academic Improvement Plan who do not participate in the program shall be retained or lose credit.

## **RESIDENT REQUIREMENTS**

Definitions:

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

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

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

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

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

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

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

Residency requirements of homeless students if governed by the Homeless Students Policy.

Legal References: A.C.A. § 6-18-202; A.C.A. § 6-18-203

Date Adopted June 6, 2002

## **SCHOOL CHOICE**

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

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

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

The District may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to

provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Last Amended: July 18, 2007

At the bottom of the policy: A.C.A. § 6-18-206, A.C.A. § 6-18-510

A.C.A. § 6-18-206(f)(3) was amended by Act 552 of 2007 and permits transfers between districts regardless of their proximity if both districts do not have a "critical mass" of minority students greater than 10%.

## **SCHOOL PICTURES**

All students may have their pictures taken at the beginning of school for the yearbook. "SCHOOL DAY" packets must be paid for in advance, and defective pictures will be retaken later.

## **SCHOOL PROPERTY**

In the assignment of school property (lockers, desks, etc.) to a student, the school retains ownership of such property and the right to inspect or reclaim. Searches of school property may be conducted at any time if the situation so warrants.

## **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.

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

School personnel may legally search lockers, automobiles, and students using the following guidelines:

**LOCKERS:** A search shall be conducted upon receipt of information that the search would produce evidence indicating the student has violated the law or school rules. The students shall be informed at the beginning of the school year that school authorities have equal access to lockers and may inspect them at any time.

**PERSONAL SEARCH:** A search of a student's person may occur when the administration has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules. These guidelines will be observed:

1. A same sex adult witness will be present when a personal search is conducted.
2. Students may be asked to remove outdoor garments, shoes, and socks and empty purses, bags, and/or backpacks.

**AUTOMOBILES:** Warrantless searches of student automobiles by school personnel are generally valid if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

**SNIFF DOGS:** Drug or "sniff" dogs may be brought on the school premises either at the request of school officials or at the request of appropriate law enforcement officers. "Sniffing" by trained dogs in public hallways or autos in public lots is not a search.

## **SEXUAL HARASSMENT**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Glen Rose School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any other student to another student constitute sexual harassment when:

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

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
5. Inappropriate patting or pinching
6. Intentional brushing against a student's or an employee's body
7. Any sexually motivated unwelcome touching

## **Procedures**

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure or may complain directly to the building principal, guidance counselor, or to Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

## **School District Action**

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

## **Reprisal**

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. 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.

## **SOLICITATION**

No items will be sold on the school campus or school bus without permission from the principal.

## **SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may

be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

Legal References: 34 C.F.R. 300 et seq.; 42 U.S.C. §12101 et seq. American with Disabilities Act; 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504; 20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act; P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act; A.C.A. § 6-41-201 et seq.

Date Adopted: July 1, 2008

## **STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

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

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;
  - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
  - d. Publications that suggest or urge the commission of unlawful acts on the school premises;

- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

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

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in the Privacy of Students' Records/Directory Information, including not using a student's photograph when associated the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Last Revised July 1, 2008.

## **Student Distribution of Nonschool Literature, Publications, and Materials**

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204

*Tinker v. Des Moines ISD*, 393 U.S. 503 (1969)

*Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

Date Adopted: June 18, 2007

## **STUDENT ORGANIZATION/EQUAL ACCESS**

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

1. The meeting is to be voluntary and student initiated;

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

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

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

## **STUDENT TRANSFERS**

The Glen Rose School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. The District may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

Last revised: June 18, 2007

## **MANDATORY DRUG TESTING**

Student Drug Testing Policy

### **Mission Statement:**

The Glen Rose School District recognizes that substance abuse is a significant health problem for students. Detrimently affecting overall health, behavior, learning ability reflexes, and the total development of each individual. Substance abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications.

### **Policy Statement:**

Glen Rose School District (“the district”) is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Extracurricular Activity Programs grades 7 -12, and any student who parks on campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. The Drug Testing Policy permission form must be returned to the school within the first week of attendance. New students to the district must return this form within one week from their enrollment date. Any student wishing to participate in the drug testing at a later time must return the permission form on or before the end of the first week of the second semester. Forms will not be accepted beyond the 1<sup>st</sup> week of the second semester unless the student is a new enrollee. Once the permission form is processed, then the student becomes eligible to participate in extra curricular activities. This includes walking in the graduation ceremony, parking, and any other event or privilege.

