

STRONG-HUTTIG SCHOOL DISTRICT
K-12 Parent/Student Handbook



2017 - 2018

Jeffery Alphin - Superintendent
Wendell Colen - Principal
Anthony Avery - Parent/Student Liaison

"DESTINATION.....GRADUATION"

**2017-2018 STRONG-HUTTIG SCHOOL
DISTRICT PARENT/STUDENT HANDBOOK
SIGNATURE PAGE**

The statement below must be signed and returned to the principal's office within one (1) week after the student receives it. Students enrolling after the first day of classes will return forms before they attend classes in the district.

We have received a copy of the Strong-Huttig School District Parent/Student Handbook which includes the attendance, homework, makeup, transportation, discipline and computer use policies of the Strong-Huttig School District. We understand that the student must adhere to the policies and guidelines written in this handbook while he/she is at school, in route to and from school, or in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

Student's Printed Name

Student's Signature

Parent's/Guardian's Printed Name

Parent's/Guardian's Signature

Street Address

Home Phone Number

Mailing Address

Parent's/Guardian's Cell Phone Number

City, State, Zip Code

Parent's/Guardian's Work Phone Number

Date

State law (80-1629.6) requires documentation of student and parent receipt of student discipline policies.

Strong-Huttig Public Schools

STUDENT HEALTH INFORMATION

Student's Name - _____

Date of Birth - _____

Social Security Number _____ MALE FEMALE

Medicaid/AR Kids Number-_____

FOOD OR MEDICATION ALLERGIES-_____

Diagnosed Health Conditions _____

Preferred Physician _____

Please list names, relationship, and phone numbers of EVERYONE including yourself who may be contacted in case of sickness or allowed to check out the student from school.

NAME	RELATIONSHIP	PHONE #
1. _____		
2. _____		
3. _____		
4. _____		

In case of emergency, do we have your permission to utilize the Strong Clinic? ____Yes____No

In case of emergency, do we have your permission to call an ambulance? ____Yes____No

In case of emergency, Strong-Huttig Public Schools is authorized to contact any person listed above. The Physician listed is authorized to render any necessary treatment in case of an emergency for the health of the student. If unable to contact anyone listed, school officials are authorized to take whatever action deemed necessary for emergency care of the student. I will not hold the school district financially responsible for emergency care and/or transportation of the student.

Parent/Guardian Signature Date

Over-the-Counter Medication Release Form

Student's Name _____

Date of Birth _____

Medication Allergies (this information must be completed before any medication can be administered) _____

Any Medical Diagnoses: _____

I authorize the school nurse or his/her designee to administer the following over-the-counter medications to my child as needed:

___ Cough Drops

___ Orajel

___ Visine eye drops

___ Any topical ointment such as calamine lotion, Benadryl gel, Neosporin or other antibacterial creams, bactine spray, tinactin or other antifungal creams, hydrocortisone cream, aloe vera, gel carmex, blistex, or muscle rub, etc. as appropriate.

___ Tylenol/children's Tylenol – weight/age appropriate dose (tablet or liquid, dependent on student age and willingness to swallow tablets) for pain or fever.

___ Ibuprofen/children's Ibuprofen – weight and age appropriate dose (tablet or liquid, dependent on student age and willingness to swallow tablets) for pain or fever.

___ Tums (antacid) – one (1) or two (2) tablets as needed for indigestion or upset stomach

___ Benadryl liquid, age and weight appropriate for allergic reactions

By signing I also acknowledge that I receive information on symptoms and signs of cardiac arrest contained in this handbook on page 22. .

Parent/Guardian signature

Date

PARENT/GUARDIAN PREFERRED METHOD OF CONTACT INFORMATION

Strong- Huttig School District encourages parents to be involved in their child's education. To make this an easier process, we would like to have contact information that can be used by our counselors, teachers and other faculty as needed to keep you informed about your child's progress. This information will be for school use only and will not be shared with any other persons or used for any other purpose. Contact information for faculty at each campus will be posted on the school website within the first week of school to facilitate two-way communication. Contact one of the school offices or monitor our Facebook page for more information. Our website is www.strong.k12.ar.us and look for us on Facebook at Strong-Huttig School District.

Student's Name - _____

Name of Contact Person - _____

Preferred Method of Contact:

_____ Home Phone _____

_____ Work Phone _____

_____ Cell Phone _____

_____ Check if we may we text you information _____ Letter

Please list below other contacts that are authorized to check your student out of school:

Name - _____

Name- _____

PLEASE NOTIFY THE SCHOOL WHEN PHONE NUMBERS CHANGE.

