

Yellville-Summit School District



District Policies and Student Handbook

2018-2019

Yellville, Arkansas

TABLE OF CONTENTS

INTRODUCTION

This student handbook has been prepared for students, and their parents, of the Yellville-Summit Public Schools. The information contained herein will be of help to students, faculty, and parents in understanding the policies, regulations, and traditions of the Yellville-Summit School system. This handbook has been reviewed and approved on July 10th, 2018, by the Yellville-Summit Board of Education. District policies are also located on the district website.

DISTRICT POLICIES

All Yellville-Summit District policies are found on the district website (www.yellvillesummitschools.com) and hard copies of a policy or policies may be requested in any of the district's offices.

Absences	4.7
Advanced Placement & Honors Courses	5.21
Alternative Learning Environments	5.26
Bullying	4.43
Challenge to Instructional/Supplemental Materials	5.6
Closed Campus	4.10
Communication Goals.....	6.1
Communicable Diseases and Parasites	4.34
Complaints	6.7
Compulsory Attendance Requirements	4.3
Computer Science Course Prerequisites and Progression.....	5.16
Computer Software Copyright	5.9
Concurrent Credit	5.22
Conduct To and From School & Transportation Eligibility	4.19
Contact with Students While at School	4.15
Corporal Punishment	4.39
Curriculum Development.....	5.3
Digital Learning Courses	5.11
Disruption of School	4.20
Distribution of Printed Materials	6.8
District Website.....	5.20
Drugs and Alcohol	4.24
Educational Philosophy	5.1
Emergency Drills	4.37
English Language Learners.....	5.27
Entrance Requirements	4.2
Equal Educational Opportunity	4.11
Expulsion	4.31
Extra-Curricular Activities	4.56
Food Sharing and Its Removal from Food Service Area	4.58
Fund Raising	6.6
Gangs and Gang Activity	4.26
Grading	5.15
Health Services	5.18

Homeless Students	4.40
Home Schooling	4.6
Homework	5.14
Honor Roll & Honor Graduates	5.17
Immunizations	4.57
Internet Safety and Electronic Device Use	4.29
Laser Pointers	4.28
Make-up Work	4.8
Marketing of Personal Information	5.25
Media Relations and News Releases.....	6.9
National School Lunch Act Funding Expenditures.....	5.28
Parent/Community Involvement—District	6.11
Parent/Community Involvement—School	6.12
Permanent Records	4.38
Physical Examinations or Screenings	4.41
Planning for Educational Improvement	5.2
Pledge of Allegiance	4.46
Possession and Use of Cell Phones & Electronic Devices	4.47
Privacy of Students’ Records/Directory Information	4.13
Prohibited Conduct	4.18
Public Gifts and Donations to the Schools.....	6.3
Relations with School Support Organizations	6.2
Religion in the Schools	5.10
Residence Requirements	4.1
School Choice	4.5
School Improvement Teams	5.4
School Meal Modifications	4.50
Search, Seizure, and Interrogations	4.32
Selection/Inspection of Instructional Materials.....	5.5
Selection of Library/Media Center Materials.....	5.7
Sex Offenders on Campus (Megan’s Law).....	6.10
Smart Core Curriculum & Graduation Requirements.....	4.45
Special Education.....	4.49
Student Acceleration	4.54
Student Assault or Battery	4.21
Student Discipline	4.17
Student Dress and Grooming	4.25
Student Handbook	4.42
Student Illness/Accident	4.36
Student Medications	4.35
Student Organizations/Equal Access	4.12
Student Participation in Surveys	5.24
Student Promotion and Retention	4.55
Student Publications & the Distribution of Literature	4.14
Student Sexual Harassment	4.27
Student Transfers	4.4
Student Visitors	4.16
Students’ Vehicles	4.33
Students Who Are Foster Children	4.52
Suspension from School	4.30
Tardies	4.9
Tobacco and Tobacco Products	4.23
Use of Copyrighted Materials	5.8
Video Surveillance and Other Student Monitoring	4.48
Visitors to the Schools	6.5
Volunteers	6.4
Weapons and Dangerous Instruments	4.22
Wellness.....	5.29

GENERAL INFORMATION

Administration.....	6
Accreditation	6
School Calendar.....	7
Bell Schedule.....	7
Welcome.....	8
Mission Statement	8
Code of Student Conduct.....	8
Alma Mater	9
Fight song	9
Colors and Emblem	9

ELEMENTARY SCHOOL PROCEDURES

Absences	10
Academic Honors	10
Alternative Education Center	11
Arrival to School	11
Assemblies	11
Assignments/Homework	11
Bus Transportation	11
Cafeteria	11
Cell Phones	11
Discipline	11
Assault or Battery	12
Bullying and Cyberbullying	12
Corporal Punishment	13
Disruption of School	13
Drugs and Alcohol	13
Expulsion	13
Plagiarism	14
Prohibited Conduct	14
Search, Seizure, and Interrogations	14
Sexual Harassment	15
Suspension	16
Tobacco and Tobacco Products	16
Weapons and Dangerous Instruments	17
Dress Code	17
Electronic Devices	18
Emergency Procedures	18
Food & Beverages	18
Grades	18
Guidance	18
Health	19
Insurance	19
Leaving School During School Hours	19
Lost & Found Articles	19
Media Center	19
Office Hours	19
Quiet & Order	19
School Property	20
School-Sponsored Functions	20
School Trips	20
Student Affection	20
Tardiness	20
Textbooks/Classroom Equipment	20
Use of Facilities after School Hours	20
Withdrawal & Transfers	20

HIGH SCHOOL PROCEDURES

Absences	21
Academic Honors	21
Alternative Education Center	22
Arrival to School	22
Assemblies	22
Assignments/Homework	22
Band	22
Bus Transportation	22
Cafeteria	22
Cell Phones	23
Class Definition	23
Class Rings	23
Closed Campus.....	23
Curriculum	23
Discipline	23
Assault or Battery	23
Bullying and Cyberbullying	24
Corporal Punishment	25
Disruption of School	25
Drugs and Alcohol	25
Expulsion	25
Plagiarism	26
Prohibited Conduct	26
Search, Seizure, and Interrogations	26
Sexual Harassment	27
Suspension	28
Tobacco and Tobacco Products	28
Weapons and Dangerous Instruments	29
Dress Code	29
Driver Education	30
Electronic Devices	30
Emergency Procedures	30
Examinations	30
Extra-Curricular Activities	30
Food & Beverages	30
Grades	30
Graduation	31
Guidance	31
Hall Pass	31
Homecoming Maids	31
Insurance	32
Lockers	32
Lost & Found Articles	32
Media Center	32
Office Hours	32
Pep Bus	32
Quiet & Order	32
Schedule Changes	32
School Clubs	32
School Property	32
School-Sponsored Functions	33
School Trips	33
Selective Service	33
Student Affection	33
Student Council	33
Student Vehicles & Parking	33
Tardiness	34
Technical Centers	34
Textbooks/Classroom Equipment	34
Truancy	34
Use of Facilities after School Hours	34
Withdrawal & Transfers	34

ADMINISTRATION

Mr Wes Henderson, Superintendent
870-449-4061
870-449-5003 (fax)

Mr Calvin Mallett, Principal (K-6)
870-449-4244
870-449-2214 (fax)

Mr David Wyatt, Principal (7-12)
870-449-4066
870-449-4773 (fax)

Yellville-Summit School District
1124 North Panther Drive
Yellville, AR 72687
www.yellvillesummitschools.com
“Yellville-Summit Public Schools” on Facebook

ACCREDITATION

The Yellville-Summit School District is fully accredited by the State of Arkansas. The State Department of Education has recognized for many years the quality of our program. All Yellville-Summit schools are accredited with AdvancEd (formerly NCA).

