Palestine-Wheatley
High School

Patriot Pride

2019– 2020
Student Handbook
With Discipline Policies
Palestine – Wheatley School District #23
P.O. Box 790
Palestine, Arkansas 72372

School Board Members

Derrick Boileau, President
Jamie McCoy, Vice President
Vernon Thweatt, Secretary
Jared Parker
James Smith
Blaine McCoy
Shane Clifton

Superintendent of Schools

Jon Estes
(870) 581-2646

Secondary School Administrator

Randy Cannon, Principal
Palestine-Wheatley High School
(870) 581-2425
STUDENT HANDBOOK  
(Revised 5/08/20)

It shall be the policy of the Palestine-Wheatley School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

Palestine-Wheatley High School  
Parent-Student  
Statement of Responsibility

The statement below must be signed and returned to the PWHS office within one week of the student’s receipt of the handbook.

We have received the 2019-2020 Palestine-Wheatley High School Student Handbook. Although we may not agree with all of the regulations, we understand that the student must adhere to them while at school or in attendance at school sponsored activities.

___________________________     ____________________________
Parent Signature                                           Student Signature
INTRODUCTION

The Palestine-Wheatley Secondary School faculty and staff anticipate a positive and productive school year for all of our students at the high school campus. With that in mind, we wish to welcome you to your school.

The purpose of this handbook is an attempt to answer questions which arise regarding policies of the school. It has a multiple purpose:

1. To aid new students by acquainting them with the entire program of the school;
2. To give a ready source of information for faculty members and older students; and

3. To acquaint parents and other members of the community with the school’s programs.

Students and parents are required to read this handbook and become familiar with the information it contains. If there are any questions, please feel free to bring them to the attention of any administrator, counselor, or teacher. We are more than happy to answer any questions that you may have.

The Palestine-Wheatley High School is your school. It is our goal that the years you are a student with us are happy, productive ones. We urge you to be an active participant in your school, taking full advantage of the many learning experiences in preparation for realizing your dreams of the future.

Once again, welcome to Palestine-Wheatley Secondary Schools.

School Colors: Red, White and Blue
School Mascot: Patriot

DISTRICT PHILOSOPHY

The Board of Education of the Palestine-Wheatley School District believes that each individual should be accepted into the educational program as he or she is. We believe that each child should be provided with a stimulating environment and given opportunities for learning experiences designed to promote behavior that will result in a productive, satisfying life.
In the practical application of this philosophy, opportunities shall be provided to each individual learner in order to:

1. Develop physical, mental, and emotional health.

2. Develop moral ethical values.

3. Develop an appreciation for his or her role in the family and in society.

4. Develop skills for effective participation in the democratic process.

5. Develop the ability to communicate ideas effectively.

6. Develop knowledge of an understanding for his or her environment.

7. Develop the ability to be an economically competent consumer.

8. Develop saleable skilled and vocational competencies.

9. Develop an appreciation of the arts.

10. Develop the ability to use leisure time wisely.

11. Develop a zeal for continual, lifelong learning and self-improvement.
PALESTINE-WHEATLEY SECONDARY PHILOSOPHY

We believe, without qualification, in the supreme worth, uniqueness, and dignity of the individual human being. We believe in the quality and unity of the races of mankind, and that humans are moral creatures living within the framework of a moral code.

We believe people are endowed with the capacity of choice and are the architects of their destiny on earth. We believe each individual has the ability to think and to act in order to surmount infirmary and to triumph over negative circumstances in life.

We believe in promotion of those conditions, agencies, and institutions which work to advance knowledge and understanding with the purpose of fostering enlightenment, intellectual creativity, and the improvement of the conditions of mankind. We believe the scientific method is an important instrument of discovery and should be better utilized as a manner of gaining knowledge and understanding of the universal laws of nature and humanity.

We believe in the principle of the “rule of law” and that its highest expression to date has been achieved through the sovereignty of the Constitution of the United States. It is our belief that the government of a nation and its governing officials should always operate within this rule of law. We believe our democratic government affirms the worth and dignity of each citizen through the guarantee of the individual rights and liberties as outlined by the Constitution of the United States.

We believe that education is viral to the lifelong success of students and the growth and development of society. Therefore, the Palestine-Wheatley secondary schools faculty and staff are committed to assuring a school climate that is appropriate for student learning and every effort will be made to ensure the safety and welfare of all individuals who are a part of the school environment.

MISSION STATEMENT

The mission of the Palestine-Wheatley High School is to educate its students in a safe, nurturing environment. Curriculum instruction will target independent thinking skills, social skills, and working skills in technology. Our goal is to graduate students who are ready to take a responsible, active part in society.

ARSBA-5.1
EDUCATIONAL PHILOSOPHY

The Palestine-Wheatley School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

1. The District's vision statement will be developed with input from students, parents, business leaders, and other community members.

2. All students can be successful learners.

3. Students learn at different rates and in different ways.

4. A primary goal shall be to give student the skills they need to be life-long learners.

5. The education of all citizens is basic to our community’s well-being.

6. Student achievement is affected positively by the involvement of parents and the community in the schools.

7. The District is responsible for helping cultivate good citizenship skills in its students.

8. Students reflect the moral and ethical values of their environment.

9. All people have a right to a safe environment.

10. Each person is responsible for his/her own actions.

11. Innovation involves taking risks.

12. Schools are responsible for creating the conditions that promote success.

13. Each person is entitled to retain his/her dignity.

14. All people have the right to be treated with respect and the responsibility to treat others respectfully.

15. For teachers to succeed in cultivating high student achievement, they need to be given materials, training, and an environment necessary to produce such results.
THE PALESTINE-WHEATLEY SCHOOL DISTRICT
EDUCATIONAL OBJECTIVES ARE:

1. To teach core concepts and abilities in the educational curriculum.

2. To develop critical and creative thinking skills for making good, responsible choices.

3. To develop social responsibility, such as cooperation, respect for the rights of others and self, honesty, and dependability.

4. To develop civic responsibility by teaching the basics of American democracy and good citizenship.

5. To develop leadership ability.

6. To promote student curiosity and independence to the extent that they will become their own best teachers.

7. To promote a wise and productive use of leisure time.

8. To teach students to be proud of their achievements and themselves.

9. To ensure that each child is well nourished and understands the importance of a well-balanced diet.

10. To increase parental involvement and participation in promoting the social, emotional, and academic growth of students.

11. To develop an awareness of the changing workplace critical to the students' future economic well-being.

12. To strive for a safe and disciplined environment conducive to learning, one that is free of drugs, alcohol, weapons, and violence.

ARSBA-4.1
Palestine-Wheatley High School
Parental Involvement Plan

The Palestine-Wheatley High School and the communities served will jointly develop a Parental Involvement Plan which will include parental activities and guidelines to be used at the school level. The plan will be distributed by the school each year and reviewed annually during a meeting to inform parents of the school’s participation (or non-participation) in Title I, requirements of parental involvement, and rights of parents.

Objective

The Palestine-Wheatley High School will strive to continuously improve relations between the school and parents. Parental Involvement should be a two-way form of communication that is meaningful. The communication between the school and the parents should focus on student academic learning and other school activities. The focus of this communication should ensure that parents are encouraged to be actively involved in their child’s education at school.

Introduction

Three decades of research show that parental involvement really works to make education better. When families get involved, children get better grades, graduate from high school, go on to higher education more frequently and have a more positive attitude and behavior.

Student Success Improves…..

- When parents are involved, students achieve more regardless of socio-economic status, ethnic/racial background, or the parent’s education level.
- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in their students’ education, those students not only have higher achievement and test scores, but also have better attendance and complete their homework more consistently.
- When parents are involved, students exhibit more positive attitudes and behavior.
- Students whose parents are involved in their academic lives have higher graduation rates and go on to have a greater rate in post-secondary education.
- In programs that are designed to involve parents as full partners, student achievement for disadvantaged children not only improve, it can reach levels that are standard for middle-class children. In addition, the children who are farthest behind make the greatest gains.
- Student behaviors, such as alcohol use, violence, and anti-social behavior decrease as parent involvement increases.
- Students are more likely to fall behind in academic performance if their parents do not participate in school events, do not develop a working relationship with their child’s teachers, or do not keep up with what is happening in their child’s school.
The most accurate predictor of a student’s achievement in school is not income or social status, but the extent to which that student’s family is able to (1) create a home environment that encourages learning and communication; (2) set high, yet reasonable expectations for their children’s achievement and future career; (3) and become involved in their children’s education at school and in their community.

**High School’s Aim**

The Palestine-Wheatley High School encourages and welcomes parents to visit the campus. We encourage parents to visit their child’s classrooms and talk with their teachers. Each teacher is assigned a conference period to allow them to accommodate parents. Arrangements can also be made for a before school or after school conference. If a parent will notify the office, we will schedule a visit with your child’s teacher at a time that will work for you.

The District provides an instructional module that is available to all high school students and their parents. Edline can be accessed securely by parents using a protected password enabling them to stay informed about their child’s achievement. Edline can be accessed from home, work or anywhere there is a computer linked to the internet. Palestine-Wheatley High School views Edline as an effective and efficient bridge to help narrow the communication gap between parent and teacher.

The District provides a certified Parent Facilitator at each campus. The Parent Facilitator will serve as the constant link between the school operation and the student’s parents. The Facilitator will also be responsible to set up a Parents Advisory Committee, have available information packets, conduct parent surveys, distribute newsletters to students/parents, help schedule Parent Conferences when needed, and be a PARENT ADVOCATE.