## **Definitions:**

**Drug:** Any Substance considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

**Activity Programs:** The provisions of this policy apply to students in Glen Rose Schools in grades 7 thru 12. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the school. Positive screening results are considered cumulative and follow the student for the duration of enrollment in Glen Rose School District.

## **Procedure:**

**Type of Testing-**The District will utilize a random testing procedure. Urinalysis is the method utilized to test for the presence of illegal drugs and/or prescribed drugs or medications. The District will not randomly test for alcohol. Testing procedure will follow guidelines established by the United States Department of Health and Human Services. Laboratories certified by NIDA (National Institute on Drug Abuse) will be used.

**Selection Process -**While students are participating in activities including practice and scheduled events, or parking on campus, they will be subject to random selection for testing. Each student will be assigned a number. At the beginning of each month of the year while students are participating in activities, days will be selected for testing. On the selected days numbers will be drawn from a box or generated by a computer. The amount of numbers drawn will be at the discretion of the superintendent. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

**Refusal to Submit-** Any Student who refuses to submit to random drug testing shall not be allowed to participate in any extracurricular activity, or park on campus for the remainder of the school year.

## **Results of Positive Test**

Upon receipt of a positive test results for any student

1. The superintendent shall notify the student and the student's custodial parent/legal guardian. Substance abuse counseling for the student will be strongly recommended. The school district will provide free evaluation through a community network to determine the medical needs of the student. Students will be dropped from any activity, or park on campus for twenty-one (21) calendar days. A student may be required to practice or participate in off-season activities at the head coach or sponsor's discretion. He/she cannot compete or dress out for any competition, or be a part of any extra activity sponsored by the district. The student may have the specimen tested at the student's expense at another laboratory approved by the district.
2. At the end of 21 days, the student will be tested again. If that test or any subsequent test during the school year is positive, the student will be dropped from all extracurricular activities for the remainder of the school term. If treatment is required, expenses will be incurred by the custodial parent/legal guardian. Any student who refuses to enroll in and complete a substance abuse counseling program approved by the District shall be suspended for the remainder of the school term, To regain eligibility for the next school term, the student must obtain a negative result from a test administered by the District.

An Exception shall be made in the case of steroids or other drugs that could take more than twenty-one (21) calendar days to leave a student's system. In those cases, at the student's expense the student must obtain a written opinion from a physician approved by the District stating that the student may safely return to participation in extracurricular activities or the event. The student and/or custodial parent/legal guardian may also present to the superintendent a medical explanation for the positive result (e.g., that the student legally takes prescription or over-the-counter medication). Upon providing such explanation, the student and the custodial parent/legal guardian must sign medical information releases allowing the District to verify the explanation with the student's doctor. Should such explanation not be satisfactory, the above-described sanctions shall be imposed.

3. The superintendent shall communicate positive results through a conference with the custodial parent/legal guardian. The appropriate coach or other activity leader, the principal, and the counselor will be notified that the student has violated school policy and the action taken under the policy. School personnel shall not communicate test results beyond those designated individuals. Positive test results shall not be communicated to police or other law enforcement officials absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. Positive test results shall not be placed in a student's permanent record file.

4. Negative test results will be made available to the student or the student's custodial parent/legal guardian upon written request.

## **Testing Procedure**

### **Analysis of Urine Specimens**

The initial urinalysis method shall be an immunoassay screen. If a specimen test positive for any substance being checked, a confirmation test, utilizing gas chromatography/mass spectrometry GC/MS, shall be conducted on the specimen. If the result of the OC/MS is negative for the suspected substance or substances the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated only to the superintendent and principal. To insure proper testing procedures United States Department of Health and Human Services Standards as defined by NIDA (National Institute on Drug Abuse) certified laboratories will be followed.

The testing laboratory will retain a portion of each specimen which test positive for a period of one year.

## **Collection Procedure**

Any Student who is requested to and agrees to provide a urine specimen shall be directed to a collection site where the student will complete the necessary forms, including a consent form, and provide a specimen. Students selected, as part of the random test provisions will be required to execute an additional consent form.

The collection site will be a designated bathroom.

An observer/nurse will be present at the collection site. The observer will positively identify the student. The student shall not be directly observed while providing the specimen unless there is reason to believe that a particular student may alter or substitute the specimen to be provided.

The observer/nurse will seal the specimen contained with tamper-resistant tape in the presence of the student and the student will initial the tape. The observer/nurse will complete the necessary remaining chain of custody/consent documentation and forward the specimen to the laboratory for testing.

## **Cost of Testing**

The District pays for all cost of reasonable suspicion and random drug testing required by the District.