SCHOOL CALENDAR 2018-2019

Staff Development (5 days).....	Aug 6,7,8, 9, 13
Open House	Aug 13
Classes Begin.....	Aug 15
Labor Day Holiday (State Dept. required)	Sept 3
Parent/Teacher Conferences	Sept 20
Staff Development Day	Sept 21
First Quarter Ends (44 days).....	Oct 17
Thanksgiving Break.....	Nov 21-23
Classes Resume	Nov 26
Second Quarter Ends (44 days)	Dec 21
Christmas Holidays	Dec 24-Jan 4
Classes Resume	Jan 7
Martin Luther King Day (Snow Day #1)	Jan 21
President's Day (Snow Day #2)	Feb 18
Third Quarter Ends (43 days).....	March 8
Parent/Teacher Conferences	March 14
Staff Development Day	March 15
Spring Break.....	March 18-22
Classes Resume	March 25
Good Friday (Snow Day #3)	April 19
Graduation (7 p.m.)	May 17
Fourth Quarter Ends (47 days)	May 23
(Snow Days #4-8).....	May 24, 28-31
Memorial Day Holiday (State Dept. required)	May 27

*The school year may be shortened or extended due to weather dismissals.
Snow Days will be used immediately and in order how they appear in the
calendar.*

BELL SCHEDULE

7:55	First Bell
8:00-8:50.....	First Period
8:55-9:15	Activity Period (7-12)
9:20-10:10.....	Second Period
10:15-11:05	Third Period
11:10-12:00.....	Fourth Period
11:00-11:30	Lunch (K-3)
11:30-12:00	Lunch (4-6)
12:00-12:30	Lunch (7-12)
12:35-1:25	Fifth Period
1:30-2:20	Sixth Period
2:25-3:15	Seventh Period

WELCOME

Our school welcomes you and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

MISSION STATEMENT

We, the Yellville-Summit School community, are committed to making learning a lifelong process in which students take personal responsibility for achievement. Through a diverse curriculum, we are committed to providing the opportunity for each student to achieve personal success and become productive citizens in a democratic society.

BELIEVE...ACHIEVE...SUCCEED

“TOGETHER WE CAN”

CODE OF STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to become a better person and to make the school a better place

In order that the Yellville-Summit School District can maintain the best possible learning environment, the administration and faculty have expectations of the students. These expectations are:

I APPROPRIATE SCHOOL BEHAVIOR:

Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.

II Arrival at school and to class on time.

III Daily school and class attendance.

IV Appropriate use and care of the buildings and facilities of the school.

V Cooperation with the school staff as they attempt to meet the varied educational needs of all students.

VI Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

Failure to meet these expectations will result in specified consequences for various infractions.

AHERA RULE SECTIONS 763.85-763.99

The Yellville-Summit School District buildings contain some asbestos containing materials; however, the district has implemented an Asbestos Management Plan to safely contain the asbestos material. This plan can be viewed during normal business hours at the district administration office.

ALMA MATER

*Tho' deep blue horizons,
The woodlands and plains
May beckon, may call us,
Our thoughts will remain
At old Yellville-Summit
Our school which is dear;
And we will love it more With each new coming year.*

*For dear Yellville-Summit
Our voices will ring,
And as we go onward
Her praises we'll sing.
When deep blue horizons Call us far away,
We'll love our dear school Just as we love it today.*

Written by:
Lou Annis Kelley

FIGHT SONG

Fight, fight, fight for Yellville
We must win this game,
Onward all you Panthers
Glory to your name
RAH, RAH, RAH!!

Here's to both our colors
Here's to green and white,
So fight, fight, fight for victory
Fight you PANTHERS, fight---HEY!

COLORS AND EMBLEM

SCHOOL COLORS: Green & White
SCHOOL EMBLEM: Panther

ELEMENTARY SCHOOL PROCEDURES

ABSENCES

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

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

After the sixth non-medical absence in a semester, all absences must be verified with medical or legal admission slips, or approval by the principal.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

- 1 The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
- 2 Death or serious illness in their immediate family;
- 3 Observance of recognized holidays observed by the student's faith;
- 4 Attendance at an appointment with a government agency;
- 5 Attendance at a medical appointment;
- 6 Exceptional circumstances with prior approval of the principal;
- 7 Participation in an FCCLA, FHA, or 4-H sanctioned activity; or
- 8 Participation in the election poll workers program for high school students
- 9 Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- 10 Absences granted, at the Superintendent's discretion, to seventeen (17) year –old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (5) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (2) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds (5) unexcused absences in a semester, the District may notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

ACADEMIC HONORS

Honor Roll:

The academic honor roll is computed for each nine-weeks grading period. To qualify for the honor roll, a student must accumulate at least a 3.0 GPA.

ALTERNATIVE EDUCATION CENTER

Yellville-Summit School has established its Alternative Learning Center to accomplish the goal of providing an alternative learning environment for those students who have difficulty functioning in a regular classroom or social setting.

ARRIVAL TO SCHOOL

The elementary school campus opens at 7:30 am each morning. During extremely cold or wet weather, students should come inside the elementary school building.

ASSEMBLIES

Assembly programs are presented each year. The programs are educational and replace class time; therefore, all students are required to attend. Exceptions to this rule would be occasional assemblies for which admission is charged.

ASSIGNMENTS/HOMEWORK

Students are required to complete all assignments and homework in a timely manner; if not, they will be assigned to In-School-Suspension until assignments are completed.

BUS TRANSPORTATION

Bus routes are established to transport students in our school district. State transportation regulations must be observed at all times. The Board of Education establishes routes, stops, and other transportation policies. The bus driver is in complete charge of his/her bus and students are responsible for their actions. There is a great deal of responsibility connected with driving a school bus. Therefore, it is of great importance that proper conduct be observed at all times.

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

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and/or breakfast is offered at a reasonable price.

The prices per lunch are \$2.25 for grades K-12; \$3.50 for adults. The price for breakfast is \$1.25; \$2.00 for adults. Reduced prices are \$.40 for lunch and \$.30 for breakfast. Extra milk is \$.40

Lunch cards that are computer scanned maybe purchased at designated times in the cafetorium. There is no charge for the first card. A \$1.00 nominal fee is charged when a student has been without his/her lunch card for three school days or if lunch card has been lost.

It is the policy of the Yellville-Summit School District to allow students to **charge meals only on occasion** when money is unavailable and the student would have to miss meal service. This is a **courtesy** extended to the students and **should not occur on a regular basis**. More than **\$5.50** in charges will be considered excessive and will not be permitted. Any student denied meal service due to excessive charges will be encouraged to apply for free or reduced-price meals.

The lunchroom management and your fellow students will appreciate your cooperation in:

- 1 Depositing all lunch litter in wastebaskets;
- 2 Returning all trays and utensils to the dishwashing area;
- 3 Leaving the table and floor around your place in a clean condition for others
- 4 Treating the lunchroom staff with respect and a pleasant attitude.

CELL PHONES

Students who use their cell phone inappropriately and/or in violation of school Policy #4.47 (Possession and Use of Cell Phones & Electronic Devices) and/or Policy #4.29 (Internet Safety and Electronic Device Use) are subject to having the phone taken away, and their parents having to come to school to pick up the cell phone. Students that are non-compliant with this instruction are subject to appropriate disciplinary action.

DISCIPLINE

The Y-S Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. 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.

Disciplinary decisions will be determined by the school administration depending on severity of the offense. Consequences will consist of a minimum of a verbal warning to a maximum of expulsion. Other consequences could include corporal punishment, in-school suspension, out-of-school suspension, referral to juvenile services, loss of course credit, and/or a recommendation of expulsion. Law enforcement agencies will be contacted when deemed necessary by the school administration. Adjustments to the disciplinary plan will be made for students who misbehave during the last few weeks of a semester since all options will not be available.

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.

ASSAULT OR BATTERY (Policy 4.21)

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his 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.

BULLYING and CYBERBULLYING (Policy 4.43)

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.

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

Definitions:

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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

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

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

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
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 actual or perceived attributes,
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,

10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

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

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

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

CORPORAL PUNISHMENT (Policy 4.39)

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

DISRUPTION OF SCHOOL (Policy 4.20)

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

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee 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.

DRUGS AND ALCOHOL (Policy 4.24)

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

Therefore, no student in the Yellville-Summit School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter 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.

EXPULSION (Policy 4.31)

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 for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continue attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior poses a physical risk to himself or herself or to others, or causes a serious disruption that cannot be addressed through other means; or is the act of bringing a firearm on school campus.

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

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses, 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 Policy 4.22 (Weapons and Dangerous Instruments), the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon 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 shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other weapon on school property regardless of the enrollment status of the student.

PLAGIARISM

Plagiarism, (or intellectual theft) is defined as “the reproduction, in whole or essential part, of a literary, artist, or musical work by one who falsely claims to be its creator” *Encyclopedia Americana, 2003* Some examples might include but are not limited to:

- Downloading a paper from a “paper-mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Yellville-Summit students for the future, we have established the following guidelines:

Violation first offense: Teacher documents the plagiarism, contacts the parent/guardian, and assigns zero credit for the assignment.