Student Internet and Computer Agreement (pages 27-29)

Student Signature - _____ Date _____

Parent/Legal Guardian Signature - _____

Student's Name (Please Print) - _____

The Strong-Huttig School District agrees to allow the student identified above "student" to use the district's technology to access the Internet under the following terms and conditions.

STRONG-HUTTIG SCHOOL DISTRICT

Permission/Consent Form for photo release

Throughout the year, Strong-Huttig students participate in activities, events and projects in which the students may be photographed or videotaped. At time, we may wish to publish photos or videos for school projects in the newspaper, on the school web site, the school's Facebook page or in the yearbook published by the school.

I also grant permission to the Arkansas Department of Education (ADE) to use my students's photo, video, and likeness for promotional purposes by the ADE in all manners, including, but not limited to: news releases, photographs, video, audio, web site and other electronic or printed published media. I agree these images and/or voice recording may be used for a variety of purposes without further notifying me. I understand the ADE shall not use any of the student's personally identifying information, except for the student's first name, the school he/she attends, and the student's grade, without first obtaining my express permission. The ADE has my permission for this until I submit written revocation of my permission to the ADE Communications Office at Four Capital Mall, Room 404-A, Little Rock, AR 72201, ADE [ADE Communications@Arkansas.gov](mailto:ADE.Communications@Arkansas.gov), or you may call 501-682-2155. I understand the ADE does not have control over a third party who retrieves my student's information published by the ADE and uses it without my permission. I agree to hold the ADE harmless for such misuse of my student's information.

Please read the following consent form, mark yes or no, and sign where indicated. This form needs to be returned with all other "first day" forms from this handbook.

Photo Release Form

Yes, I give permission for my child's photo to be used for print and electronic publishing at school, in the newspaper, on the school web site, on the school Facebook page and in the school yearbook.

No, I **do not** give permission for my child's photo to be used for print and electronic publishing at school, in the newspaper, on the school web site, on the school Facebook page and in the school yearbook.

Student's Name (Printed)

Parent/Guardian Signature

Date - _____

STRONG-HUTTIG SCHOOL DISTRICT

Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)

SCHOOL-PARENT/GUARDIAN COMPACT

Strong High School and Gardner Strong Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), and participating children, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. School responsibilities are listed on page 8.

Parent Responsibilities

We, as parents, will support our students's learning in the following ways:

- Monitoring my child's attendance.
- Ensuring that homework is completed.
- Monitoring the amount of television my child watches.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or guardians who are responsible for my welfare all notices and information received by me from my school every day.

_____ Gardner Strong Elementary

_____ Strong High School

Student's Name - _____

Student's Signature - _____

Parent's Signature - _____

Date - _____

STRONG-HUTTIG SCHOOL DISTRICT
CORPORAL PUNISHMENT CONSENT FORM

With your permission, administration may administer corporal punishment for rule infractions with the following procedures and requirements. Corporal punishment is left to the discretion of the administration. We have an in school suspension program that is available to any parent or guardian that does not prefer corporal punishment for their student. If used:

1. Administered in the presence of witness in a semi-private to private area.
2. No more than three (3) licks given by principal or dean of students.
3. Action report filed in student folder and in e-school discipline report.
4. Punishment explained to student in presence of witness.
5. Shall be administered only to students whose parents authorize paddling.
6. This form will be on file for all students.

By signing this form I authorize the administration of the Strong-Huttig School District to administer corporal punishment to my student.

Students Name - _____

According to the above set of procedures and requirements, I understand that if I do not give them permission and my child violates rules that would merit corporal punishment, I will be contacted and my child will be assigned in school suspension or out of school suspension. Please check one of the following.

_____ **I will allow corporal punishment.**

_____ **I do not want my child to receive corporal punishment.**

_____ **My child can receive corporal punishment but I want to be contacted before the punishment.**

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The Strong-Huttig School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Teacher will use pre and post-tests to gather data that will help them provide remediation/enrichment activities for all students.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

Parent/Teacher conferences will be held regularly on the dates of November 3, 2016 and March 3, 2017.

3. Provide parents with frequent reports on their students's progress. Specifically, the school will provide reports as follows:

Progress Reports are provided to parents quarterly at parent/teacher conferences, by phone, and report cards.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Staff will be available during parent/teacher conferences, by phone and conference times.

5. Provide parents opportunities to volunteer and participate in their students's class and to observe classroom activities, as follows:

Parents are welcome to volunteer and observe in classrooms. Please contact the school for more information and guidelines.

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PREFACE

It is the goal and desire of the school board, the administration, and the faculty that this school shall serve the best interests of each individual student at all times and that all pertinent information shall be made available to patrons of the district. Successful education is a community and district-wide enterprise. The board and administration welcome constructive advice and criticism.