**Six Standards**

There are six standards that a Parental Involvement Plan should satisfy.

- **Communication**
  The Palestine-Wheatley High School recognizes that communication must be two way, timely, and meaningful. We will strive to share information, whether positive or negative, clearly and specifically in a language understood by all parents and free from jargon. It is our wish to develop and promote an open door policy that will allow all parents to feel welcome. We must develop clear and commonly held expectations for everyone and use a multi-method approach in communicating information to parents.

- **Parenting**
  The Palestine-Wheatley High School will reach out to all families, not just those who attend parent meetings. We will link parents to programs and resources within the community that
provide services to families. We will provide an accessible parent/family information and resource center to support parents and families.

- **Student Learning**
  We believe that student learning is a joint effort between school and parents. As a school we affirm the idea that all children can learn. We have to break down barriers and encourage student responsibility. We will provide high quality instruction linked to state and national standards. We will provide clear and alternative methods, when appropriate; to reach a diverse group of learners, and solicit the parents help to supplement classroom instruction. The parents are expected to provide a home environment that is supportive of learning, places a high value on education, and make education a top priority on the family agenda. Parents need to promote school attendance and know and understand the teachers’ method of curriculum delivery. Parents are encouraged to request help from school on learning issues when needed and follow through.

- **Volunteering**
  The Palestine-Wheatley High School encourages parents to volunteer to help at the school. The school should provide a welcoming, friendly atmosphere that encourages volunteering and train the volunteer on how to carry out certain tasks. The school should maintain a list of volunteer needs and support background and security checks if and when needed. Parents are asked to present themselves as positive role models and share with others appropriate behavior that fosters healthy, happy, and active children.

- **School Decision Making and Advocacy**
  Parents are encouraged to become effective partners with the school in decision-making and for the improvement of all children, to stay involved, and express the specific needs of children. The school should provide a non-intimidating atmosphere to parents and develop clear and understandable procedures that enable all to participate. The school should invite participation of those parents and community members that have been traditionally silent.

- **Collaborating With The Community**
  The Palestine-Wheatley High School is a part of the community and should be responsible part of the community. The school should become knowledgeable about the district, develop and maintain partnerships with local business and service groups, implement a structured volunteer program, and communicate information throughout the community. Communities in turn are expected to provide for real world learning experiences for students, make business’ a place for learning, and make a special effort to involve all parents.

  **Research shows** that how well a student does in school depends a great deal upon how much their parents get involved in their education. Parents, You can become more involved by:

  - Joining local and national school/parent organizations
  - Supporting school extra-curricular activities
• Volunteering at the school
• Attending parent-teacher conferences
• Communicating with your student’s teacher regularly, by writing notes, telephoning the school, etc.
• Keeping your student’s teachers informed about events in his or her life which may affect his or her performance at school
• Discussing other ideas for parent involvement

RESIDENCE REQUIREMENTS

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

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

“Residential address” means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is nor granted solely for educational needs or school attendance purposes.

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

Any person eighteen (18) years of age or older may establish a residence for the purpose of attending the District's school separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. ¹

¹ Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child's best interest for the
The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

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

To enroll in a school in the District, the child must be a resident of the District as defined in the District policy “RESIDENCE REQUIREMENTS”, meet the criteria outlined in the policy “HOMELESS STUDENTS”, be accepted as a transfer student under the provisions of “STUDENT TRANSFERS”, or participate under a school choice option and submit the required paperwork as required by the choice option. A student must be from five (5) years old – twenty one (21) years old.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for the school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

Students who move into the district from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.
Prior to the child's admission to a District school:\(^1\)

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.

2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
   a) A birth certificate;
   b) A statement by the local registrar or county recorder certifying the child's date of birth;
   c) An attested baptismal certificate;
   d) A passport;
   e) An affidavit of the date and place of birth by the child's parent or guardian;
   f) United States military documentation;
   g) Previous school records.

3. The parent, legal guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is party to an expulsion proceeding.

4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Legal References:  
A.C.A § 6-18-201 (c)  
A.C.A § 6-18-208  
A.C.A § 6-18-702  
A.C.A § 6-15-504 (f)

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1 Act 1255 of 2005 requires schools to “immediately enroll foster children whether or not they can produce “required clothing or required records” noted in #2 and #4. ASBA does not believe this means schools are required to admit students currently under expulsion from their previous school. See policies Student Transfers and School Choice.
A.C.A § 9-27-103

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy “RESIDENCE REQUIREMENTS”, within the district shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in a private or parochial school.

2. The child is being home-schooled and the conditions of policy “HOME SCHOOLING” have been met.

3. The child will not be age six (6) on or before September 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by the regulation of the Department of Education must be signed and on file with the District administrative office.

4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A § 6-18-201 (b).

Legal References:
A.C.A § 6-18-201 (b)
ARSBA-4.44

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 – 12

Students in grades nine through twelve (9 – 12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible student’s enrollment and attendance at a post-secondary
institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

ARSBA-4.4

**CONCURRENT CREDIT**

A student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate approved by the ADE. Unless approved by the high school principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

In order to enroll in a concurrent credit course a student must have scored 19 or higher on the ACT (or its equivalent) in the area in which he/she is attempting to take a concurrent credit course before the beginning of the semester that the course is taken.

Students are responsible for having the transcript for the concurrent credit course(s) sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school by the date senior grades are due in the high school counselor’s office. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time or at all. This may jeopardize students’ eligibility for extracurricular activities or graduation.

**4.40—HOMELESS STUDENTS**

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

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district’s school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is
sought pending resolution of the dispute. It is the responsibility of the District’s local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy “school of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled.)

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

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

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

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

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

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

Legal References: 42 U.S.C. § 11431 et seq.*
STUDENT TRANSFERS

The Palestine-Wheatley District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

The District may reject a non-resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

Legal References: A.C.A § 18.316
A.C.A § 6-18-510
A.C.A § 6-15-504 (f)
State Board of Education Standards of Accreditation 12.05

ARSBA-4.5
SCHOOL CHOICE

4.5—SCHOOL CHOICE

Standard School Choice

School Choice Transfers Out of the District

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.²

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

School Choice Transfers Into the District

Capacity Determination and Public Pronouncement

Each school-year the Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.³

²

³
The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 1.

Application Process

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the May 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By July 1, the superintendent shall notify the parent and the student’s resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

- Instructions for the renewal procedure for succeeding school years.
Students whose applications have been accepted and who have enrolled in the District, are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student’s previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.7

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.
Academic or Fiscal Distress Choice Applications
There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by academic or fiscal distress. Any student attending a school district that has been identified as being in academic distress or facilities distress may transfer under the provisions of this policy, but with the three following differences.

- The transfer is only available for the duration of the time the student’s resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

Opportunity School Choice

Unless there is a lack of capacity\(^8\) at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a category level 1 school for two (2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in the District's school closest to the student’s legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student’s parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by May 1 preceding the year.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.\(^9\)

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

A student’s enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment.

The District may provide transportation to and from the transferring district.\(^{10}\)
If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Legal References:  
A.C.A. § 6-1-106  
A.C.A. § 6-15-430(b)  
A.C.A. § 6-15-2103  
A.C.A. § 6-18-227  
A.C.A. § 6-18-510  
A.C.A. § 6-18-1901 et seq.  
A.C.A. § 6-21-812  
ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

ARSBA-4.6

HOME SCHOOLING

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

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

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:
1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the district in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services. Alignment of Act 1469 of 2013 allows home school students to participate in extracurricular activities at Palestine-Wheatley High School.

Legal References:  
A.C.A § 6-15-503  
A.C.A § 6-41-206
SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

Smart Core is Arkansas’ college and career-ready curriculum for high school students.

College and career-readiness in Arkansas means that students are prepared for success in entry-level two and four year colleges and universities, in technical postsecondary training, and in well paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship.

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 not to participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for the seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.
Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

ACADEMIC REQUIREMENTS

A. Graduation Requirements
   1. For the graduating class of 2014 and all graduating classes thereafter, the number of units students must earn in grades nine through twelve (9 – 12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required by Arkansas for graduation for student participating in either the “Smart Core” or “Core” curriculum. A student must complete 16 smart core or core units plus an additional 6 units of Career Focus. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to “Smart Core” requirements. Keeping in line with state requirements, all students will also take at least one on-line class and will have a Personal Finance class. Note: Palestine-Wheatley requires 22 total units to be completed for graduation.

SMART CORE – Sixteen (16) Units
   English – four (4) units – 9th, 10th, 11th, 12th (Oral Communications may not be substituted for English)

   Oral Communications – one half (½) unit
Mathematics – four (4) units (years) (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
  • Algebra I may be taken in grades 8 or 9
  • Geometry may be taken in grades 9 or 10
  • Algebra II
  • Choice of: Pre-Calculus, Calculus, Trigonometry, Statistics, or an Advanced Placement math

Natural Science – three (3) units with lab experience chosen from:
  • Biology (1 unit)
  Two units from the following three options
  • Physical Science
  • Chemistry
  • Physics

Social Studies – three (3) units
  • Civics/Economics/Personal Finance
  • World History
  • American History

Physical Education – one half (½) unit
Note: while one-half (½) unit is required for graduation
Health & Safety – one half (½) unit
Fine Arts – one half (½) unit
Electives – seven (7) units

TOTAL REQUIRED: twenty two (22) units for graduation from Palestine-Wheatley High School. The required twenty two (22) units, at a minimum, are required for graduation from Palestine-Wheatley High School and are to be taken from the Smart Core or Core, and Career Focus.