Violation second offense: Teacher documents the plagiarism, contacts the parent/guardian, assigns zero credit for the assignment, and discipline referral sent to principal for disciplinary action.

PROHIBITED CONDUCT (Policy 4.18)

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- 1 Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- 2 Disruptive behavior that interferes with orderly school operations;
- 3 Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- 4 Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- 5 Possession or use of tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, e-cigars, and e-pips) in or on any property owned or leased by any public school;
- 6 Willfully or intentionally damaging, destroying, or stealing school property;
- 7 Possession of any electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- 8 Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- 9 Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- 10 Inappropriate public displays of affection;
- 11 Cheating, copying, or claiming another person’s work to be his/her own (plagiarism);
- 12 Gambling;
- 13 Inappropriate student dress;
- 14 Use of vulgar, profane, or obscene language or gestures;
- 15 Truancy;
- 16 Excessive tardiness;
- 17 Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- 18 Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- 19 Hazing, or aiding in the hazing of another student;
- 20 Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
- 21 Sexual harassment;
- 22 Bullying; and
- 23 Operating a vehicle on school grounds while using a wireless communication device
- 24 Theft of another individual’s personal property.

SEARCH, SEIZURE, AND INTERROGATIONS (Policy 4.32)

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

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

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

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

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

SEXUAL HARASSMENT (Policy 4.27)

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

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

"Sexual harassment" means conduct that is:

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

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

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

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

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

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

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

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

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

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

SUSPENSION (Policy 4.30)

Students who are 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. 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 Is insubordinate, incorrigible, violent, or involves moral turpitude; and/or
- 4 School administrators believe will result in the substantial interference with the safe and orderly educational environment.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior poses a physical risk to himself or herself or to others; causes a serious disruption that cannot be addressed through other means; or is the act of bringing a firearm on school campus.

Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

- a) The student shall be given written notice or advised orally of the charges against him/her;
- b) 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;
- c) 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 re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parents(s), legal guardian(s) or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the 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.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference. Students violating this policy will be considered trespassing.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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.

TOBACCO AND TOBACCO PRODUCTS (Policy 4.23)

Smoking or use of tobacco or products containing tobacco/non-FDA regulated nicotine products in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, e-cigars, and e-pips) by anyone in or on any property owned or leased by a District school, including school buses, or at school sponsored events on or off campus by anyone related to the event, is prohibited. The exhibition by students of tobacco-related gear or paraphernalia and tobacco industry sponsorship, marketing or giveaways is prohibited. Procedures for Implementing and Enforcing Comprehensive Tobacco Control Policy:

- Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures:
1st offense:
 - a) Tobacco products/non-FDA regulated nicotine products must be confiscated
 - b) School shall contact parents

- c) Offer tobacco cessation/intervention education program
- 2nd and 3rd offense:
 - a) Tobacco products/non-FDA regulated nicotine products must be confiscated
 - b) School shall contact parents
 - c) In-school suspension for one day
 - d) Require tobacco cessation/intervention education program
- The District has the right to ask those that wish to use tobacco or products containing tobacco, to leave its school campus or school sponsored events.
- Students and staff who seek help quitting tobacco products will be offered assistance by the school district via access to online tobacco cessation programs as listed below or by contacting the Coordinated School Health Coordinator at (870)449-4066.
 - www.tobaccofreemarion.org
 - www.mylastdip.com
 - [ASPIRE www.2.mdanderson.org/depts/aspire/site.html](http://ASPIRE.www.2.mdanderson.org/depts/aspire/site.html)
 - QUIT NOW 1-800-784-8669
 - LifeSynch 1-866-378-1645
- Signage posted of Tobacco Free Campus.
- Notification of any changes made to the Tobacco Policy provided to students, parents, faculty and staff.
- Following the Arkansas Department of Education Frameworks students K-12 are required to receive instruction on avoiding tobacco use.

WEAPONS AND DANGEROUS INSTRUMENTS (Policy 4.22)

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

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray, mace or other noxious spray, explosive; taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purpose of this policy, “firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or his/her 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 unless it is a firearm. 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 shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to 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.

DRESS CODE

Yellville-Summit students are expected to maintain a neat and clean appearance during the school day, and at all school activities. Students that do not abide by the student dress code at any school function, either on campus or away from campus, may be asked to leave the premises and will be subject to disciplinary actions by the school.

Yellville-Summit students are asked to comply with the following guidelines in regard to dress and grooming:

- 1 A student’s dress should not be a threat to his or her safety or the safety of others
- 2 Cleanliness is important
- 3 A student’s dress should not impair his or her health or the health of others
- 4 Dress or grooming habits should not allow hazardous situation
- 5 If the dress of any student is a clear distraction, it will not be allowed
- 6 Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Specifically students are asked to:

- 1 Wear shoes at all times;
- 2 Wear shirts or blouses that cover their midsection All shirts or blouses must be able to be tucked in and remain tucked in, even with raised hands;
- 3 Not wear clothing that advertises alcoholic beverages, tobacco products, drugs, or inappropriate actions;
- 4 Not wear hats, caps, stocking caps, bandanas, “beanies” or “do rags” in any building on campus. These hats will be confiscated when worn inappropriately;
- 5 Not wear shirts of the underwear type (tank tops, halters, clothing with spaghetti straps), or clothing that has tears, rips or holes above the mid-thigh;
- 6 Not wear bandanas or “do rags” or wear trousers in the “sagging” style or other gang related fashions;
- 7 Not wear shorts or skirts that are shorter than mid-thigh.

ELECTRONIC DEVICES

Students are strongly advised against bringing items of value to school. CD players, electronic games, radios, Ipods, MP3 players, and similar electronic devices are of little value at school and are not the school's responsibility to locate if they become lost. Any item that is deemed to be an interference with the normal procedures of the school day will be confiscated and held for parents to pick up at the end of the normal school day.

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

EMERGENCY PROCEDURES

Earthquake

No warning is usually given for an earthquake. If the building moves, or things begin to rattle and dance about, take cover away from windows and under a desk, table, or in a doorway. Evacuate the building after the shaking stops. Refer to plans posted in each room

Fire

Fire drills are held at irregular intervals to help us clear the building quickly in case of fire. The fire signal is (1) three short bells in succession (2) verbal instructions from your teacher, or (3) fire alarm buzzer. You should notice the fire drill directions in each room, so that regardless of the time the bells ring, you will instantly know what to do. When the bell sounds, do not stop to put anything away; walk quickly with your group in single file to the proper exit and away from the building. Fire Marshals will take care of closing windows and doors

Tornado

Tornado drills will be held during the year to help us protect ourselves in the event of weather related danger. Study the tornado drill instructions that are posted in each room so that you will know what to do in the event of a drill or alert. The tornado drill signal is (1) the continuous ringing of the bell, or (2) verbal instructions from your teacher.

FOOD AND BEVERAGES

Students will not be allowed to consume food or beverages in the school building without permission. Students bringing their lunch should keep it unopened until the lunch period. Previously opened beverage containers will be confiscated and thrown away.

GRADES

Grade cards are provided for parents following each nine-week marking period. Grades are based on educational objectives only.

Progress reports for all students are available through Home Access Center (HAC). HAC is a web based program that allows parents to monitor their child's grades at any time. Grades are updated each week. Once you have activated your account you will use the same user name and password each year. If you have not activated your account, please contact the counselor in your student's building to receive an activation code and instructions.

One parent/teacher conference will be scheduled during the first and third nine-weeks. Additional conferences will be scheduled as needed by the school and/or parent/guardian.

An explanation of the grades is found on the cards. The following system will be used in determining grades for regular classes:

A-Excellent (90-100)	B-Superior (80-89)	C-Average (70-79)	D-Below Average (60-69)	F-Failing (59 or below)
S-Satisfactory	U-Unsatisfactory	I-Incomplete	WP-Withdraw Passing	WF-Withdraw Failing
NC-No credit, excessive absences or tardies				

A grade point average is computed from the semester grades by giving 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F, S, U, I, WP, WF, or NC. All courses marked NA (Non-Academic) will not be figured in the grade point averages. ALL ACADEMIC COURSES WILL BE COMPUTED IN THE GPA.

