

# **Yellville-Summit School District**



## **District Policies and Student Handbook**

**2021-2022**

**Yellville, Arkansas**

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### **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. Changes for this handbook have been reviewed and were approved on July 19, 2021, 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](http://www.yellvillesummitschools.com)) and hard copies of a policy or policies may be requested in any of the district's offices.

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## **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](http://www.yellvillesummitschools.com)  
“Yellville-Summit Public Schools” on Facebook

## **ACCREDITATION**

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

## **SCHOOL CALENDAR 2021-2022**

Staff Development (4 days).....	Aug 9-12
Classes Begin.....	Aug 16
Labor Day Holiday (State Dept. required) .....	Sept 6
First Quarter Ends (42 days).....	Oct 13
Parent/Teacher Conferences .....	Oct 21
Staff Development Day .....	Oct 22
Thanksgiving Break.....	Nov 22-26
Classes Resume .....	Nov 30
Second Quarter Ends (41 days) .....	Dec 17
Christmas Holidays .....	Dec 20-31
Staff Development Day .....	Jan 3
Classes Resume .....	Jan 4
MLK Day (Holiday) .....	Jan 17
Parent/Teacher Conferences .....	Feb 17
Staff Development Day .....	Feb 18
President's Day (Holiday) .....	Feb 21
Third Quarter Ends (46 days).....	March 11
Spring Break.....	March 21-25
Classes Resume .....	March 28
Good Friday (Holiday) .....	April 15
Graduation (7 p.m.) .....	May 13
Fourth Quarter Ends (49 days) .....	May 27
Memorial Day Holiday (State Dept. required) .....	May 30
Built in Snow Days #1-5 .....	May 31, June 1,2,3,6

## **HIGH SCHOOL BELL SCHEDULE**

7:50 .....	First Bell
7:55-8:46.....	First Period
8:55-9:46.....	Second Period
9:50-10:41 .....	Third Period
10:30-11:00 .....	Lunch (3-5)
11:00-11:30 .....	Lunch (K-2)
10:45-11:36 .....	Fourth Period
11:40-12:05 .....	A Lunch (6-8)
11:40-12:05 .....	Activity Period/CAPS (9-12)
12:05-12:30 .....	B Lunch (9-12)
12:05-12:30 .....	Intervention/Enrichment (7-8)
12:35-1:26 .....	Fifth Period
1:30-2:21 .....	Sixth Period
2:25-3:16 .....	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”

## **EQUAL EDUCATIONAL OPPORTUNITY**

The Yellville-Summit School District is committed to the principle of nondiscrimination and no student in the Yellville-Summit School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

## **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

## **SUMMARY OF DISTRICT FAMILY AND COMMUNITY ENGAGEMENT PLAN**

(Links to Elementary, High School, and District Plans are found on the school website.)

### **1. Jointly Developed Expectations and Objectives**

The District Family and Community Engagement Plan will incorporate the school-wide plans. The schools will work to involve and engage parents/guardians in many aspects, including school improvement planning, annual evaluation of the committee efforts, updates with policies and implementation of appropriate activities, as well as providing resources to parents and the opportunity to share any concerns.

### **2. Building Staff Capacity through Training and Technical Assistance**

Effective strategies for family and community engagement will be taught/reiterated at least every four years and there will be a designated facilitator to work with each building staff and ensure best practices. There will also be a school-parent-student compact developed to share responsibility for improving student academic achievement and developing a partnership between all parties involved. Each school will provide opportunities for parent/guardians participation through volunteering and innovating scheduling.

### **3. Building Parent Capacity**

The schools will provide instruction to parents/guardians on incorporating appropriate learning activities in the home environment, use of websites and tools for assisting in meal planning, and other strategies developed by the school district. Log-in information will be provided to access HAC (grades, homework, missing work, upcoming due dates, teacher contact information, etc.) and parents/guardians will also be given summaries and explanations of test scores, progress reports, report cards, invitations to activities such as choir concerts, academic achievement ceremonies, etc. When needed, the District will provide computers to families and make hotspots available for at home internet access.

### **4. Reservation and Evaluation**

Schools will use findings from evaluation processes to make recommendations for policy revisions to be done for future school years. Title I and/or local funds will be used to strengthen the student/parent/school community.

### **5. Coordination of Services**

The District will use events like fall open-house to welcome and introduce any new procedures/teachers/environments, etc. All efforts will be made to use appropriate communicative media to publish information related to meetings, trainings, events, etc. Formation of partnerships between the district and local businesses and civic groups, as well as alumni (for the purpose of advice and guidance for school improvement) will be used.