## **Consent**

All students who desire to participate in extracurricular activities, or park on campus will be required to sign a form consenting to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student shall be allowed to participate in any extracurricular activity, or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the high school principle.

## **Severability**

If any sentence, clause, provision, or paragraph of this entire policy were deemed unlawful or unconstitutional, it is intended that the remaining provisions shall remain in full force and effect.

## **Reasonable Suspicion Provisions**

### **A. General**

The use or possession of illegal drugs or alcohol by a student on property under the control of the District or prior to entering property controlled by the District or at a District sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

### **B. Reasonable Suspicion**

Reasonable suspicion is defined as a reasonable suspicion by the Superintendent, Principal, or other District employee, that a student has used, possessed or sold illegal drugs on District property or has used illegal drugs off of District property, but is of District property or at a District sponsored event while under the influence of the illegal drugs or that a student has used or possessed alcohol off of District property, but is on District property or at a District sponsored event while under the influence of alcohol or that a student is abusing or misusing prescrip-

tion medications on District property, or has used a prescription medication off District property, but is on District property while under the influence of the prescribed medication. Examples of reasonable suspicion include, but are not limited to:

1. Eyewitness evidence by a District official, administrator, or employee
2. Eyewitness evidence of another person plus additional evidence
3. Individualized suspicion possessed by an employee of the District which is based upon a reasonable suspicion and/or reasonably reliable evidence

#### C. Actions Based Upon Reasonable Suspicion

Once reasonable suspicion has been established, the Superintendent or Principal or their designee may request the student to submit to a search. The District will attempt to notify the student's custodial parent/legal guardian and request permission for the search.

A search of a student may include, but is not limited to the student's outer-clothing, vehicle, locker, desk, and other storage places under control of the District, articles of clothing, and accessories, such as briefcases, purses, book bags, and pockets. A search may also include a request for a student to provide a specimen of breath or urine to be tested for the presence of illegal drugs or alcohol.

The District will not request permission from a student to search property under control of the District; the student has no expectation of privacy of that property. The District will request permission to search a student's property that is on property controlled by the District. Students have no expectation of privacy in their property while on property under the control of the District.

If the student and/or the student's custodial parent/legal guardian agree to the search of the student's outer-clothing, the search will be limited to inspection of cuffs, pockets, sleeves, purses, bags, briefcases, outer-clothing garments such as coats or jackets, shoes and socks.

Any illegal drugs or alcohol discovered during a search may be used in disciplinary proceedings and will be provided to law enforcement officials.

A student shall be suspended for five days if the student refuses to submit to a search or drug test upon request and/or if the student's custodial parent/legal guardian refuses to allow the search. After return from this first suspension, a student shall be expelled for the remainder of the school term if the student or the student's custodial parent/legal guardian refuses to submit to a subsequent search. This subsequent search must be based upon reasonable suspicion independent from the evidence giving rise to the reasonable suspicion for the first search.

## **TEACHER INFORMATION REQUEST**

As a parent or guardian of a student in the Glen Rose District you have the right to know the professional qualifications of your child's teacher. Federal law allows you to ask for certain information about your child's teacher and requires the district to provide you with this information in a timely manner. Specifically, you can ask for the following information about your child's teacher:

- Whether the Arkansas Department of Education ( ADE) has licensed or qualified the teacher for the grades or subject that he/she teaches.
- Whether the ADE has decided that the teacher can teach under an Arkansas Provisional License due to holding a teaching license from another state.
- The teacher's college major.
- Whether the teacher has an advanced degree and if so, the subject area.
- Whether there are teaching assistants or similar paraprofessionals providing services to your child and if there are, what their qualifications are.

If you would like to receive any information, send a letter to the high school principal and a parent request form will be sent. After this form is returned, a response will be mailed in a timely manner.

## **TELEPHONE USAGE**

The telephone in front of the principal's office or the telephone at the front of the gym is for student use of a non-emergency nature. The phones are not for use of any kind during class time. Students may use the phone in the school office for calls of an emergency nature during class time. Social and non-emergency calls will not be allowed during class time. All calls of this type should be made between classes and at lunch.

# **TOBACCO USE POLICY**

## **Tobacco Products**

The health hazards of tobacco use have been well established. This policy stated is established to (1) reflect and emphasize the hazards of tobacco use; (2) be in compliance with state and federal laws; (3) protect the health and safety of all students, employees and the general public; and (4) set an example of non-tobacco use by adults.

## **Overview**

Tobacco is the number one killer and the leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the school board of Glen Rose establishes the following tobacco-free policy.