Additional course work will not be accepted after January 15 (fall semester) and June 15 (spring semester) for grades earned the previous school year. If an error is suspected contact the teacher and/or principal as soon as possible.

GUIDANCE

In an effort to more fully meet the needs of its students, Yellville-Summit Elementary School has a certified counselor who is ready to assist students dealing with a wide range of issues, including those of academics, career exploration, and personal problems. A student may request to see the counselor at any time. Parents and teachers may request that the counselor meet with a student to discuss ideas which are of concern to them. All information exchanged during conferences is confidential. The main objective is to obtain a deeper understanding of the student so that the counselor may meet the individual needs of each student fully.

SCHOOL BASED MENTAL HEALTH SERVICES

School-based mental health services are provided to help students who are faced with emotional and/or behavioral problems that keep them from doing well in school. Examples might be trauma, divorce, death, incarceration/rehab, serious illness, depression, anxiety, adjustment issues, new baby or new step family. In addition, numerous discipline issues may result in a referral to this program. Through individual, group and family therapy support services and case management, this program will help children and families reduce the barriers to learning and improve the emotional and behavioral development of the child. This program provides an extra hand for support and an additional ear for listening. There is no cost for this program; the program is funded through grant, Medicaid, AR Kids, or insurance. The therapist will meet with the student during school hours on campus and work with the family during and after school hours as well. A case manager will also be

available to assist the student with educational support and also provide the student with additional tools and resources he or she needs in order to be successful in school and home. More information on this program is available from the school counselor, and all referrals to this program are made through the principal and school counselor.

HEALTH

It is important that the school have your **CORRECT** address and phone number. If you did not have a phone when your child started school, please send the number as soon as you obtain one.

Please notify the school if your address or phone number changes. It is important to keep this information current on each child.

If both parents are to be out of town, please call the school and give the names of the persons to be notified in case your child becomes ill or injured.

MEDICATION

Medication is given ONLY upon authorization and instruction by parent/guardian to the school principal, school nurse, or person authorized by the principal. Medication Authorization and Release forms are available from the homeroom teacher, elementary office, or Health Room.

ALL medications, including aspirin/Tylenol MUST be provided by parent/guardian.

In case of accident to children on the school grounds or buildings, the principal, or his/her designee, will render such services as deemed necessary, including first aid, calling a physician, or taking the child to the hospital emergency room, calling the parent, or getting the student home.

The school does **NOT** assume any financial responsibility for any of the above.

HEALTH HABITS

Physical and emotional development of the child and his/her training and skills are inseparable. With the knowledge that no one aspect of the child's well-being can be considered entirely apart from the whole, let us consider a little more specifically those things affecting health.

- 1 Sleep and rest are most important. The establishing of regular hours for sleep and rest contributes greatly to a child's well-being. For that reason, rest periods are important along with an early bedtime.
- 2 Good eating habits are important too. Especially important is eating a good breakfast.
- 3 If a child has been ill during the night, coughing a great deal, vomiting, or seems to have a fever, or appears to have a rash or suspicious skin disorder, (s)he should stay at home to see if it is something contagious or a cold.
- 4 School screening clinics (vision, hearing, etc.) are conducted for the welfare of the children.

INSURANCE

Each student is covered by limited, supplemental accident insurance that is in effect during the school day and while the student is participating in extracurricular activities. If you are injured, file an accident report within 2-3 days as it may be required for proof later. No matter how minor your injuries are, file an accident report! The insurance is a "secondary" policy and is not intended to provide primary coverage.

LEAVING SCHOOL DURING SCHOOL HOURS

1. If you ever need to pick up your child during school hours, please send a note to the teacher on the day the early pick-up is to occur. Report to the office upon entering the building and we will get your child for you.
2. **If your child is to go home in a different manner than usual (by bus instead of car, etc.), please send a note to the teacher on the day the change is to take place. State specifically the changes that are to take place and for how long (2 days, 1 week, etc.)**
- 3 We will **NOT** allow a student to leave school with anyone except the child's legal guardians or persons designated either in writing or on the phone by them. Please explain to anyone you send to pick up your child that they must report to the office when they enter the building.

LOST AND FOUND ARTICLES

Articles found on or near the school grounds or in the building should be turned in immediately to the principal's office. A lost article may be claimed at the principal's office upon proper identification.

Be sure your property is marked with your name and is in its proper place. Do not bring unnecessary money and/or personal property to school.
THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN PERSONAL PROPERTY!

MEDIA CENTER

The media center is open from 7:30 a.m. to 3:30 p.m. It is a learning area where any student who wants to read, study quietly or browse through material is welcome. Regular circulation materials are checked out for two (2) weeks and may be renewed. Reference and reserve materials are checked out for one (1) period or overnight (checked out after school and returned before 1st period). Check out and return materials at the front circulation desk. Audiovisual materials are to be used in the media center or checked out for a class. Please return materials on time. Fines are charged at the rate of 5 cents per day or per period. If any materials are lost or damaged, the student will be charged for the replacement cost of the item. Feel free to ask for help.

OFFICE HOURS

The elementary school office is open on all regular school days from 7:30 a.m. to 3:30 p.m. Transaction of business by students should be courteous, quiet, and businesslike, and students should leave quickly when the business is completed.

QUIET AND ORDER

An atmosphere of calm is essential to learning, and nothing so contributes to this atmosphere as quiet: quiet voices, gentle handling of books, desks, silence in traffic areas such as halls, lobbies, stairways. Need we mention the library as a silent zone? Should a teacher be detained on his/her way to class, students are to begin work on their own and in an orderly fashion.

SCHOOL PROPERTY

Pupils will be held responsible for proper care of all books, supplies, apparatus, and furniture furnished by the Board of Education. Pupils who deface or injure school property shall be required to pay all damages.

SCHOOL-SPONSORED FUNCTIONS

Functions sponsored by school organizations are the responsibility of the school. These functions must be properly chaperoned and approved by the principal. The school is not responsible for activities of this type that are not approved and properly chaperoned.

School-sponsored dances will be held periodically at our school this year. The functions will be properly chaperoned and school regulations will be followed by those attending. Those who attend school-sponsored dances are not to leave the dance area and return without permission from an adult in charge.

SCHOOL TRIPS

All school-sponsored field trips and out-of-town trips will be properly supervised and approved by the administration. The participants will depart and return as a group. Transportation to and from school events will be provided by the school. Students may not drive or ride in a private vehicle unless prior arrangements have been made and approved by the principal or his designee.

Students will be representing Yellville-Summit and are expected to conduct themselves accordingly. Their personal appearance and dress will not in any way reflect negatively on the school.

School trip privileges may be revoked depending upon degree of disciplinary infractions occurring during the school year and on required attendance on the day(s) prior to the school trip. All school trip privileges subject to principal approval.

Any violation of CIVIL LAW (ie shoplifting) while on the trip will result in the following consequences:

1. 5-day suspension from school
2. One calendar year suspension from ALL school trips.

STUDENT AFFECTION

The display of student affection or emotions is restricted, except on the basis of common courtesy. Examples of restricted student affection or emotions are as follows: kissing, hugging, sitting on laps, etc. Students who do not refrain from the above rules will be disciplined.

TARDINESS

Tardiness is defined as any appearance of a student beyond the scheduled time a class begins. When students are not in their classrooms or areas when class begins, he/she is considered tardy. A tardiness of ten or more minutes will be recorded as an absence.

Students who arrive on campus after start of their first period, or after 8:00 am, are to report to the principal's office before going to class. This is necessary in order for attendance records to be accurate.

TEXTBOOKS/CLASSROOM EQUIPMENT

Students are responsible for textbooks and classroom equipment assigned to them and must pay for any which are lost, destroyed, or damaged.

USE OF FACILITIES AFTER SCHOOL HOURS

Arrangements are to be made with the principal for all activities which require the use of facilities after school hours, and should be made at least one week in advance. An application should be filed by the teacher sponsoring the organization or activity. No students shall gather as a group without adult supervision.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

- 1 Secure authorization or transfer note from your parent or guardian
- 2 Obtain appropriate forms from the elementary school office
- 3 Have the forms completed by teachers, return all school books and property, and make sure all fees are paid
- 4 Take completed forms to the elementary school office for final clearance

Grades and/or records will be released to individuals or schools upon receipt of a written request from the receiving school, the parent, or the student who is 18 years of age or older.