**CORE: Sixteen (16) Units**

  English – four (4) units – 9th, 10th, 11th, 12th (Oral Communications may not be substituted for English)

  Oral Communications – one half (½) unit

  Mathematics – four (4) units (years)
  • Algebra I
  • Geometry may be taken in grades 9 or 10
• All math units must build on the base of algebra and geometry knowledge and skills

Natural Science – three (3) units
• At least one (1) unit of biology or its equivalent
• At least one (1) unit of Physical Science

Social Studies – three (3) units
• Civics/Economics/Personal Finance
• World History
• American History

Physical Education – one half (½) unit
Note: while one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling necessary units to graduate.

Health & Safety – one half (½) unit

Fine Arts – one half (½) unit

Electives – seven (7) units

1. Beginning with the entering 9th grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

2. Act 480 states that all students must have a Personal Finance class beginning with the 2017-2018 freshman class.

3. Computer Science must be offered however it is optional for students. The computer science classes may be used as a math or science credit and may be used as a career focus credit, depending on the computer science course.

4. Students must meet all graduation requirements in order to participate in graduation ceremonies.

5. Students must have been enrolled at Palestine-Wheatley at least four semesters preceding graduation in order to be considered for the top two honor positions.

6. Grades for seniors will be calculated at the end of the second (2nd) quarter only for the purpose of class ranking. A review will be done at the end of the year.

5. Each high school student shall be enrolled in no fewer than three hundred and fifty (350) minutes of planned instructional time each school day as a requirement of Graduation. Courses from a post-secondary institution may be counted as part of the 350 minutes required.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03
ADE Guidelines for the Development of Smart Core Curriculum Policy
B. Unit of Credit

A unit of credit shall be defined as the credit given for a course that meets the equivalent of a regular school period each day for a full year.

C. Grading System

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given.

The following grade scale is based on a four-point system

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for AP and approved honors courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. 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 it if were a non-AP course.1 Quality Points for AP classes are contingent on teacher training.

1 The Advanced Placement Rules (3.06) stipulate that students must take the applicable AP exam to receive weighted credit for the course. Because the state now pays the total cost of the AP exams and the student's score on the exam does not affect the student's grades for the course, students can reasonably be expected to take the test. By standardizing the timing of awarding weighted credit across Arkansas, all students will be on a level playing field regarding there GPA for college applications.
D. Minimum Credit
Students must acquire a minimum number of credits in order to be classified as being on a particular grade level. Listed below are those minimum credits.

<table>
<thead>
<tr>
<th>To be considered a:</th>
<th>Student must earn:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>6 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>12 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

E. Reporting Student Performance
Teachers in the Palestine-Wheatley School District are required to communicate with the parent or guardian(s) of each student during the school year to discuss the student’s academic progress.

1. A parent/teacher conference will be offered at least once a semester so that parent(s) or guardian(s) may meet with the teacher.

2. Progress reports will be sent home by each child at the end of each four-and-one-half week grading period.

3. Report cards will be sent home at the end of each nine week grading period. (Report cards will be available at each Parent/Teacher conference day.)

4. Additional Parent/Teacher contacts may be necessary for some students. These conferences will be at the discretion of the parent and/or teacher. Appointments for additional conferences will be made through the principal's office. The teacher will be notified at least one day prior to the appointment. At no time is a parent to interrupt a teacher during his/her teaching periods.

5. Parents will be asked to sign an attendance form when they attend a parent/teacher conference. This signature will assist the school in keeping up with personal contacts made either by the school of parent(s)/guardian(s) of the child.
6. If a student is retained, a prompt parent/teacher conference shall be held to discuss the reason for retention.

F. Process of Evaluation of Student Progress
The faculty and administration of the Palestine-Wheatley Schools shall be responsible for assessing each student's progress at each grade level in acquiring mastery of the competencies, skills, and other subjects required by law and state standards. Assessment data include standardized tests scores, subject matter mastery test scores, daily activity scores, teacher-made test scores, and observation by teachers.

Academic Improvement Plan (AIP)
An Academic Improvement Plan or AIP is required for any student that did not score proficient on his/her ACT Aspire Exam taken the previous year. An after school detailed supplemental remediation program will be provided for these students. If the student fails to participate in this remedial program retention or loss of credit will result.

Semester Test Exemption Policy
Students may be exempt from taking semester test at the end of each semester if they meet all of the following requirements:

- Student must have “B” average in the class
- No more than 4 absences in the class
- No in-school suspension or out of school suspension for the semester
- Semester tests will not be given early
- Students that transfer into the Palestine-Wheatley School District will take all tests for that semester

1) Homework and Independent Study
Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the student as purposeful.

Teachers should be aware of the potential problems students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

2) Additional Points on Homework
   a) Homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which
students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students with the opportunity to:

i. reinforce skill development
ii. manage learning time away from the school setting
iii. communicate to parents learning activities that are provided during the school day
iv. involve other adults in helping students learn

b) For students in grades 9 – 12, homework assignments will be:

i. Directly related to the curriculum and current learning objectives
ii. Explained thoroughly in terms of content, process, and expectations
iii. Reasonable and will not preclude students from assuming other homework, school and community responsibilities; and
iv. Designed to encourage and support efforts to develop the skills to learn independently.

Legal References: State Board of Education Rules and Regulations: Accreditation Standards 10.07

G. Incomplete Grades
Incomplete grades are the responsibility of the student and he/she must see to it that the work missed is completed and submitted on time in order to receive credit on his/her permanent grade. If the student has not made special arrangements with the teacher, the grade will automatically become an “F” two weeks after the specific grading period has ended.

H. Class Changes
Schedule changes may only occur during the first week each semester. Any class changes that occur after the first week of each semester must be approved by the principal.

ARSBA-4.38

I. Permanent Records
Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student’s permanent record shall be provided to the receiving school district upon the transfer of the student to another district.
I. Absences

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

1. School attendance is the responsibility of the parent and at the same time is of much concern to the school administrator and the classroom teacher. The full cooperation of the parent with the school is of primary importance in attaining desirable achievement.

2. The building principal shall notify the juvenile court division that the student has accumulated excessive unexcused absences beyond the ten days allowed by policy. Parents or legal guardians may be subject to civil penalty of up to $500 when a student exceeds the number of allowed absences (10) per semester. The prosecuting attorney will be notified and the attorney must file the initial civil action and collect the penalty. The requirement of notifying the juvenile division is not the option of the school district. It is required by state law. Copies of A.C.A 6-18-122 are available in all principals’ offices.

3. A student is considered absent from class after one-half of the class time has passed.
   Based on each individual class period.

4. Students will be able to make up missed work for excused absences.

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

6. The principal shall have the authority to modify this policy due to extenuating circumstances.

7. A student that is habitually late to school may be assigned ISS after a conference with the student and parent.

**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.

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

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed 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 their 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 FFA, FHA, or 4-H sanctioned activity

8. Participation in the election poll workers program.

9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat supporting 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 year old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven and twelve.

It is the Arkansas General Assembly’s intention that students having excessive excused absences be given assistance in obtaining in credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester shall 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 five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

Days missed due to expulsion or out-of-school suspension 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 code.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or the 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’s requirements. This agreement will be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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.

Legal References: A.C.A § 6-18-209
K. Make-up Policy

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

2. Teachers are responsible for providing the missed assignments when asked by a returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.

5. Students shall have one class day to make up their work for each class day they are absent.

6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.

7. Students are responsible for turning in their make up work without the teacher having to ask for it.

8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. If an assignment or test is announced while the student is present in class, for a particular date and the student is absent on that date, he/she will be required to turn in the assignment or take the test immediately upon returning to school.

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

L. Promotion/Retention/Course Credit for K-8 Schools

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Palestine-Wheatley School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student’s possible retention shall be included with the student’s grades sent home to each parent or guardian. Parent teacher conferences are encouraged and may be held as often as necessary in an effort to improve a student’s academic success.

Promotion or retention of students shall be primarily based on the student’s academic performance. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and a place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student’s placement, the final decision to promote or retain shall rest with the principal.

Students who do not score proficient or above on their grade level Aspire Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student’s parents shall be required to assist the student in attaining the expected achievement level. The AIP shall also state the parent’s role as well as the consequences for the student’s failure to participate in the plan, which shall include the student’s retention in their present grade.

Beginning in the 2015-2016 school year, all students will be required to take ACT Aspire Assessments.

Promotion/retention or graduation of students with an Individual Education Plan (IEP) shall be based on successful attainment of the goals set forth in their IEP.
Legal References: A.C.A. 6-15-402
A.C.A. 6-15-1602
A.C.A. 6-15-2001
A.C.A. 6-15-2005
A.C.A. 6-15-2009
State Board of Education: Standards of Accreditation 12.04.03 ADE Rules
Governing the ACTAAP and the Academic Distress Program 7.02.7, 7.02.09, 7.03.7, 7.03.7.3
A. Student Activities Policy

**Philosophy:** The Palestine-Wheatley School District provides a variety of extra-curricular and non-instructed activities. Students are encouraged to participate in these activities. We believe there is a positive correlation between student participation in a wide range of activities and improvement in scholarship, attendance, and school spirit.

Through participation in activities, students develop skills in democratic behavior and personal relationships and learn to apply skills acquired in classes. The objectives of the Student Activities Program at Palestine-Wheatley Schools are to teach the students to:

1. Develop responsibility and become increasingly self-disciplined;
2. Work harmoniously with others;
3. Use leisure time constructively;
4. Develop leadership traits and learn how to be an effective follower;
5. Attain competence in parliamentary procedures;
6. Develop acceptable audience habits;
7. Dedicate oneself to the service of others;
8. Further present a vocational interest and develop new ones;
9. Maintain and further physical and mental health;
10. Understand and practice commonly accepted social usages and customs; and
11. Develop worthy personality traits (poise, self-confidence, etc.)