The Glen Rose School District and all of its school properties shall be tobacco-free 24 hours a day. 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds such as athletic functions and other activities not associated with, or sponsored by, the school.

## **Possession and Use**

Possession or use of tobacco products by students on district property, in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

## **Prevention Education**

Tobacco prevention education will be incorporated into the district's 9-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

## **Communicating to Students, Staff, and Public**

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school properties and athletic facilities. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

## **Enforcement and Cessation**

### **A. High School/Middle School Students (Grades 5-12)**

First offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program and/or Saturday detention. Offer student resources for available cessation programs.

Second offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, mandatory Tobacco Education Program and 3 day suspension. Offer student resources for available cessation programs.

Third offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, 5-10 day suspension, recommend expulsion. Offer student resource for available cessation programs.

### **B. Faculty/Staff**

Faculty and staff include: administrators, teachers, janitors, aides, secretaries, clerks, teacher assistants, playground monitors, bus drivers, cafeteria workers, crossing guards, etc. These individuals may not use tobacco products on school property at any time. Crossing guards may not use tobacco products during working hours or

at any of the crossing designations at any time. Those staff members violating this policy will be subject to the following procedures:

First Offense:

A written warning by the appropriate administrator. Refer to cessation program.

Second Offense:

A formal reprimand by the appropriate administrator and a letter of same to be placed in personnel file. Offer Faculty/Staff resources for available cessation programs.

Third Offense:

Meeting with school board and possible leave without pay or dismissal. Offer Faculty/Staff resources for available cessation programs.

### C. Visitors

Visitors to the district facilities must comply with regulations. Smoking or use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. The visitors will be informed of the school's tobacco-free policy. If the visitors does not comply he/she will be asked to leave. If the person refuses to leave, the police may be called.

### Definitions

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy "tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

The term "use" means the chewing, lighting and smoking of any tobacco product.

### TRANSPORTATION (SCHOOL SPONSORED TRIPS)

When students are required to ride school provided transportation to a school sponsored event, the students will be required to return on the same transportation except under the following circumstances:

1. The student became ill or injured requiring medical care beyond that available at the activity site.
2. With approval of the activity sponsor, the parent or legal guardian of the student signs the student out with the activity sponsor or designee and provides transportation for the student back home.

### TRUANCY

Truancy is defined as one or more of the following:

1. An absence from class or school without previous knowledge of a parent or school official.
2. Being on campus and not being in the assigned class.
3. Leaving school without following the sign-out procedure in the office.

Students guilty of truancy shall receive the following disciplinary consequences:

A minimum of verbal warning/parent notification and a maximum of a suspension.

NOTE: ABSENCES DEFINED AS TRUANCIES SHALL BE UNEXCUSED.

### UNAUTHORIZED ORGANIZATIONS AND ACTIVITIES

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school-sponsored activity. Gang-related activity - whether genuine or a

**pretense - that is identified by school officials will result in a minimum out of school suspension and a maximum of permanent expulsion.**

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled minimally for the remainder of the semester to a maximum of permanent expulsion, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures of language (however expressed) associated with gangs, intimidation, and threats. Recruiting, soliciting, or encouraging any person through duress or

intimidation to become or remain a member of any gang; and/or extorting payment from any individual in return for protection from harm from any gang. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

## **VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References:       20 USC 1232(g)  
                                  34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: June 18, 2007

## **WEATHER INFORMATION**

In case of inclement weather (snow, freezing rain, floods, etc.), please listen to the following radio stations for closings or delayed openings of school:

1. KBOK (AM) 1310 MALVERN

You may also watch the following television stations.

1. KARK Channel 4
2. KATV Channel 7
3. KTHV Channel 11
4. FOX 16

**ONLY IN THE EVENT OF SCHOOL CLOSING OR DELAYED OPENINGS WILL AN ANNOUNCEMENT BE MADE ON THE RADIO.**

**IF CIRCUMSTANCES ALLOW PARENTS AND/OR GUARDIANS WILL BE NOTIFIED THROUGH THE SCHOOL REACH PROGRAM.**

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Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 nor more than \$1,500.

No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass -- A.C.A. 5-39-203)

## **4.14F - OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

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

I, the undersigned, being a parent of a student, or a student (18) years of age or older, hereby note my objection to the disclosure or publication by the Glen Rose School District of directory information, as defined in Policy No. 4.14F (Privacy of student records), concerning the student named below.

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

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

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

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

\_\_\_\_\_ **Deny disclosure to Institutions of postsecondary education**

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

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

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

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

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

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**Name of student (Printed)**

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