HIGH SCHOOL PROCEDURES

ABSENCES

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

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

After the sixth non-medical absence in a semester, all absences must be verified with medical or legal admission slips, or approval by the principal.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

- 1 The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
- 2 Death or serious illness in their immediate family;
- 3 Observance of recognized holidays observed by the student's faith;
- 4 Attendance at an appointment with a government agency;
- 5 Attendance at a medical appointment;
- 6 Exceptional circumstances with prior approval of the principal;
- 7 Participation in an FCCLA, FHA, or 4-H sanctioned activity; or
- 8 Participation in the election poll workers program for high school students;
- 9 Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- 10 Absences granted, at the Superintendent's discretion, to seventeen (17) year -old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (5) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (2) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds (5) unexcused absences in a semester, the District may notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

ACADEMIC HONORS

Academic Awards Spring Recognition:

Academic distinction is based on fall semester grades for students in grades 7 and 8 and earn a GPA of at least 3.0 and make no grade less than C. Academic distinction for grades 9-12 is based on their cumulative GPA of 3.5 or above through the preceding fall semester.

Rank in Class:

Honors determination and final class rank will be based upon eight semesters of course performance in grades nine through twelve. There will be one Valedictorian, chosen by the highest grade point average in class. There will be one Salutatorian chosen by the second highest grade point average in class. Three AP courses must be taken during the 10th, 11th, and 12th grades to be eligible for these positions. If these two are tied to the third decimal (ex: 4.105 and 4.105), the student taking the most AP courses will be the Valedictorian and the other will be the Salutatorian. In the case these two are still tied or in case of multiple ties, there will be Co-Valedictorians and no Salutatorian that year. Multiple ties will follow the same procedure (ex: 4.150, 4.150, & 4.150).

Academic Distinction Award:

Students who maintain a grade point average of 3.65 and above, in the State recommended "core" curriculum, earn the Academic Distinction Award and will be noted on the graduation program and a gold cord will be worn at graduation.

Vocational Completers:

Students who complete three or more courses within a vocational program of study as outlined by the Arkansas Department of Workforce Education will wear a green and white cord at graduation..

ALTERNATIVE EDUCATION CENTER

Yellville-Summit School has established its Alternative Learning Center to accomplish two goals as follows:

1 To provide an alternative learning environment for those students who have difficulty functioning in a regular classroom or social setting.

2 To provide the opportunity for a student to graduate and obtain a high school diploma.

ARRIVAL TO SCHOOL

The high school campus opens at 7:30 a.m. each morning. During extremely cold or wet weather, the area outside the principal's office, the gymnasium, the cafetorium, or the media center may be used for shelter.

ASSEMBLIES

Assembly programs are presented each year. The programs are educational and replace class time; therefore, all students are required to attend. Exceptions to this rule would be occasional assemblies for which admission is charged.

ASSIGNMENTS/HOMEWORK

Students are required to complete all assignments and homework in a timely manner; if not, they will be assigned to In-School-Suspension until assignments are completed.

BAND

The band is one of the most popular and active organizations in the Yellville-Summit school program. Activities for the band include pep rallies, parades, and performances at football and basketball games **DRUG TESTING REQUIRED FOR PARTICIPATION.**

During the year, the band presents concerts and represents the school at clinics and festivals at both regional and state levels.

BUS TRANSPORTATION

Bus routes are established to transport students in our school district. State transportation regulations must be observed at all times. The Board of Education establishes routes, stops, and other transportation policies. The bus driver is in complete charge of his/her bus and students are responsible for their actions. There is a great deal of responsibility connected with driving a school bus. Therefore, it is of great importance that proper conduct be observed at all times.

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

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and/or breakfast is offered at a reasonable price.

The prices per lunch are \$2.25 for grades K-12 and preschool; \$3.50 for adults. The price for breakfast is \$1.25; \$2.00 for adults. Reduced prices are \$.40 for lunch and \$.30 for breakfast. Extra milk is \$.40.

Lunch cards that are computer scanned maybe purchased at designated times in the cafetorium. There is no charge for the first card. A \$1.00 nominal fee is charged when a student has been without his/her lunch card for three school days or if lunch card has been lost.

It is the policy of the Yellville-Summit School District to allow students to **charge** meals **only on occasion** when money is unavailable and the student would have to miss meal service. This is a **courtesy** extended to the students and **should not occur on a regular basis**. More than **\$5.50** in charges will be considered excessive and will not be permitted. Any student denied meal service due to excessive charges will be encouraged to apply for free or reduced-price meals.

The lunchroom management and your fellow students will appreciate your cooperation in:

- 1 Depositing all lunch litter in wastebaskets;
- 2 Returning all trays and utensils to the dishwashing area;
- 3 Leaving the table and floor around your place in a clean condition for others
- 4 Treating the lunchroom staff with respect and a pleasant attitude.

CELL PHONES

Students who use their cell phone inappropriately and/or in violation of school Policy #4.47 (Possession and Use of Cell Phones & Electronic Devices) and/or Policy #4.29 (Internet Safety and Electronic Device Use) are subject to having the phone taken away, and their parents having to come to school to pick up the cell phone. Students that are non-compliant with this instruction are subject to appropriate disciplinary action.

CLASS DEFINITION

Ninth grade standing requires that a student be promoted to the next grade level by passing three of four core classes. Tenth grade standing requires the passing of five (5) units, including English I. Eleventh grade standing requires the passing of ten (10) units, including English II. Twelfth grade standing requires the passing of 17 units, including English III. Credit is awarded to high school students for approved courses.

CLASS RINGS

Students may order class rings at school during the fall of their junior year. A deposit of \$50.00 is required upon ordering with the balance due when the ring is delivered. Instructions for ordering will be issued after a sale date is determined.

CLOSED CAMPUS

All schools in the District shall operate closed campuses, except for grades 11 and 12 during lunch. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

Beginning with the 2011-12 school year, the Yellville-Summit Board of Education adopted an open campus policy, restricted to grades 11 and 12 for the school lunch period (12:00-12:30), with the understanding that it is a privilege that can be revoked at any time; further, two resultant 5th period tardies will carry the consequence of loss of this privilege for the remainder of the semester in which the tardies occurred. Students are required to obtain a qualified parking tag from the office and display visibly in their vehicle at all times. No more than two students will be allowed per vehicle as set forth by Arkansas Law, and the campus will remain closed for grades K-10. This privilege may also be revoked at any time due to disciplinary infractions or attendance problems.

CURRICULUM

A minimum of twenty-four (24) credits (at least 22 academic credits) is required to receive a diploma from Yellville-Summit High School.

All students in graduating classes of 2010 and beyond 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. Smart Core Curriculum & Graduation Requirements are listed in Policy #4.45.

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.

- I Seniors may participate in the student assistant program for local credit only with administrator approval.
 - II Students who wish to participate in competitions between schools (athletic teams, band contests, choir contests, speech/debate, etc.), must meet the guidelines and requirements outlined by the Arkansas State Board of Education and the Arkansas Activities Association.
 - III College-bound students need to know the requirements of the college(s) of their choice in planning their four-year plan of studies.
 - IV A student with an Individual Education Plan (IEP) must meet its requirements for graduation.
 - V Yellville-Summit School District provides 504 services for eligible students.
 - VI Course requirements are based on the Y-S Handbook at time of enrollment in the ninth grade. Course requirements for transfer students are based on the Y-S Handbook in effect at the time of enrollment.
- Generally, those subjects with a State Department of Education approved “frameworks” are used to compute a grade point average (GPA). Student assistant/volunteer work cannot be used.

DISCIPLINE

The Y-S Board of Education has a responsibility to protect the health, safety, and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. 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.

Disciplinary decisions will be determined by the school administration depending on severity of the offense. Consequences will consist of a minimum of a verbal warning to a maximum of expulsion. Other consequences could include corporal punishment, in-school suspension, out-of-school suspension, referral to juvenile services, loss of course credit, and/or a recommendation of expulsion. Law enforcement agencies will be contacted when deemed necessary by the school administration. Adjustments to the disciplinary plan will be made for students who misbehave during the last few weeks of a semester since all options will not be available.

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.

ASSAULT OR BATTERY (Policy 4.21)

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his 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.

BULLYING and CYBERBULLYING (Policy 4.43)

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.

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

Definitions:

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

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

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

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

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

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

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
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 actual or perceived attributes,
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,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if

allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal, or designee. The principal, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

CORPORAL PUNISHMENT (Policy 4.39)

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

DISRUPTION OF SCHOOL (Policy 4.20)

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

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee 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.