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the Districts operation of, extracurricular activities shall be subject to the following policy. All students’ meeting this policy’s criteria are eligible for extracurricular activities.

**Definitions:**

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to interscholastic athletics, cheerleading, math or science competitions, and club activities.
**Academic Courses** are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Students must pass four (4) academic courses per semester as required by this policy.

**Supplemental Improvement Program** is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

Many extra-curricular activities are also free from academic point requirements for participation. However, honor societies and certain academic clubs may require specified published requirements for eligibility. The Palestine-Wheatley School District is a member of the Arkansas Activities Association and has agreed to adhere to its bylaws that pertain to age, participation, and duration of eligibility, residence requirements, and scholastic standing.

**ACADEMIC REQUIREMENTS: Senior High**

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

1. Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester.

**STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

**ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. The Arkansas Activities Association standards allow a student to participate in an SIP for a maximum of two consecutive semesters and require the student to improve his/her GPA by at least 10% by the end of the first semester to remain eligible for the second semester. By the end of the second semester, the student must have attained a 2.0 GPA to be eligible for competitive interscholastic activities. Following one or more semesters where the student has attained a 2.0 GPA, this cycle may be repeated.
A. Opening of School
School opens each morning with the sounding of the first bell at 7:55 a.m. Announcements will be given to each class second period. Students are not allowed in the hallways in the mornings or at lunch time until the bell sounds to go to fifth period. In case of bad weather students will be allowed in the back hallway with teacher supervision.

B. Use of Telephone
Students will not be permitted to leave class in order to take a telephone call unless it has been determined by the principal that it is an emergency. Students may only use the telephone after receiving permission from the principal. This permission will only be granted if the student is able to demonstrate that the phone call is an emergency.

C. Check-in/Check-out Policy
Students will not be allowed to leave school during the school day without prior permission from the parent or legal guardian. This permission must be in the form of personal contact with the office prior to the time of the child checking out. Phone calls to check students out for lunch will not be allowed.

Students must sign out with the principal if leaving school early and sign in if arriving late to school. No child shall be taken from class or school for the purpose of going on errands (either for an individual teacher or for any other school personnel) that are not on school property without express permission of the principal and consent from the parents.

ARSBA-4.15

D. Contact with students while at school

1. Contact by Parents
   Parents wishing to speak to their children during the school day shall register first with the office. Do not call or text your child’s cell phone as this is a disruption in class.

2. Contact by non-custodial parent
   If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known
to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in STUDENT VISITORS policy, VISITORS TO THE SCHOOL policy, and any other policies that may apply.

Unless prior arrangements have been made with the school’s principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation.

3. Contact by law enforcement, social services, or by court order

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement against due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parents, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

Legal References: A.C.A § 6-18-513, A.C.A § 12-12-509, 510, and 516
E. Student Visitors

The Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Legal References: For adult visits see the policy “Contact with students while at school” and the policy “Visitors to the school”

ARSBA-6.5

E. Visitors to the school

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school’s main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to the individual classrooms during class time are permitted on a limited basis with the principal’s prior approval and the teacher’s knowledge.

Parents wishing to speak to their children during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Cross Reference: For non-adult visits see Policy “STUDENT VISITORS”
F. Student publications and the distribution of literature

1. Student Publications

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

a. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.

b. Publications may be regulated to prohibit writings which are, in opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, and biased or prejudices.

c. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

d. Prohibited publications include:
   i. Those that are obscene as to minors;
   
   ii. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or government officials, which are made with knowledge of their falsity or reckless disregard of the truth;
   
   iii. Those that constitute an unwarranted invasion of privacy or reckless disregard of the truth;
   
   iv. Publications that suggest or urge the commission of unlawful acts on the school premises;
   
   v. Publications which suggest or urge the violation of lawful school regulations; and
vi. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

2. **Student Distribution of Non-school Literature, Publications, and Materials**

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

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

   The regulations shall:
   
   a. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stiffly expression;

   b. Be uniformly applied to all forms of nonschool materials;

   c. Allow no interference with classes or school activities;

   d. Specify times, places, and manner where distribution may and may not occur; and

   e. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

   f. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

   g. The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.
G. Fund-raising Projects
Fundraising may only be done by officially sanctioned student clubs, spirit groups, school PA’s, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal. Any representative of a fund-raising company must receive approval from the principal prior to approaching any school organization, class or sponsor. Money raised from such sales must be submitted to the principal’s office on order for the proper accounting to take place. Each organization will have an activity account that is kept updated through the administrative office of the superintendent.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

H. Lunch Guidelines
All secondary students must report directly to the cafeteria/cafetorium when dismissed for lunch. They must remain in that area until dismissed. Parents/Guardians may not bring special lunches to their child during lunch. Students may bring their lunch to school in the mornings. (Sitting in cars on school property during lunch is not allowed.) Students are not allowed to remove food or drinks from the lunchroom.

I. Drug Testing Policy
The district has a keen interest in assuring that student athletes are drug free because they potentially could suffer injury or death during participation in interscholastic sports and because they are role models for other students, especially younger students. In keeping with this philosophy, the district will require students in grades 7 – 12 who wish to participate in athletic/spirit group activities and the custodial parent/guardian of such students agree that the student may be tested, at the schools expense, for alcohol and controlled substances as defined in Chapter 64 of the Arkansas Code of 1987 Annotated.

Purpose

1. Assist students to resist peer pressure to use drugs
2. Establish a high standard of conduct for students who represent the school and the community.

3. Support laws relative to the use of alcohol and controlled substance.

No students will be allowed to participate in any athletic/spirit group activity until the Participation/Consent form has been signed by the student and custodial parent/legal guardian and returned to the school. Positive screening results are considered cumulative and follow the student for the duration of enrollment at Palestine-Wheatley School District.

Illegal drugs are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Reasonable Suspicion is defined as reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs.

The presence of an illegal drug or its metabolites in a student’s body is considered possession.

Prescription medication – The existence of lawfully prescribed medication in the student’s sample is not a violation of this policy when taken in accordance with a physician’s recommendation or prescription to a specific student.

Procedures

Each student must have a signed student/parental/guardian consent form as a requirement for participation in any athletic/spirit group activity and the drug testing program. Failure to provide the signed consent form will result in the student being prohibited from participation in athletic/spirit group activities until the form is signed and submitted to the school.

All student test documentation will be completely confidential between the school district, the student, their parent or guardian, and the testing agency.

All students involved in athletics/spirit groups will be tested for controlled substances initially. Testing will occur at the beginning of the school year or the beginning of the sport season. Students will be subject to random urinalysis testing as a requirement for participation in athletic/spirit group. No less than 2% or greater than 10% of the total number of students involved in athletic/spirit groups will be randomly selected for urinalysis testing at such times as may be decided by the administration of the school.
At the time of testing, students will complete an information form listing prescription and non prescription medication taken. Any student who tests positive who has medications listed will be required to verify the medication through his or her physician or pharmacist. Students who refuse to provide the information and refuse to verify the medications will not be allowed to participate in athletic/spirit groups.

Urinalysis testing will be administered under the supervision of the athletic director or designee, by an independent testing agency, or by the school nurse.

With a urine screening test, the student will receive a vial that has a number that corresponds to their name. The student being tested enters an empty restroom accompanied by an adult monitor of the same sex. Students will produce samples in an enclosed restroom stall. All coats, hats, purses, and other bags or extra clothing that may be utilized to hide a sample will be left outside the stall. Monitors should listen for normal sounds or urination. Blue coloring will be added to the water in the commode to prevent tampering. After the sample is produced, it is given to the athletic director or his designee, and it will be tested. The sample will be under the supervision of the administrative drug testing committee at all times.

With independent testing, the above procedure will be followed except that the sample will be delivered to the independent drug testing center for testing.

Consequences of a Positive Test

There parent/guardian and the student will be notified forthwith of a positive test result. A due process hearing will be conducted by the Drug Advisory Committee with the student and the parent or guardian.

1. Urine Screening Test: If a sample initially tests positive for any substance, the sample will be immediately retested. In the event that the second test reports negative, the sample will be reported negative for reporting purposes. A second positive test will result in the sample being immediately delivered to a certified laboratory from confirmation with the results provided to the school in one or two days. If the confirmation test is negative, no further action will be taken.

2. Independent Agency Test: Upon receipt of a positive lab test result from an independent testing agency, student/parent/guardian may, within 24 hours of notice to them, request a confirmation test of the original sample at their expense. If the second test is negative, no further action will be take.

First Offense: Any student, for the first offense, who the district determines has tested positive will be assigned to 10 days of In School Suspension and will not be allowed to
participate in athletic/spirit events for a 3 month period. It is recommended that the students complete a drug counseling/rehab program.

**Second Offense:** A second positive drug test for a student will result in the student’s loss of participation privileges in athletic/spirit events for a 6 month period.

**Third Offense:** A positive drug test for a student who had two prior offenses will result in the student being prohibited from participation in athletic/spirit group activities for the remainder of his/her enrollment at Palestine-Wheatley School District.

The district recognizes that there will be the possibility of a trace of residential drugs in students who have previously tested positive. The Drug Advisory Committee will take this into consideration when determining second and third offenses.

Any student who refuses to submit to a drug test will not be allowed to participate in any athletic/spirit activities for the remainder of the school year or 6 months, whichever is greater.