# ELEMENTARY SCHOOL PROCEDURES

## ABSENCES

A student is absent if the student is not:

1. Present for onsite instruction provided by the district,
2. Participating in a planned district-approved activity, or
3. Engaged in scheduled instruction at an off-site location, including remote learning.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, 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.

Any student who misses more than a total of four days in a semester is at risk of not receiving their full academic preparation for 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.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

### 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).
- 11 Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
- 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.

### Unexcused Absences

Absences not defined above or not having an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, 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, legal guardians, persons with lawful control of the student, or persons standing 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, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing 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, legal guardian, person having lawful control of the student, or person standing 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.

### **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 the Yellville-Summit 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.

The District's Student Code of Conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, the District offers a free well-balanced breakfast and lunch due to District participation in the Provision 2 National School Lunch and School Breakfast Program.

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.

NO CELL PHONES WILL BE PERMITTED OR DISPLAYED for 5th through 10th grade students ON CAMPUS AT ANYTIME DURING THE INSTRUCTION SCHOOL DAY (7:50 a.m. until 3:15 p.m.), WITHOUT ADMINISTRATIVE OR TEACHER PERMISSION, EXCEPT during the student scheduled lunches, A LUNCH for 5th-8th grade (11:40 a.m.-12:05 p.m.) and B LUNCH for 9th and 10th grade (12:05-12:30 p.m.). This includes in between classes, in restrooms, outside walking to the gym, and anytime while on campus, from 7:50 a.m. until 3:15 p.m., EXCEPT FOR LUNCH. Any cell phones not confined within backpacks, bags, or team lockers, WILL BE CONFISCATED and sent to the office as stated in this policy.

Disciplinary measures for students misusing CELL PHONES include:

- 1st offense—disciplinary referral, guardian contacted, phone confiscated and returned to student at the end of the school day.
- 2nd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday.
- 3rd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday. **PHONE NOT ALLOWED BACK ON CAMPUS, ANYTIME DURING THE SCHOOL DAY.**

### **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.

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

### **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 acceptance, 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)**

#### **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;

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. 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").

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

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

Cyberbullying of School Employees 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;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. 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;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

“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.

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.

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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.



The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

#### **CELL PHONES (and Other Electronic Devices) (Policy 4.47)**

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.

NO CELL PHONES WILL BE PERMITTED OR DISPLAYED for 5th through 10th grade students ON CAMPUS AT ANYTIME DURING THE INSTRUCTION SCHOOL DAY (7:50 a.m. until 3:15 p.m.), WITHOUT ADMINISTRATIVE OR TEACHER PERMISSION, EXCEPT during the student scheduled lunches, A LUNCH for 5th-8th grade (11:40 a.m.-12:05 p.m.) and B LUNCH for 9th and 10th grade (12:05-12:30 p.m.). This includes in between classes, in restrooms, outside walking to the gym, and anytime while on campus, from 7:50 a.m. until 3:15 p.m., EXCEPT FOR LUNCH. Any cell phones not confined within backpacks, bags, or team lockers, WILL BE CONFISCATED and sent to the office as stated in this policy.

Disciplinary measures for students misusing CELL PHONES include:

- 1st offense—disciplinary referral, guardian contacted, phone confiscated and returned to student at the end of the school day.
- 2nd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday.
- 3rd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday. PHONE NOT ALLOWED BACK ON CAMPUS, ANYTIME DURING THE SCHOOL DAY.

#### **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.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

#### **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.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

#### **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 continued 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 (5<sup>th</sup>) 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (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, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent 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, the Superintendent shall recommend the expulsion of any student for a period of 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

#### **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, sexual orientation, gender identity, 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.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

#### **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 procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint 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 supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

#### **Definitions**

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Constitutes:
  - d. Sexual assault;
  - e. Dating violence
  - f. Domestic violence; or
  - g. Stalking.

"Supportive measures" means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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 bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - ✚ The identities of the parties involved in the incident, if known;
  - ✚ The conduct allegedly constituting sexual harassment; and
  - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal 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 and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency Removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. 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.



### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, 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. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

### **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 (5<sup>th</sup>) 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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing in loco parentis, 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 responsibility of a student's parents, legal guardians person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. 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, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED 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. All students who possess a JUUL/Vape may be subject to field tests to determine if the substance is considered an illegal substance.

1st offense: Use or possession of a JUUL/Vape device, paraphernalia, or refill products. 3 days Lunch Detention, notification of SRO (School Resource Officer), in addition to ....

- Tobacco products/non-FDA regulated nicotine products must be confiscated
- School shall contact parents
- Offer tobacco cessation/intervention education program

2nd offense: Use of or possession of a JUUL/Vape device, paraphernalia, or refill products--3 days ISS (In School Suspension), notification of SRO, including Juvenile citation and notification of Juvenile Services, in addition to ....