DRUGS AND ALCOHOL (Policy 4.24)

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

Therefore, no student in the Yellville-Summit School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter 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.

EXPULSION (Policy 4.31)

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 for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continue attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior poses a physical risk to himself or herself or to others, or causes a serious disruption that cannot be addressed through other means; or is the act of bringing a firearm on school campus.

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

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses, 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 Policy 4.22 (Weapons and Dangerous Instruments), the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon 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 shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other weapon on school property regardless of the enrollment status of the student.

PLAGIARISM

Plagiarism, (or intellectual theft) is defined as “the reproduction, in whole or essential part, of a literary, artist, or musical work by one who falsely claims to be its creator”. *Encyclopedia Americana, 2003* Some examples might include but are not limited to:

- Downloading a paper from a “paper-mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Yellville-Summit students for the future, we have established the following guidelines:

Violation first offense: Teacher documents the plagiarism, contacts the parent/guardian, and assigns zero credit for the assignment.

Violation second offense: Teacher documents the plagiarism, contacts the parent/guardian, assigns zero credit for the assignment, and discipline referral sent to principal for disciplinary action

PROHIBITED CONDUCT (Policy 4.18)

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- 1 Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- 2 Disruptive behavior that interferes with orderly school operations;
- 3 Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- 4 Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- 5 Possession or use of tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, e-cigars, and e-pips) in or on any property owned or leased by any public school;
- 6 Willfully or intentionally damaging, destroying, or stealing school property;
- 7 Possession of any electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- 8 Possession, selling, distributing, buying, attempting to buy, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- 9 Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- 10 Inappropriate public displays of affection;
- 11 Cheating, copying, or claiming another person’s work to be his/her own (plagiarism);
- 12 Gambling;
- 13 Inappropriate student dress;
- 14 Use of vulgar, profane, or obscene language or gestures;
- 15 Truancy;
- 16 Excessive tardiness;
- 17 Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- 18 Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- 19 Hazing, or aiding in the hazing of another student;
- 20 Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
- 21 Sexual harassment;
- 22 Bullying; and
- 23 Operating a vehicle on school grounds while using a wireless communication device
- 24 Theft of another individual’s personal property.

SEARCH, SEIZURE, AND INTERROGATIONS (Policy 4.32)

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

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

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

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

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

SEXUAL HARASSMENT (Policy 4.27)

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

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

"Sexual harassment" means conduct that is:

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

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

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

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

- The final determination of the investigation;
- Remedies the District will make available to the student; and

- The sanctions, if any, imposed on the alleged harasser relevant to the student.

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

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

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

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

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

SUSPENSION (Policy 4.30)

Students who are 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. 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 Is insubordinate, incorrigible, violent, or involves moral turpitude; and/or
- 4 School administrators believe will result in the substantial interference with the safe and orderly educational environment.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior poses a physical risk to himself or herself or to others; causes a serious disruption that cannot be addressed through other means; or is the act of bringing a firearm on school campus.

Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

- a) The student shall be given written notice or advised orally of the charges against him/her;
- b) 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;
- c) 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 re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parents(s), legal guardian(s) or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the 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.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference. Students violating this policy will be considered trespassing.

During the period of their suspension, students serving in-school-suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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.

TOBACCO AND TOBACCO PRODUCTS (Policy 4.23)

Smoking or use of tobacco or products containing tobacco/non-FDA regulated nicotine products in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, e-cigars, and e-pips) by anyone in or on any property owned or leased by a District school, including school buses, or at school sponsored events on or off campus by anyone related to the event, is prohibited. The exhibition by students of tobacco-related gear or paraphernalia and tobacco industry sponsorship, marketing or giveaways is prohibited. Procedures for Implementing and Enforcing Comprehensive Tobacco Control Policy:

- Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures:
 - 1st offense:
 - a) Tobacco products/non-FDA regulated nicotine products must be confiscated
 - b) School shall contact parents
 - c) Offer tobacco cessation/intervention education program
 - 2nd and 3rd offense:
 - a) Tobacco products/non-FDA regulated nicotine products must be confiscated
 - b) School shall contact parents

- c) In-school suspension for one day
- d) Require tobacco cessation/intervention education program
- The District has the right to ask those that wish to use tobacco or products containing tobacco, to leave its school campus or school sponsored events.
- Students and staff who seek help quitting tobacco products will be offered assistance by the school district via access to online tobacco cessation programs as listed below or by contacting the Coordinated School Health Coordinator at (870)449-4066.
 - www.tobaccofreeamarion.org
 - www.mylastdip.com
 - ASPIRE www.2.mdanderson.org/depts/aspire/site.html
 - QUIT NOW 1-800-784-8669
 - LifeSynch 1-866-378-1645
- Signage posted of Tobacco Free Campus.
- Notification of any changes made to the Tobacco Policy provided to students, parents, faculty and staff.
- Following the Arkansas Department of Education Frameworks students K-12 are required to receive instruction on avoiding tobacco use.

WEAPONS AND DANGEROUS INSTRUMENTS (Policy 4.22)

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

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray, mace or other noxious spray, explosive; taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purpose of this policy, “firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or his/her 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 unless it is a firearm. 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 shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to 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.

DRESS CODE

Yellville-Summit students are expected to maintain a neat and clean appearance during the school day, and at all school activities. Students that do not abide by the student dress code at any school function, either on campus or away from campus, may be asked to leave the premises and will be subject to disciplinary actions by the school.

Yellville-Summit students are asked to comply with the following guidelines in regard to dress and grooming:

- 1 A student’s dress should not be a threat to his or her safety or the safety of others
- 2 Cleanliness is important
- 3 A student’s dress should not impair his or her health or the health of others
- 4 Dress or grooming habits should not allow hazardous situation
- 5 If the dress of any student is a clear distraction, it will not be allowed
- 6 Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Specifically students are asked to:

- 1 Wear shoes at all times;
- 2 Wear shirts or blouses that cover their midsection. All shirts or blouses must be able to be tucked in and remain tucked in, even with raised hands;
- 3 Not wear clothing that advertises alcoholic beverages, tobacco products, drugs, or inappropriate actions;
- 4 Not wear hats, caps, stocking caps, bandanas, “beanies” or “do rags” in any building on campus. These hats will be confiscated when worn inappropriately;
- 5 Not wear shirts of the underwear type (tank tops, halters, clothing with spaghetti straps), or clothing that has tears, rips or holes above the mid-thigh;
- 6 Not wear bandanas or “do rags” or wear trousers in the “sagging” style or other gang related fashions;
- 7 Not wear shorts or skirts that are shorter than mid-thigh.

DRIVER EDUCATION

Driver Education may be offered during the summer for a fee and counts for academic elective credit.

ELECTRONIC DEVICES

Students are strongly advised against bringing items of value to school. CD players, electronic games, radios, Ipods, MP3 players, and similar electronic devices are of little value at school and are not the school's responsibility to locate if they become lost. Any item that is deemed to be an interference with the normal procedures of the school day will be confiscated and held for parents to pick up at the end of the normal school day.

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

EMERGENCY PROCEDURES

Earthquake

No warning is usually given for an earthquake. If the building moves, or things begin to rattle and dance about, take cover away from windows and under a desk, table, or in a doorway. Evacuate the building after the shaking stops. Refer to plans posted in each room.

Fire

Fire drills are held at irregular intervals to help us clear the building quickly in case of fire. The fire signal is (1) three short bells in succession (2) verbal instructions from your teacher, or (3) fire alarm buzzer. You should notice the fire drill directions in each room, so that regardless of the time the bells ring, you will instantly know what to do. When the bell sounds, do not stop to put anything away; walk quickly with your group in single file to the proper exit and away from the building. Fire Marshals will take care of closing windows and doors.

Tornado

Tornado drills will be held during the year to help us protect ourselves in the event of weather related danger. Study the tornado drill instructions that are posted in each room so that you will know what to do in the event of a drill or alert. The tornado drill signal is (1) the continuous ringing of the bell, or (2) verbal instructions from your teacher.

EXAMINATIONS

Teachers will administer tests in their classes at their discretion during the school year. A definite date and time will be provided for required semester examinations.

Final examinations are required in all academic classes. All final exams will be given during assigned time for semester exams. Any exceptions must have prior approval by the principal. Some examinations will not be traditional paper/pencil test, but a concert, art show, or other appropriate activity.