Student drug test results will be maintained at the Palestine-Wheatley High School Office in a secure file cabinet. No files will be removed from the high school office and only the Athletic Director and the Superintendent will have access to the files. Records will be destroyed within 6 months of the student’s high school graduation.

**J. Search, Seizure, and Interrogation**

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 hearth, 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, where 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. These trained dogs will be used periodically to search the school premises and parking lots to detect any drugs that may be present.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by the court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by the 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.

Legal References: A.C.A § 6-18-513
A.C.A § 12-12-509, 510, and 516
A.C.A § 9-13-104

Date Adopted: 6-30-08

ARSBA-4.43
K. Bullying Policy

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

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

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

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

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

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

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

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

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

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

1st Offense: Parents notified: Conference with both parents of victim and accused with the intent to accomplish communication and for it to be made known this behavior is unacceptable.

Punishment: 3 days detention hall

2nd Offense: Constitutes continual and total disregard for Palestine-Wheatley policy and will be dealt with accordingly. Re-notification of parents: parents should be made aware they are responsible for their children.

Punishment: 5 days suspension

3rd Offense: Recommendation for expulsion.

In all cases of violent acts or commission of felonies, law enforcement agencies will be notified. Also, a report will be made to the superintendent of schools within 3 days of the incident. The person reporting the act will be notified that a report has been made to the superintendent and to local law enforcement agencies. Students and their parents may also be charged with penalties under civil statutes by students and parents who have been assaulted. A student shall not cause or attempt to cause physical injury to a school employee, fellow student or any other individual. A student who intentionally or knowingly causes physical injury to a teacher or other school employee while that employee or teacher is acting in the course of employment has committed second degree battery. Second degree battery is a Class “D” felony. (Act 207 of 1997).

Copies of this policy shall be available upon request.

Legal Reference: A.C.A § 6-18-514

L. Cheating

Any effort to give aid or receive aid during an assessment is considered cheating. Assessments may include tests, homework, lab work, skill evaluations, and other
assignments. Teachers will post their own policy regarding cheating in their classrooms. Penalties may include loss of credit for the test or assignment as well as other punitive actions.

**Plagiarism**

The unacknowledged use of somebody else’s words or ideas, is illegal, unethical, and unacceptable.

1st offense a “0” and the opportunity to rewrite the assignment and receive a grade for the revision.

2nd offense a “0” and parental contact.

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**M. Complaints and Grievances**

Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day-to-day management of the schools need to address those complaints according to the sequence below.

If a student or the parent of a student involved in a disciplinary ruling wishes to contest the ruling or a condition or circumstances imposed by a teacher or school administrator, that person shall use the following procedure. (The contestation is usually oral, but it may be requested from school officials that it be made in writing.)

1. The contesting complaint must be directed to the person who originally imposed the action upon which the contest is based. The person shall reconsider his/her action and render a decision regarding the complaint.

2. If the person bringing the contesting complaint is not satisfied with the decision made, he/she must be directed to the principal. The principal shall then review the original action and render a decision or suggest a solution that might be mutually satisfactory to all parties involved. If either party is not satisfied with the principal’s decision, the complaint may then be forested to the superintendent.

3. The superintendent will review the complaint and make a decision. Any further appeal must be made to the Board of Education through regular procedures.

Complaints/grievances/contests will not be heard if the above chain of command has not been followed. Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.
Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as justly in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

ARSBA-4.11

M. Nondiscrimination (Title IX Policy)
In keeping with Title IX of the 1972 Educational Amendments, the policy of the Palestine-Wheatley School District is to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational program and activities, educational services, financial aid and employment.

N. Video Surveillance
The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook, any release or viewing of such records shall be in accordance of current law.

RULES AND REGULATIONS

Who is Responsible for Student Conduct?

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom come the responsibilities to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity with respect to their rights and responsibilities.

Students: Students have the responsibility to pursue their education in a manner that shows respect for other students, faculty members, parents and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Each student is responsible for his/her conduct at all times.
Parents/Guardians: Parents or guardians are responsible for exercising the required control so that their children’s behavior at school will be conducive to their own progress and not disruptive to the school’s educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, and by actively soliciting the help of the school, behavior standards may be maintained.

Teachers: All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes into contact. Each teacher is expected to maintain the kind of atmosphere which will promote the learning process and to utilize appropriate techniques. These techniques include conferences with students and parents, referral to counselor or referral to other appropriate school personnel. The teacher is authorized to administer corporal punishment according to the guidelines established by district policy. When the teacher is unable to maintain a proper classroom environment, the students are to be referred to the principal.

Principal: The principal of the school is expected to disseminate to all students at the beginning of the year, and to each new student upon registration, the rules and regulations currently in effect. The principal is expected to inform the parents/guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

Superintendent: The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules and regulations to make effective the Board of Education policies relating to standards of student behavior.

Board of Education: The Board of Education, acting through the superintendent, holds all school employees responsible for the supervision of students while legally under the supervision of the school.

Who Owns This School? Surprisingly YOU do. Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family’s money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect this school by discouraging or reporting such activity by any others. REMEMBER, MOST TROUBLE STARTS AS FUN.

ARSBA-4.17
A. Introduction to Discipline

The Palestine-Wheatley 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 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.

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’s personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Palestine-Wheatley School Board. The Board shall approve any changes to student discipline policies.

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent or legal guardian shall sign and return to the school an acknowledgement from documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. Students who have been assigned to in-school suspension (ISS) and refuse to follow the rules of ISS will receive out-of-school suspension (OSS). Students refusing a disciplinary action will be automatically suspended.

All students will:
1. Follow all school rules, regulations, and procedures.
2. Respect the authority of all school personnel.
3. Show respect for others.
4. Respect school property by helping to maintain a clean and safe building and grounds.
5. Learn and demonstrate acceptable social behavior.
6. Behave and speak in a courteous manner.
7. Practice appropriate habits of personal hygiene.
8. Dress in a manner that is not disruptive to the learning environment.
9. Be present at school, arriving on time with the required materials necessary to fully participate in the learning process.

B. Discipline for Students with Disabilities

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and regulations. If a student with disabilities requires particular discipline procedures, they shall be adopted for that student and included in the IEP by the IEP team. If a student with disabilities is suspended or expelled from school, an alternative educational program will be provided. The counselor of each school will be the grievance officer to review discipline of students with disabilities if requested by parents or students over the age of 18 years. All students with disabilities will have an IEP meeting held when the student has been suspended for five (5) days. When a student has been suspended for ten (10) days, his/her IEP committee will meet within three (3) days of the occurrence to determine placement.

Legal Reference:  A.C.A § 6-15-502
A.C.A § 6-17-113

C. Corporal Punishment

The Board recognizes the need for firmness in disciplinary actions to deal with problems which occur in the classrooms and during other school activities, whether on or off the school premises.

The Palestine-Wheatley 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 sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.
Arkansas code annotated 6-17-112; Teachers and administrators who use corporal punishment shall be immune from civil liability for administering corporal punishment to students, provided that the corporal punishment is administered in substantial compliance with the district’s written student discipline policy.

Arkansas code annotated 9-27-903 as amended by Act 804 of 1995 excludes the reasonable use of corporal punishment from the definition of abuse.

Legal Reference: A.C.A § 6-18-505 (c) (1)

D. Rules and Consequences

The following activities are considered improper and will subject the student to disciplinary action. However, the principal will review each situation and determine the proper discipline, which could include, but is not limited to, the following:

Parental contact, detention, corporal punishment, detention hall or in-school and/or Out-of-school suspension, either temporarily or indefinitely.

Rule 1: Disregard of directions or commands (insubordination)
A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aids, principals, administrative personnel, superintendent, school bus drivers, school security officers or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district of the reasonable instructions of school district personnel.

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language, which is calculated to:

1. Cause a breach of peace;
2. Materially and substantially interfere with the operation of the school; and/or
3. Arouse the person to whom the language is addressed to anger, to the extent likely to cause retaliation

To be determined by the principal which could include, but is not limited to, Detention, ISS, Corporal Punishment, Parent Conference, or OSS.
Rule 2: Truancy (skipping class, skipping school, or being out of assigned area without permission)

Students are required to remain on campus from their arrival at the beginning of the school day until their dismissal at the end of their regular school day. Students who come to campus must attend classes or be authorized to be excused from attending classes. After arrival on campus, a student who is absent from his/her assigned learning station without permission from school authorities shall be considered truant. The administration will investigate all charges of truancy. Students who are adjudged to be truant following administrative investigation will be assigned to In School Suspension. Only the principal or assistant principal has the authority to assign students to In School Suspension.

a. 3 days ISS
b. 5 days ISS
c. 3 days OSS
d. 5 days OSS and probation

Legal Reference: A.C.A § 6-17-106

Rule 3: Disruption of school, disorderly conduct, or repetitious misconduct

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 office a student whose behavior is so unruly, disruptive, or abusive that it seriously interfered 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.

Civil authorities shall, if necessary, promptly handle demonstrations and disorderly activities on school property during school hours. Each principal shall maintain proper grounds for immediate suspension and recommendation for expulsion.