- Tobacco products/non-FDA regulated nicotine products must be confiscated
- School shall contact parents
- In-school suspension for one day (this step is skipped if a JUUL/Vape device)
- Require tobacco cessation/intervention education program

3rd offense: Use of or possession of a JUUL/Vape device, paraphernalia, or refill products--3 days OSS (Out of School Suspension), notification of SRO, including Juvenile citation and notification of Juvenile Services, in addition to ....

- Tobacco products/non-FDA regulated nicotine products must be confiscated
- School shall contact parents
- In-school suspension for one day (this step is skipped if a JUUL/Vape device)
- 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.

- o [www.tobaccofreemariion.org](http://www.tobaccofreemariion.org)
- o [www.mylastdip.com](http://www.mylastdip.com)
- o ASPIRE [www.2.mdanderson.org/depts/aspire/site.html](http://www.2.mdanderson.org/depts/aspire/site.html)
- o QUIT NOW 1-800-784-8669
- o 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 one (1) 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.

## **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

A student is absent if the student is not:

4. Present for onsite instruction provided by the district,
5. Participating in a planned district-approved activity, or
6. Engaged in scheduled instruction at an off-site location, including remote learning.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, 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.

Any student who misses more than a total of four days in a semester is at risk of not receiving their full academic preparation for achievement. Any student in grades 9-12 missing more than eight days per semester may not receive credit for that course. At the discretion of the principal, the student may be denied promotion or graduation.

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.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

### 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).
- 11 Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
- 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.

### Unexcused Absences

Absences not defined above or not having an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, 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, legal guardians, persons with lawful control of the student, or persons standing 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, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing 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, legal guardian, person having lawful control of the student, or person standing 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.

## **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 weighted credit courses, including AP, International Baccalaureate, concurrent credit college (excluding vocational) courses, as well as other courses approved by DESE for weighted credit, 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.

### **Completers:**

Students who complete three or more courses within a vocational program of study as outlined by DESE will wear a green and white cord at graduation. Students who complete multiple courses within a fine arts program [(visual art (3 years), performing art (3 years), vocal music (4 years), or instrumental music (4 years))] will wear a purple 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 cafeteria, 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 the Yellville-Summit 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.

The District's Student Code of Conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, the District offers a free well-balanced breakfast and lunch due to District participation in the Provision 2 National School Lunch and School Breakfast Program.

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.

NO CELL PHONES WILL BE PERMITTED OR DISPLAYED for 5th through 10th grade students ON CAMPUS AT ANYTIME DURING THE INSTRUCTION SCHOOL DAY (7:50 a.m. until 3:15 p.m.), WITHOUT ADMINISTRATIVE OR TEACHER PERMISSION, EXCEPT during the student scheduled lunches, A LUNCH for 5th-8th grade (11:40 a.m.-12:05 p.m.) and B LUNCH for 9th and 10th grade (12:05-12:30 p.m.). This includes in between classes, in restrooms, outside walking to the gym, and anytime while on campus, from 7:50 a.m. until 3:15 p.m., EXCEPT FOR LUNCH. Any cell phones not confined within backpacks, bags, or team lockers, WILL BE CONFISCATED and sent to the office as stated in this policy.

Disciplinary measures for students misusing cell phones include:

- 1st offense—disciplinary referral, guardian contacted, phone confiscated and returned to student at the end of the school day.
- 2nd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday.
- 3rd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday. PHONE NOT ALLOWED BACK ON CAMPUS, ANYTIME DURING THE SCHOOL DAY.

## **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 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 Alternate Pathway to Graduation when required by their IEP 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.

The District shall incorporate the District’s implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

### **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 acceptance, 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)**

#### **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;

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. 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”).

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

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

Cyberbullying of School Employees 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;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. 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;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

“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.

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.

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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.



#### **CELL PHONES (and Other Electronic Devices) (Policy 4.47)**

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.

NO CELL PHONES WILL BE PERMITTED OR DISPLAYED for 5th through 10th grade students ON CAMPUS AT ANYTIME DURING THE INSTRUCTION SCHOOL DAY (7:50 a.m. until 3:15 p.m.), WITHOUT ADMINISTRATIVE OR TEACHER PERMISSION, EXCEPT during the student scheduled lunches, A LUNCH for 5th-8th grade (11:40 a.m.-12:05 p.m.) and B LUNCH for 9th and 10th grade (12:05-12:30 p.m.). This includes in between classes, in restrooms, outside walking to the gym, and anytime while on campus, from 7:50 a.m. until 3:15 p.m., EXCEPT FOR LUNCH. Any cell phones not confined within backpacks, bags, or team lockers, WILL BE CONFISCATED and sent to the office as stated in this policy.