EXTRA-CURRICULAR ACTIVITIES

It shall be the policy of the Y-S School Board of Education that the District will adhere to the requirements established by the Arkansas Activities Association in regard to:

- 1 Extra-curricular and non-instructional activities and their place in the school program.
- 2 Limit and control interruption of instructional time in the classroom and the number of absences for such activities.

Requirements that students must meet to be eligible to participate in extra-curricular activities, which include that any student participating in extra-curricular activities must have a grade point average of 2.0 or above in the previous semester grading period. Supplemental Instruction Program (SIP) is offered as an option for students to remain eligible for Arkansas Activities Association participation for those students with a GPA of below 2.0.

It shall be the policy of the Yellville-Summit School District to provide chemical screen tests for those students that elect to participate in the listed extra-curricular activities. Students that elect to participate in the following activities voluntarily submit to chemical screen testing as stipulated in the Athletic and Student Handbooks:

- | | | | | |
|-------------|---------------|---------------|-----------------|---------------------|
| 1. Football | 2. Basketball | 3. Volleyball | 4. Track | 5. Baseball |
| 6. Softball | 7. Golf | 8. Band | 9. Cheerleading | 10. Shooting Sports |

Procedures for implementing the chemical screen and consequences shall be specified in detail in the Athletic Handbook, and shall be subject to the annual review and approval of the Board.

FOOD AND BEVERAGES

Students will not be allowed to consume food or beverages in the school building without permission. Students bringing their lunch should keep it in their locker, unopened until the lunch period. Previously opened beverage containers will be confiscated and thrown away.

GRADES

Grade cards are provided for parents following each nine-week marking period. Grades are based on educational objectives only.

Progress reports for all students are available through Home Access Center (HAC). HAC is a web based program that allows parents to monitor their child's grades at any time. Grades are updated each week. Once you have activated your account you will use the same user name and password each year. If you have not activated your account, please contact the counselor in your student's building to receive an activation code and instructions.

One parent/teacher conference will be scheduled during the first and third nine-weeks. Additional conferences will be scheduled as needed by the school and/or parent/guardian.

An explanation of the grades is found on the cards. The following system will be used in determining grades for regular classes:

A-Excellent (90-100)	B-Superior (80-89)	C-Average (70-79)	D-Below Average (60-69)	F-Failing (59 or below)
S-Satisfactory	U-Unsatisfactory	I-Incomplete	WP-Withdraw Passing	WF-Withdraw Failing
	NC-No credit, excessive absences or tardies			

A grade point average is computed from the semester grades by giving 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F, S, U, I, WP, WF, or NC. All courses marked NA (Non-Academic) will not be figured in the grade point averages. ALL ACADEMIC COURSES WILL BE COMPUTED IN THE GPA.

For grade point calculation, the following grading scale will be used for AP and International Baccalaureate classes only. For increased grade calculations for AP courses, students must take the AP exam and instructor must have received AP training. 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 in the course as if it were a non-AP course.

A=50	B=40	C=30	D=20	F=0
------	------	------	------	-----

Additional course work will not be accepted after January 15 (fall semester) and June 15 (spring semester) for grades earned the previous school year. If an error is suspected contact the teacher and/or principal as soon as possible.

GRADUATION

For a student to receive a diploma and participate in graduation exercises, he/she must accumulate 24 or more of the required credits as listed in this handbook, normally attend high school at least eight semesters, and earn a grade point average (GPA) of 1.50 or better.

An appropriate dress code will be enforced for graduation ceremonies.

Correspondence and summer school credit shall be limited to two (2) credits and must be approved in advance by the high school principal.

In order to be eligible for academic honors, a student must attend the seventh and eighth semester at Yellville-Summit High School and satisfy transfer requirements found in the Y-S SCHOOL BOARD POLICY MANUAL.

GUIDANCE

In an effort to more fully meet the needs of its students, Yellville-Summit High School has a certified counselor who is ready to assist students dealing with a wide range of issues, including those of academics, career exploration, personal problems, and college admission. A student may request to see the counselor at any time. Parents and teachers may request that the counselor meet with a student to discuss ideas which are of concern to them. All information exchanged during conferences is confidential. The main objective is to obtain a deeper understanding of the student so that the counselor may meet the individual needs of each student fully.

Information about available scholarships can be obtained in several ways by the student. All scholarship information is handled through the guidance department. Students interested in obtaining financial aid through scholarships should meet with the counselor as soon as possible during their senior year. The more the counselor knows of your interests the better he/she will be able to help you in applying for various aspects of financial aid. All scholarship applications open to the general student population can be obtained in the counselor's office.

If further information is needed, a student may meet with the counselor individually to discuss scholarship requirements and eligibility. Scholarships are available, but it is up to each student to apply. Start early in applying for scholarships. Your effort can pay off.

SCHOOL BASED MENTAL HEALTH SERVICES:

School-based mental health services are provided to help students who are faced with emotional and/or behavioral problems that keep them from doing well in school. Examples might be trauma, divorce, death, incarceration/rehab, serious illness, depression, anxiety, adjustment issues, new baby or new step family. In addition, numerous discipline issues may result in a referral to this program. Through individual, group and family therapy support services and case management, this program will help children and families reduce the barriers to learning and improve the emotional and behavioral development of the child. This program provides an extra hand for support and an additional ear for listening. There is no cost for this program; the program is funded through grant, Medicaid, AR Kids, or insurance. The therapist will meet with the student during school hours on campus and work with the family during and after school hours as well. A case manager will also be available to assist the student with educational support and also provide the student with additional tools and resources he or she needs in order to be successful in school and home. More information on this program is available from the school counselor, and all referrals to this program are made through the principal and school counselor.

HALL PASS

When a substitute teacher is present, students are not allowed to leave the classroom. Substitute teachers are not allowed to issue hall passes or give permission for students to leave the classroom. Students that leave the classroom, with or without permission of the substitute teacher, will be disciplined for truancy.

In case of emergency, the substitute teacher must notify the office and obtain permission for a student to leave the classroom.

HOMECOMING MAIDS

Effective with the 2016-2017 school year, Homecoming maids in the 7th through 9th grades will be nominated by the class as a whole during the week determined by the principal and in accordance to the Homecoming Ceremony. One (1) maid will be selected from each grade (7th-9th) and criteria will remain the same. No maid will be eligible unless they have been a student at Yellville-Summit since Labor Day of the preceding school year. For example: a maid selected in the fall of 2016 or spring of 2017 had to have been a student of Y-S schools on or before Labor Day of 2015.

Homecoming maids in the 10th through 12th grades will be nominated by the players (varsity football/both varsity basketball teams). One (1) maid for the sophomore class, two (2) maids for the junior class, and three (3) maids for the senior class, one of which will be elected Homecoming Queen with secret ballot vote by the whole 7-12 student body.

All maids, football and basketball, are eligible ONLY ONCE between their 7th through 11th grade years. All girls are eligible their 12th grade year for maid nomination and for queen.

INSURANCE

Each student is covered by limited, supplemental accident insurance that is in effect during the school day and while the student is participating in extracurricular activities. If you are injured, file an accident report within 2-3 days as it may be required for proof later. No matter how minor your injuries are, file an accident report! The insurance is a "secondary" policy and is not intended to provide primary coverage.

LOCKERS

Lockers are the property of the school and are loaned to the students. Designated officials may, according to law and Board policy, have access to student lockers when reasonable cause suggests that the welfare of students and other personnel may be threatened or that its contents may be related to an illegal act.

LOST AND FOUND ARTICLES

Articles found on or near the school grounds or in the building should be turned in immediately to the principal's office. A lost article may be claimed at the principal's office upon proper identification.

Be sure your property is marked with your name and is in its proper place. Do not bring unnecessary money and/or personal property to school. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN PERSONAL PROPERTY!

MEDIA CENTER

The media center is open from 7:30 a.m. to 3:30 p.m. It is a learning area where any student who wants to read, study quietly or browse through material is welcome. Regular circulation materials are checked out for two (2) weeks and may be renewed. Reference and reserve materials are checked out for one (1) period or overnight (checked out after school and returned before 1st period). Check out and return materials at the front circulation desk. Audiovisual materials are to be used in the media center or checked out for a class. Please return materials on time. Fines are charged at the rate of 5 cents per day or per period. If any materials are lost or damaged, the student will be charged for the replacement cost of the item. Feel free to ask for help.