Any participation in activities such as walkouts, boycotts, sit-ins, demonstrations, or disorderly activities may result in consequences beginning at level (c) and shall be grounds for immediate suspension and recommendation for expulsion.

a. 3 days ISS, detention, or corporal punishment.
b. 3 days ISS
c. 5 days ISS
d. 3 days OSS
e. 5 days OSS

Legal Reference: A.C.A § 6-18-511

Rule 4: Damage, destruction, or theft of school property (act 104 of 1983 Special Session)
A student shall not cause or attempt to cause damage to or steal school property. The school district will attempt to recover damages or loss caused by the student from the student or parents of students under age 18, and authorities will be notified. (ASA 50-1903, 80-1904)

a. 3 days ISS
b. 5 days ISS
c. 3 days OSS and probation
d. 5 days OSS and recommendation for expulsion

Rule 5: Profanity, verbal abuse, obscene gestures, racial or ethnic slurs
A student shall not use profane, violent, vulgar, abusive, or insulting language or racial or ethnic slurs at any time. Students shall not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others. A student shall not cause or begin an overt and immediate disruption of the educational process. (ASA 41-2906, 41-2910, 41-2922, 41-2923)

a. Detention or corporal punishment
b. 3 days ISS
c. 5 days ISS
d. 3 days OSS and probation
e. 5 days OSS and recommendation for expulsion
Rule 6: Public displays of affection
Public displays of affection are not appropriate at school and will not be tolerated. Students are to refrain from kissing, sitting in laps, or intimate hugging and touching at school or at school-sponsored activities.

- Warning
- Detention Hall assignment
- 3 days ISS and parent conference
- 5 days ISS
- 3 days OSS
- 5 days OSS and recommended for expulsion

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Rule 7: Immorality, indecent exposure and sexual advances/sexual conduct, and sexual harassment.
A student shall abstain from indecent and immoral acts.

A student shall not deliberately commit indecent exposure in school or at school-sponsored activities on or off campus, nor shall a student make sexual advances toward another person.

SEXUAL HARASSMENT
School should be a safe learning environment for all students. In an attempt to accomplish this objective, sexual harassment of any sort will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests from sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;

2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment.

What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person’s alleged sexual activities.

Violation of this policy will result in:

a. 3 days OSS and conference with both parents of victim and accused
b. 5 days OSS and probation. Re-notification of parents: parents should be made aware they are responsible for their children
c. 9 days OSS and probation
d. 10 days OSS and recommendation for expulsion

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A § 6-15-1005 (b) (1)

Rule 8: Forgery of passes, and/or falsification of general information
A student shall not forge another person’s name to any passes, excuses, or student scheduling information nor falsify telephone numbers or addresses on information forms. Falsifying information on permission forms may cause the student to be banned from future field trips:

a. Detention or corporal punishment
b. 3 days ISS
c. 5 days ISS
d. Repeated disregard for this rule may result in OSS

Rule 9: Assault or battery, verbal abuse, or harassment by a student on a school employee or student
A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a
public school employee using language which, in its common understanding, is calculated to:
a) cause a breach of the peace; b) materially and substantially interfere with the operation of
the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause
imminent retaliation. Students guilty of such an offence may be subject to legal proceedings
in addition to student disciplinary measures.

Definitions:

“Assault” is the willful attempt or threat to inflict injury upon the person of another, coupled
with the apparent present ability to do so. Any display of force that would give the victim
reason to fear bodily harm is assault, even if touching or striking does not occur.

“Battery” is similar to assault, but requires unexcused physical touching or injury.

“Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of
profanity or vulgar expressions directed at another person is considered abuse.

*To be determined by the principal that could include but not be limited to ISS, OSS,
Corporal Punishment, Detention, or recommendation for expulsion.

Legal Reference: A.C.A § 6-17-106 (a)

Rule 10: Fighting
Any student involved in a fight at school or at a school activity may be suspended
immediately until an effort has been made to determine fault. A student identified as not
having started the fight may or may not be suspended and may receive alternate punishment
in keeping with his/her actual involvement. Note that fights engaged in by groups of students
may result in stricter consequences than those listed below. (Ark. Law 5-71-207) (Act 1243
of 1997) (Act 1520 of 1999). Digitally recording/photographing of any fight or inappropriate
activity may also result in the punishment listed below. In keeping with Act 1243 or 1997,
all felonies or other violent criminal acts committed against a teacher, school employee, or
student will be reported to the appropriate local law enforcement agency and school district.

a. 3 days ISS
b. 5 days ISS
c. 3 days OSS and probation
d. 5 days OSS and recommendation for expulsion.

Rule 11: Theft and extortion
A student shall not steal or attempt to steal property of another student or school employee.
Students shall not attempt to extort another student’s property by force or threat. Students
shall make restitution of any property stolen by them and shall be subject to other
disciplinary measures. Students may be referred to legal authorities. (ASA 41-2203) (Act 1520 or 1999)

   a. 3 days ISS
   b. 5 days ISS
   c. 3 days OSS and probation
   d. 9 days OSS and recommendation for expulsion

**Rule 12: Terroristic Threatening/Communicating False Alarms (Act 567 of 2001)**

In accordance with Ark. Law 5-13-301, any student involved in terrorizing another person shall be subject to immediate suspension and will be referred to legal authorities. A person commits the offense of terroristic threatening when he/she, with the purpose of terrorizing another person, threatens to cause physical injury or property damage to another person. In all cases, the student will be referred to legal authorities and a parent conference is required before the student will be allowed to return to school.

Any person who purposely initiates or circulates a report of a present, past, or impending bomb槟, fire, offense, catastrophe, or other emergency, knowing that the report is false or baseless and could likely result in response by emergency personnel, or cause the evacuation or partial evacuation of a school building, is subject to prosecution under Arkansas Law.

   a. 5 days OSS and probation
   b. 7 days OSS and recommendation for expulsion

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**Rule 13: Weapons, dangerous instruments and contraband**

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 or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidently brought a weapon to school including a weapon that is in a vehicle n school grounds, and the student informs the principal or a staff person
immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. 2 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 or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

- To be determined by the principal which could include, but is not limited to, detention, ISS, corporal punishment, parent conference, or OSS

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

Rule 14: Fireworks
A student shall not possess, handle or store firecrackers, smoke bombs, stink bombs, cherry bombs, or any other kind of firework that reasonably could disrupt the school’s learning environment. Legal authorities may be notified and the student may face immediate recommendation for expulsion.

a. 3 days ISS/corporal punishment (in addition to parent notification)
b. 5 days ISS
c. 5 days OSS and probation
d. 10 days OSS and recommendation for expulsion

Rule 15: Gambling

2 The statute that specifies the penalties is A.C.A § 5-27-206
A student shall not participate in any activity that may be termed gambling or wagering (where stakes are any other object or objects of value) on school property or at any school-sponsored event.

a. Detention, corporal punishment
b. 3 days ISS
c. 5 days OSS
d. 5 days OSS and probation
e. 10 days OSS and recommendation for expulsion

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Rule 16: Use or possession of tobacco products
Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. (Public Law 103-227 of 1994) Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. Act 1099 of 2013 states “E cigarette-electronic oral device that provides vapor of nicotine and simulates smoking.” E cigarettes (vapes) are prohibited in/on personal property and are not allowed at school or any functions after school or on school buses.

Violation of this policy will result in:

a. 3 days ISS and parent notification
b. 5 days ISS and parent notification
c. 5 days OSS and probation
d. 10 days OSS and recommendation for expulsion

Legal Reference: A.C.A § 6-21-609

Rule 17: Gang and gang activity
The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

**Rule 18: Possessing, using, or selling alcohol/illegal drugs**
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. There 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 Palestine-Wheatley school district shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, 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 that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs”, look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

In addition to warning students against having or using alcohol or illegal drugs at school, the district provided students with information regarding the effects and dangers of alcohol and drug use and abuse. Using, offering for sale or selling beer, alcoholic beverages or other illicit drugs by students on school property is strictly prohibited. Students shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind. A trace of illegal drugs, alcohol in one's body is a violation of this policy.
Students of Palestine-Wheatley School District should be aware that school district officials have access to a drug dog. The dog is a gentle dog which has been trained to locate alcohol, marijuana and other illegal drugs in lockers, in automobiles and on persons. Periodic inspections will be made by the dog and handler in an effort to prevent possession and use of alcohol and drugs on campus. These inspections can be initiated by a law enforcement agency or be made at the request of the school board, superintendent and/or principals. Students should be responsible for contraband found in lockers, automobiles and on themselves. Any student suspected of consuming alcohol in violation of this policy will be tested either with a urine test or breathalyzer test. Students breaking the rules regarding possession, use, or sale of drugs face the following, in addition to having legal authorities notified (Ark. Law 5-17-212, 6-21-608, 5-64-410, Act 104 of 1983 SP. Session and Act 590 of 1971).

- To be determined by the principal which could include, but is not limited to, detention, ISS, corporal punishment, parent conference, or OSS.

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**Rule 19: Student Dress and Grooming**

The Palestine-Wheatley Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

The Palestine-Wheatley Board of Education directs the school staff to see that all students wear appropriate clothing. This would include clothing that does not present a danger to the student’s health and safety and that does not cause a disruption of the educational process. Clothing should be clean and neat, and the students should be dresses in a manner suitable to an educational setting. If the principal determines that a student’s dress or grooming is unacceptable, the student will be disciplines accordingly and set home, or parents will be asked to bring a change of clothing. The principal has the authority to confiscate accessory items that are not allowed. The dress code will be enforced at all times, including special school activities.

**Disciplinary measures for student dress code violation**

a. Warning, and parents will be called to bring clothes or principal will provide appropriate clothing.

b. One day of detention and call parent to bring appropriate clothes, or send home to change. If sent home to change, the absence from any class will be considered an unexcused absence.
c. 3 days ISS

d. 5 days ISS

e. 3 days OSS and probation

f. 5 days OSS and recommendation for expulsion

CLOTHING NOT APPROVED

1. Tops must have at least some sleeve, no sagging armholes, and a body length which will cover the waist. Tank type tops, muscle shirts, halter tops, and/or spaghetti strap tops or garments that reveal undergarments, navels, or midriffs are not acceptable for school.