Disciplinary measures for students misusing CELL PHONES include:

- 1st offense—disciplinary referral, guardian contacted, phone confiscated and returned to student at the end of the school day.
- 2nd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday.
- 3rd offense—disciplinary referral, phone confiscated and returned ONLY to guardian, unless guardian requests for the student to receive at the end of the school day, especially on a Friday. PHONE NOT ALLOWED BACK ON CAMPUS, ANYTIME DURING THE SCHOOL DAY.

#### **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.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

#### **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.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

#### **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 (5<sup>th</sup>) 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (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, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, persons having lawful control of the student, persons standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent 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, the Superintendent shall recommend the expulsion of any student for a period of 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

#### **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, sexual orientation, gender identity, 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.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

#### **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 procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint 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 supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

## Definitions

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

3. A District employee:
  - c. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
  - d. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
4. The conduct is:
  - h. Unwelcome; and
  - i. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - j. Constitutes:
    - k. Sexual assault;
    - l. Dating violence
    - m. Domestic violence; or
    - n. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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 bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;

- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - ✚ The identities of the parties involved in the incident, if known;
  - ✚ The conduct allegedly constituting sexual harassment; and
  - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and



- That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

7. Identification of the allegations potentially constituting sexual harassment;
8. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - f. Any notifications to the parties;
  - g. Interviews with parties and witnesses;
  - h. site visits;
  - i. Methods used to gather other evidence,; and
  - j. Hearings held;
9. Findings of fact supporting the determination;
10. Conclusions regarding the application of the District's code of conduct to the facts;
11. A statement of, and rationale for, the result as to each allegation, including:
  - d. A determination regarding responsibility;
  - e. Any disciplinary sanctions imposed on the respondent; and
  - f. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
12. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- e. The existence of a procedural irregularity that affected the outcome of the matter;

- f. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- g. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- h. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

- 8. Notify the other party in writing when an appeal is filed;
- 9. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
- 10. Implement appeal procedures equally for both parties;
- 11. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- 12. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 13. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 14. Provide the written decision simultaneously to both parties.

#### **Confidentiality**

Reports of sexual harassment, both informal reports and formal 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 and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

#### **Emergency Removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

#### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. 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.

#### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, 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. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

## **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **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 (5<sup>th</sup>) 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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing in loco parentis, 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 responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. 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, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED 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. All students who possess a JUUL/Vape may be subject to field tests to determine if the substance is considered an illegal substance.

1st offense: Use or possession of a JUUL/Vape device, paraphernalia, or refill products. 3 days Lunch Detention, notification of SRO (School Resource Officer), in addition to ....

- a) Tobacco products/non-FDA regulated nicotine products must be confiscated
- b) School shall contact parents
- c) Offer tobacco cessation/intervention education program

2nd offense: Use of or possession of a JUUL/Vape device, paraphernalia, or refill products--3 days ISS (In School Suspension), notification of SRO, including Juvenile citation and notification of Juvenile Services, in addition to ....

- a) Tobacco products/non-FDA regulated nicotine products must be confiscated
- b) School shall contact parents
- c) In-school suspension for one day (this step is skipped if a JUUL/Vape device)
- d) Require tobacco cessation/intervention education program

3rd offense: Use of or possession of a JUUL/Vape device, paraphernalia, or refill products--3 days OSS (Out of School Suspension), notification of SRO, including Juvenile citation and notification of Juvenile Services, in addition to ....

- a) Tobacco products/non-FDA regulated nicotine products must be confiscated
- b) School shall contact parents
- c) In-school suspension for one day (this step is skipped if a JUUL/Vape device)
- 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.

- o [www.tobaccofreemarion.org](http://www.tobaccofreemarion.org)
- o [www.mylastdip.com](http://www.mylastdip.com)
- o ASPIRE [www.2.mdanderson.org/depts/aspire/site.html](http://www.2.mdanderson.org/depts/aspire/site.html)
- o QUIT NOW 1-800-784-8669
- o 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 one (1) 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.

## **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, International Baccalaureate, concurrent credit (excluding vocational) courses, and other courses approved by DESE for weighted credit. 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
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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.

#### **HOMECOMING MAIDS**

Homecoming maids in the 7<sup>th</sup> through 9<sup>th</sup> 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 (7<sup>th</sup>-9<sup>th</sup>) and criteria will remain the same.

Homecoming maids in the 10<sup>th</sup> through 12<sup>th</sup> 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 7<sup>th</sup> through 11<sup>th</sup> grade years. All girls are eligible their 12<sup>th</sup> grade year for maid nomination and for queen. 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 2020 or spring of 2021 had to have been a student of Y-S schools on or before Labor Day of 2019.

#### **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), 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 truanies 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.