OFFICE HOURS

The high school office is open on all regular school days from 7:30 a.m. to 3:30 p.m. Transaction of business by students should be courteous, quiet, and businesslike, and students should leave quickly when the business is completed.

PEP BUS

From time to time, pep buses will be provided for athletic events if a sufficient number of students request transportation. Students who ride the pep bus to athletic events will be expected to return on the bus. They will be expected to abide by all rules of good conduct while enroute to and from games, and while a visitor at other schools. Parents who wish to pick up their children at out-of-town games may do so in person by checking with the sponsors. Failure to follow these instructions will result in forfeiture of the pep bus privileges.

QUIET AND ORDER

An atmosphere of calm is essential to learning, and nothing so contributes to this atmosphere as quiet: quiet voices, gentle handling of lockers, books, desks, silence in traffic areas such as halls, lobbies, stairways. Need we mention the library as a silent zone? Should a teacher be detained on his/her way to class, students are to begin work on their own and in an orderly fashion.

SCHEDULE CHANGES

Schedule changes will be made when necessary and upon approval of the principal. If a student drops a class after four weeks, a grade of WP or WF will be assigned and zero points will be calculated in their grade-point average.

SCHOOL CLUBS

There are a number of organizations in the school which do not carry course credit, but they are enjoyable and worthwhile. Every student is encouraged to participate in some of these groups.

The following clubs and organizations will be active this year: Family, Career and Community Leaders of America (FCCLA), Future Business Leaders of America (FBLA), National FFA Organization (FFA), Art Club, Fellowship of Christian Athletes (FCA), German Club, Interact Club, Yellville-Summit Honor Society (YSHS), Chess Club, and Yellville Environmental Awareness Club (YEAC).

All clubs and/or school organizations, other than regular class organizations, must have a written constitution and by-laws stating their purpose, method of acquiring membership, and procedure for electing officers. These shall be on file in the office of the principal. If a new club or school organization is to be formed, the administration and student council will first decide if the club will be of benefit to the school and student. Class meetings will be called when needed by prior arrangement of sponsors and principal.

SCHOOL PROPERTY

Pupils will be held responsible for proper care of all books, supplies, apparatus, and furniture furnished by the Board of Education. Pupils who deface or injure school property shall be required to pay all damages.

SCHOOL-SPONSORED FUNCTIONS

Functions sponsored by school organizations are the responsibility of the school. These functions must be properly chaperoned and approved by the principal. The school is not responsible for activities of this type that are not approved and properly chaperoned.

School-sponsored dances will be held periodically at our school this year. The functions will be properly chaperoned and school regulations will be followed by those attending. Those who attend school-sponsored dances are not to leave the dance area and return without permission from an adult in charge.

Homecoming dances are held in conjunction with football and basketball homecomings. Guests and alumni are welcome to attend.

Only juniors and seniors currently enrolled in Yellville-Summit School and their guest are allowed to attend the junior/senior prom. Prom guest must be 10th grade or above and approved by the principal.

SCHOOL TRIPS

All school-sponsored field trips and out-of-town trips will be properly supervised and approved by the administration. The participants will depart and return as a group. Transportation to and from school events will be provided by the school. Students may not drive or ride in a private vehicle unless prior arrangements have been made and approved by the principal or his designee.

Students will be representing Yellville-Summit and are expected to conduct themselves accordingly. Their personal appearance and dress will not in any way reflect negatively on the school.

School trip privileges may be revoked depending upon degree of disciplinary infractions occurring during the school year and on required attendance on the day(s) prior to the school trip. All school trip privileges subject to principal approval.

Any violation of CIVIL LAW (eg shoplifting) while on the trip will result in the following consequences:

- 1 5-day suspension from school
- 2 One calendar year suspension from ALL school trips.

SELECTIVE SERVICE

Male students on or before their 18th birthday must register with the Selective Service. Registration blanks are available in the high school office.

STUDENT AFFECTION

The display of student affection or emotions is restricted, except on the basis of common courtesy. Examples of restricted student affection or emotions are as follows: kissing, hugging, sitting on laps, etc. Students who do not refrain from the above rules will be disciplined.

STUDENT COUNCIL

The Student Council is the highest governing organization in the school. It is concerned with the entire student body. The main functions of the Council are to provide a means for the expression of student's opinion; to unify and coordinate student and club activities; to uphold school customs and traditions; to promote student-faculty relations; to encourage the practices of democracy, and develop and promote leadership at Yellville-Summit High; to help develop school spirit; student morals, and pride in Yellville-Summit; to carry on worthwhile projects, and to promote good school community relations.

Its immediate purpose is to build school leadership and participation. As a type of student government, the Council gives each student an opportunity to be a better citizen. In the fall, the student body elects the Council President for the current school year. After that election, there is another election for class representatives, two (2) male and two (2) female from each grade 9, 10, 11, and 12 to fill the Council. The Council in turn listens to the students' suggestions and criticisms as it is the only student organization that can speak for the entire student body.

STUDENT VEHICLES AND PARKING

A school certificate will be issued to drivers of properly authorized vehicles and must be displayed while parked in school owned parking lots. Students may drive cars to school, but must adhere to safe driving practices and the following regulations:

- 1 Each student driver must hold a valid Arkansas Driver's License
- 2 Students will not be in or around vehicles during normal school hours
- 3 A student must not block another car
- 4 Students must register their cars with the office within five (5) school days
- 5 Evidence of compliance with Arkansas liability insurance laws is required
- 6 Bumper stickers or other items of decoration that advertise alcoholic beverages, drugs, or inappropriate actions are prohibited, including items that contain profanity and/or "cuss" words
- 7 Student drivers shall enter and leave the high school parking lot in a safe and orderly manner
- 8 Continued violation of these rules will result in loss of parking privileges
- 9 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.
- 10 Students are forbidden to operate a vehicle on school grounds while using a wireless communication device.

Parking privileges may also be revoked for the following offenses:

- 1 Reckless driving (squealing tires, driving while someone sits on your car, carrying passengers in the bed of a pick-up or open truck)
- 2 Excessive speeds
- 3 Leaving school without permission of school official

A student may petition the principal for reinstatement of parking privileges after one month (20 school days).

SIX SECONDS SPENT FASTENING YOUR SEAT BELT MAY SAVE YOUR LIFE!!!

TARDINESS

Tardiness is defined as any appearance of a student beyond the scheduled time a class begins. When students are not in their classrooms or areas when the final bell rings, he/she is considered tardy. A tardiness of ten or more minutes will be recorded as an absence.

Each student will be allowed a total of five tardies to all classes or to school per semester without penalty. Students who are detained by teachers are not to be marked tardy provided the student presents a note from that detaining teacher.

Students who arrive on campus after start of their first period, or after 8:00 am, are to report to the principal's office before going to class. This is necessary in order for attendance records to be accurate.

TECHNICAL CENTERS

Courses are available through the North Arkansas College and Arkansas State University Mt Home Technical Centers. Students receive high school and/or college credit depending on the course. The high school guidance counselor has more information concerning the program.

Tuition will be paid by the Yellville-Summit School. Any student failing to complete any semester course due to poor attendance, discipline, or lack of effort will be required to repay the school the cost of tuition.

TEXTBOOKS/CLASSROOM EQUIPMENT

Students are responsible for textbooks and classroom equipment assigned to them and must pay for any which are lost, destroyed, or damaged.

TRUANCY

Truancy is defined as an absence from an assigned class or a school activity without permission from the school and/or the parent.

1st truancy: Corporal punishment or 3-day in-school suspension

2nd truancy: 5-day in-school suspension

3rd truancy: 10-day in-school suspension and contact local juvenile authorities

Any further truancies will result in out-of-school suspension.

USE OF FACILITIES AFTER SCHOOL HOURS

Arrangements are to be made with the principal for all activities which require the use of facilities after school hours, and should be made at least one week in advance. An application should be filed by the teacher sponsoring the organization or activity. No students shall gather as a group without adult supervision.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

- 1 Secure authorization or transfer note from your parent or guardian
- 2 Obtain appropriate forms from the high school office
- 3 Have the forms completed by teachers, return all school books and property, and make sure all fees are paid
- 4 Take completed forms to the high school office for final clearance

Grades and/or records will be released to individuals or schools upon receipt of a written request from the receiving school, the parent, or the student who is 18 years of age or older.