2. See-through clothing is not acceptable.

3. Low cut or extremely tight clothing which makes underclothing visible, or suggestive clothing, will be prohibited.

4. Skirts, dresses, or shorts more than 3 inches (About the width of a $1 bill) above the knee. (This includes garments with slits of more than 3 inches above the knee.)

5. Clothing with vulgar, obscene, suggestive or offensive messages, and those which advertise or support drugs, alcohol or tobacco are prohibited.

6. Caps, hats, visors, bandanas, head gear and/or sweatbands, house shoes, and/or sunglasses are not allowed, either on campus or in the school buildings during the school day by either boys or girls. Those items worn inside any building may be taken and kept by the faculty and staff. Exception: sweatbands are allowed during athletic and P.E. activities.

7. Any accessory or manner of wearing clothing that is deemed related to gangs or secret societies, depicting drugs or other inappropriate symbols will not be allowed.

8. Gang signs or graffiti, wearing of gang colors, clothing, and jewelry is prohibited. No students purporting to be a member of any street gang, posse, sect, or secret society shall be allowed on school grounds.

9. “Sagging” pants, low-riding pants, and pajama pants are prohibited. Pants/slacks shall have no holes, slits, or tears above the knees. Sagging is defined as wearing the waistband of slacks, pants, shorts, or skirts below the natural waistline. A belt is required for oversized pants. Pants will not have holes or the appearance of holes (shredding) above the knees.

10. Leggings, “skinny” jeans, and other form fitting pants can only be worn if the accompanying top covers the bottom of the wearer.

11. Male tops should not extend past the wrist when the arms are hanging loosely at the sides.

12. All clothing must be properly worn. (Snaps snapped, buckles buckled, buttons buttoned, zippers zipped, etc.)

Students will not be allowed to return to class until properly attired. Time out of class to get other clothing will be unexcused. Exceptions may be made during school spirit week.
Rule 20: Student lockers (and locker search)
Students in the ninth grade up will be assigned lockers and will keep the same locker for the entire school year. Each student will be responsible for the appearance and condition of his/her locker. Students may not share lockers. Students may rent school-issued locks, available for a small ($5) rental fee, the locks must be turned in at the end of the school year. All students are responsible for any items placed or stored in their lockers. Locks not issued by the school are prohibited. Lockers will be cleaned out by the student once per semester. Drug sniffing dogs will be used periodically during the school year to check lockers and parking lots.

Rule 21: Automobile use on school grounds
Any student authorized to drive a motor vehicle on any campus must observe the following rules. Failure to do so shall result in suspension of driving privileges for a time to be determined by the school principal.

1. Student must be at least sixteen (16) years of age and hold a valid driver’s license.
2. All vehicles must be properly licensed.
3. All vehicles will be parked upon the student’s arrival at school, at which time the student must get out of the car and go to his/her designated area. Sitting in the car after arrival on campus is not allowed.
4. Students are not allowed to return to their cars until they are dismissed for the school day unless specific permission has been given by the principal.
5. Upon arriving on campus, students may not leave school without obtaining approval from the principal.
6. Campus Speed Limit is 5 MPH and will be obeyed. Spinning tires is not acceptable.
7. A search of the student’s vehicle may be conducted if there is reasonable belief that a controlled substance, gun, or other contraband is present.
8. The volume of car radios and stereos must be maintained at a reasonable level while on school campus.
9. Students will refrain from racing their motors to show off loud pipes on vehicles.
10. In the case of a “Hardship Permit”, the student must submit a copy of the permit to the principal in order to receive authorization to drive and/or park on the high school campus.

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. Dogs may be used to search vehicles.
Rule 22: Electronic devices such as cell phones, smart watches, audio equipment, headphones, ear buds, laser pointers, etc.

Use and misuse of cell phones and other electronic devices has become a serious problem that threatens the ability of the district’s schools to properly and efficiently operate its education program. We believe it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 Players, IPods, and other portable music devices so that the opportunity for learning in the district’s schools may be enhanced. These devices will not be allowed to be visible inside or outside any school building during the school day. This does include the cafeteria. Parents are welcome to call school office phones to relay messages to their students. Students will be allowed to use office phones in an emergency.

For the purpose of this policy, the use of a cell phone, or other communication device includes any incoming or outgoing call, text message, message waiting, or any other audible sound coming from the phone or device. Although smart watches are allowed to be worn, the same rules apply if it is used for anything other than reading time.

The student and/or student’s parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. The school assumes no responsibility for lost or stolen devices.

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones, smart watches, or other communication devices or portable music devices will not be used from 7:30 until after the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school’s administration office by the student’s parents or guardians after (3:05) the regular school day. Repeated offenses will result in additional disciplinary action such as reflected in the student handbook. Cell phones will not be allowed to be seen or heard in the hallways or any classroom, in bathrooms, outside, in the cafeteria or anywhere on school property.

Laser Pointers

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.
The possession of laser pointers must be reported to legal authorities. The only exception is when such a device is required by a teacher, with the principal’s approval, for use in conjunction with the instructional process.

**Violation of these rules for electronic devices or laser pointers will result in the following:**

1. The device will be taken and will be returned after a parent/student conference.
2. Detention, plus the device will be taken and will be returned after a parent/student conference.
3. 3 days ISS, plus the device will be taken and will be returned after a parent/student conference.
4. 5 days ISS, plus the device will be taken and will be returned after a parent/student conference.
5. 3 days OSS, plus the device will be taken and will be returned after a parent/student conference.
6. 5 days OSS and probation, plus the device will be taken and will be returned after a parent/student conference.
7. Any student refusing to give up the cell phone when asked by a teacher or administrator will receive OSS.

Legal References: A.C.A § 6-18-502 (b)(3)(D)(ii)
A.C.A § 6-18-512
A.C.A § 5-60-122

**Rule 23: Monies owed to school, club, or classes**

Any student owing money to the school, clubs, or classes will not receive grades or schedules for the next school year until the money has been paid. Credit can not be withheld due to outstanding class dues. However, students who participate in/contribute to club or class activities may be excluded from those organizations functions. Report cards and transcripts will not be released until an outstanding account has been cleared. Seniors will not be allowed to walk at graduation until all monies have been paid. The outstanding accounts may include, but are not limited to, lost or damaged textbooks, library books, or other school property.
Rule 24: Lunchroom Behavior

Students will conduct themselves in a quiet and orderly manner while in the lunch line and in the lunchroom. Students will clean up behind themselves and follow the proper dismissal procedures. Students are not allowed to take food from the cafeteria. Seating for all students is on a first-come, first-served basis. Students who do not clean up their eating area or follow proper lunchroom procedures will receive appropriate disciplinary action, including but not limited to detention hall, ISS, OSS, or expulsion.

ARSBA-4.9

Rule 25: Tardies

Students (Grades 9 – 12) shall be at school and in their assigned learning station upon the start of the school day. Students who arrive after the start of school shall be considered tardy to school. Students who arrive tardy to school on a habitual basis shall be subject to in-school suspension until a parent conference is held.

A student is considered tardy when he or she is not in the assigned learning station when the tardy bell begins to ring. Tardies are accumulated on a 9 week basis, with records begin renewed at the beginning of each 9 week grading period. A student who has missed more than one-half of the class is considered absent from that class and, depending upon the situation, may be considered truant. Late arrival to school is considered an unexcused tardy if the late arrival is not excused.

Punishment for accumulation of tardies is as follows:

a. Three (3) tardies: Detention or corporal punishment.
b. Six (6) tardies: 3 days ISS

A student who accumulates more than 9 tardies in a nine-week grading period will be placed under administrative review of their placement in school through a parent conference.

Rule 26: Nuisance Items

Students may not bring to school, possess or wear items, which are determined to be disruptive to the learning environment. In such a case, the item will be confiscated for the remainder of the school year and the parent may pick up the item on the last day of the school year. The punishment will be as follows:

a. Confiscation for the year. (Parent will pick up at the end of the school year)
b. Detention/corporal punishment (in addition to parent notification)
c. 3 days ISS
d. 5 days ISS
e. Repeated disregard for this rule may result in OSS

**Rule 27: Misconduct on School Buses**

Most school districts in the state of Arkansas provide transportation for students to and from school. It is imperative for safety reasons that all students behave themselves in an orderly fashion, following all school rules, while riding on a school bus. Being provided transportation by a school district is a privilege, not a right, and students may face the possibility of expulsion from said transportation should his/her misbehavior be considered serious or habitual enough to warrant such action.

Students are to obey the bus driver all times and conduct him or her self in manner that will insure their safe arrival to and from their destination. Improper conduct will not be tolerated and will be treated as a very serious infraction due to the danger in which the student and other students riding on the bus could be placed.

Students are expected to be at their bus stop, ready to board the bus in an orderly fashion upon its arrival. Students must follow all reasonable directions of the bus driver, sitting in assigned seats should the driver make such an assignment. Students are not to stand up, walk about the bust, place arms and/or heads out of the bus windows, or throw objects of any kind out of the bus windows. Bus drivers have the right and responsibility to refer students for disciplinary action. The bus driver is responsible for determining when misbehavior warrants disciplinary referral to administration.

The bus driver will determine when a behavior is serious enough to be reported to the office. At that time, a discipline form will be filled out and sent to the principal. The principal will review the situation and determine the proper discipline which could include, but is not limited to the following:

- Parental contact, assigned seating, detention, corporal punishment, ISS and/or OSS, suspension from the bus (either temporarily or indefinitely).

In the case of suspension from riding the bus, a student shall only be allowed one suspension per semester. Upon the second infraction requiring suspension from the bus, the student shall be expelled from the bus for the remainder of the semester. If a student is suspended or expelled from the bus, it is the parent’s responsibility to provide the student’s transportation to and from school.
Procedures for Students Riding School Buses

Students shall obey the following bus passenger guidelines:

1. Be at the bus stop at the scheduled time. Stand back about 10 feet from the bus stop, at school or at home, and wait until the bus has come to a complete stop and the door is opened before moving to board the bus.

2. While loading or unloading, do so orderly and quickly.

3. As stated in Act 1282, no person shall possess a firearm in or upon any school bus or bus stop. Violation of the law shall be a Class D felony.

4. Students are not to distract the attention of their driver or disturb other riders on the bus. This includes keeping hands and comments to yourself, maintaining a reasonably quiet atmosphere, and adhering to all school rules.

5. No food or drink will be consumed on buses. School-day meals may be carried, in a closed container, but are not to be opened or consumed on buses.

6. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must remain seated while the bus is in motion and should not move once the bus has stopped until the driver gives direction to do so. Students are not to put any part of their body out of the bus windows, nor are they to talk or yell to anyone outside of the bus. Students are not to throw any objects out of the bus window.

7. Students are not to deface buses or any parts of the bus (seats, windows, etc.) nor are they to litter the interior of buses. All bus aisles are to be kept clear of objects such as bags, books, coats, etc. Students are to keep feet out of the bus aisles as well.

8. Arkansas Code 6-21-609 makes it illegal to smoke on school buses. Persons violating this law face a monetary fine.

9. Students are not permitted to get off the bus anywhere except their regular daily stop. Students are not allowed to get off at any school campus except the one to which they are assigned.

10. When crossing a road/street/highway to enter a bus, students are to wait until the bus has come to a complete stop and the driver has signaled for them to cross. Students are to cross the street in front of the bus (unless directed differently by the driver).

11. Students being delivered to their afternoon bus stop who must cross a road/street/highway must go to a point on the shoulder of the road 15 feet in front of the bus before crossing.

12. No pets or animals are allowed on school buses.

13. Riding a school bus should be regarded as a privilege. This is not intended to be an all-inclusive list of procedures. The bus driver may find it necessary to interpret these procedures based upon the individual circumstances of his/her own bus needs.

ACT 1516

“An Act to provide that passing a stopped school bus which is receiving or discharging passengers is a Class A Misdemeanor”
(a)(I)(i) Any party who violates any of the provision of this subchapter shall, upon conviction, be guilty of a misdemeanor and shall be fined not less than thirty-five dollars ($35.00) nor more than five hundred dollars ($500.00) or confined in the county jail not to exceed ninety (90) days, or both fined and imprisoned.

(ii) In addition to penalties so prescribed, the court may order community service for not more than seven (7) days and may suspend the person’s motor vehicle operator’s license for a period of not less than ninety (90) days nor more than six (6) months.

If death results to any person, caused either directly or indirectly by a noncompliance or violation of any of the provisions of this subchapter, the offending party shall be punished as it provided by law.

Legal References: A.C.A § 6-19-119 (b)
Arkansas Division of Academic Facilities and Transportation Rules
Governing Maintenance and Operations of Arl. Public School Buses and Physical Examinations of School Bus Drivers 4.0

Rule 28: Technology/Computer Use Policy
The Palestine-Wheatley School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with internet filtering software designed to prevent users from accessing material that is harmful to minors.* NO student will be granted Internet access until and unless a computer use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into the board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including e-mail, and that monitoring of student computer use is continuous. Students who misuse district-owned computers of Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer-use agreement, attempting to defeat or bypass Internet Filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

*The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.
Definitions: (6-1-11)

1. “Harmful to minors” means that quality of any description, exhibition, presentation or representation, in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse when the material, taken as a whole, has the following characteristics:

   a. The average person eighteen (18) years of age or older, applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;
   b. The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual content, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable to minors; and
   c. The material or performance lacks serious literacy, scientific, medical, artistic or political value for minors.

2. “Public access computer” means a computer that:
   a. is located in a public school
   b. is frequently or regularly used directly by a minor; and
   c. is connected to any communications system.

The punishment for violation of this policy is:
   a. 3 Days ISS
   b. 5 days ISS
   c. 3 days OSS
   d. 5 days OSS
   e. 10 days OSS and probation
   f. Recommendation for expulsion

Legal References: 20 USC 6801 et seq. (Children’s Internet Protection Act; PL 106-554)
A.C.A § 6-21-107
A.C.A § 6-21-111
DEFINITIONS

1. Detention

Students will report to the designated place for either before school, lunch, or after school; detention(s). He/she will bring class work to detention. The students will not be allowed to talk and will be required to work on class work the entire time detention is served. The principal will determine the number of days a student is assigned to detention.

DETENTION HALL

Several means of discipline should be tried before assigning a student to detention hall. Examples are additional work, student conference, parent conference, etc. If a student’s behavior is severe enough to warrant detention hall, before these actions can be used, the parent should be notified by the person assigning the detention hall. Students assigned to detention hall will report to the detention hall room as soon as their class is dismissed for lunch.

The person in charge of detention hall will see that lunches will be brought from the lunchroom for students assigned to detention hall. All lunches will be regular lunches served with white milk. A student may bring a lunch from home. No take out lunches will be delivered. Tea or cokes will not be served with the lunches.

Teachers assigning a student 3 times within a nine week period will hold a mandatory parent and student conference each time this occurs. Teachers assigning student to detention hall must provide a work assignment for each student. Teachers should require the student to turn in this assignment to the detention hall keeper. Teachers are to notify students of detention hall assignments and turn in a list of students assigned to detention hall to the principal’s office by the end of each day. Each morning, a list of students assigned to detention hall that day will be published in the memo. Teachers should also record the reason for the student assignment to detention hall on the list sent to the office.

The following penalties will occur if a student fails to report to detention hall:

1. The first time a student fails to report to detention hall, they will receive three (3) days In School Suspension. Assignment to In School Suspension for failure to report to detention hall will not remove the obligation of the student to serve detention hall assignment.
2. The second time a student fails to report to detention hall, they will be assigned to 5 days In School Suspension.

3. A student showing up late for detention hall or is disruptive in detention hall will serve that day plus one extra day in detention hall. Late will be defined by 5 minutes after the tardy bell.

The person in charge of the detention hall will keep accurate records of students in detention hall. The time of arrival for students and their assigned work should be recorded by their name. Any student on the list for detention hall that fails to report should have their name turned in to the principal’s office before the start of the sixth period.

The person in charge of detention hall will also report to the principal’s office the names of any students required to serve an extra day in detention hall because of tardiness or disrupting during detention hall. The principal or person in charge of detention hall will write up a set of conduct rules for detention hall. Each student entering detention hall will be asked to read the rules. Any student absent that day of assignment to detention hall will serve the day on their first day back to school.

Due to detention hall being a punishment, there will be an assignment. If the student does not bring pencil, paper and book (if assigned), they will be excused that day and will serve the following two days. Any student having to be called down two times during one day in detention hall will be sent to the office, parents will be notified. The student will serve two days unless the principal rules otherwise.

When a student is assigned to detention hall a third time his/her parents or guardian will be notified. After a student has served three (3) times, his/her parents or guardian will be notified, and a meeting with the principal and teachers will be held. When a student is assigned to detention hall for five (5) times during a semester, he/she will be assigned to In School Suspension. For each subsequent to five (5) detention hall assignments, a student will be assigned to In School Suspension.

2. Suspension from School-

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of other students or the interests of 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 suspended for behavior not including, but limited to that which:

a. Is on violation of school policies, rules, or regulations;
b. Substantially interferes with the safe and orderly educational environment;
c. School administrators believe will result in the substantial interference with the
   safe and orderly educational environment and/or;
d. Is insubordinate, incorrigible, violent, or involves moral turpitude.

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

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

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

Generally, notice and hearing should precede the student’s removal from school, but if
prior notice and hearing are not feasible, as where the student’s presence endangers
persons or property or threatens disruption of the academic process, thus justifying
immediate removal from school, the necessary notice and hearing should follow as soon
as practicable.

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

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

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

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

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Coming to a school function while in ISS will result in an additional 3 days of ISS being assigned to ISS.

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

Legal References: A.C.A § 6-18-507  
Goss v Lopez, 419 U.S. 565 (1975)

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3. Expulsion

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

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

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

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

During the hearing, the Superintendent 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.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapon policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledgement that they have read and understood said laws prior to the student being enrolled in school.

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

Legal References: A.C.A § 6-18-507

4. **Probation**
A student placed on probation is required to obey all school rules and regulations for the duration of the period of probation. If the student violates the conditions of probation, he/she will be recommended for expulsion.

5. **Truancy**

A student is truant if he/she:

a. Is absent from school without the permission of a parent or guardian  
b. Leaves school without permission including any class or lunch period  
c. Does not report to the principal’s office after being sent out of class  
d. Leaves the classroom without the permission of the teacher  
e. Does not report to an assigned location at a designated time  
f. Does not report to class after leaving the principal’s office

6. **Refusal to accept punishment**

Refusal to accept any disciplinary procedure will result in automatic suspension. (Including not giving your cell phone to an adult when instructed for violating the rules of usage).