IT IS THE POLICY OF THE STRONG-HUTTIG SCHOOL DISTRICT THAT THERE WILL BE NO DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, RELIGION, OR HANDICAPPING CONDITIONS IN MATTERS AFFECTING EMPLOYMENT AND/OR PROVIDING SERVICE PROGRAMS.

This handbook was prepared to inform students, parents, and others of the activities, services, policies and procedures which the Strong-Huttig School District considers necessary in the pursuit of an efficient and effective educational program. The Board of Education and Administration reserve the right for revisions and/or additions to the handbook as necessary. These revisions and/or additions will be communicated promptly. **Failure to read and to be familiar with this handbook will not relieve students/parents/others of responsibility for compliance with the rules and regulations stated herein.**

HANDBOOK ADVISORY COMMITTEE:

Shakita Story – School Counselor
Teri Dollar – School Board Member
Jerry Burson – Community Representative
Colton Cain – High School Student Representative
Nastepjae Alderson – High School Student Representative
Brenda Sawyer – Elementary Teacher
Pamela Raines – High School Teacher
Anthony Avery – High School Dean of Students
Greg Anthony – Elementary Dean of Students
Dr. Wendell Colen – Principal
Shirley Kyle – Internal School Improvement Specialist
Jason Porter – Federal Programs Coordinator
Barbara Goldsby – Literacy Specialist

The handbook revisions were approved by the Board of Directors on July 10, 2017.

STRONG - HUTTIG PUBLIC SCHOOLS STRONG, AR

The Strong-Huttig School District is composed of approximately 300 square miles in Union County. The assessed valuation is roughly 34 million dollars.

Superintendent of Schools – Jeffery Alphin

Central Office – 870-797-3040

To administer the affairs of the district, there is a board of education of seven members. The regular meeting of the board of education of the Strong-Huttig School District is on the second Monday night of each month.

MISSION STATEMENT

Gardner-Strong Elementary’s mission is to provide a quality education to all students that will prepare them for the challenges that lie ahead.

DESTINATION.....GRADUATION

MISSION STATEMENT

The mission of Strong High School is to encourage an interest in academic achievement and ethical behavior that will translate from school to college life or career life. To accomplish this we will nurture an environment that supports positive behavior and creates independent thinkers who become productive citizens and possess STRONG character.

MISSION STATEMENT

The Strong-Huttig School District will be the leader of our community, **COMMITTED** and dedicated to assuring that all students and educators are **PREPARED** for the challenges of the future. We will provide quality educational opportunities for all students to **EXCEL** and **ACHIEVE**.

COMMIT – PREPARE – EXCEL – ACHIEVE DESTINATION ...GRADUATION

All mission statements were updated and approved on July 10, 2017.

Strong-Huttig Schools 2017-2018 School Calendar

Teacher Professional Development (no students) (5 days)	August 07-11, 2017
First Student Day	August 14, 2017
Labor Day - No School	September 04, 2017
Parent/Teacher Conferences (3:00 - 6:00 p.m.)	September 12, 2017
Parent/Teacher Conferences (3:00 – 6:00 p.m.)	November 16, 2017
Thanksgiving Holiday - No School	November 20-24, 2017
Christmas Holiday - No School	December 21 - January 3, 2018
Professional Development (no students)	January 03, 2018
Students return from Christmas Break	January 04, 2018
Martin Luther King, Jr. Day - No School	January 15, 2018
Parent/Teacher Conferences (3:00 – 6:00 p.m.)	February 08, 2018
Presidents Day - No School	February 19, 2018
Spring Break - No School	March 19-23, 2018
Good Friday – Professional Development (no students)	March 30, 2018
Parent/Teacher Conferences (3:00 - 6:00 p.m.)	April 19, 2018
Graduation (Friday - 7:00 p.m.)	May 18, 2018
Last Student Day*****	May 22, 2018
Professional Development (no students)	May 23-25, 2018
Last Teacher Day*****	May 25, 2018

Student Attendance Quarters

Begins	Ends
August 14, 2017	October 13, 2017 (44 days)
October 16, 2017	December 20, 2017 (43 days)
January 04, 2018	March 09, 2018 (45 days)
March 12, 2018	May 22, 2018***** (46 days)

PROGRESS REPORTS

September 12, 2017
 November 16, 2017
 February 08, 2018
 April 19, 2018

REPORT CARDS

October 19, 2017
 January 05, 2018
 March 15, 2018
 May 31, 2018

October 09-13, 2017 - 1st 9-Week Exams December 18-20, 2017 – 1st Semester Exams
 March 05-09, 2018 - 3rd 9-Week Exams May 18-22, 2018 – 2nd Semester Exams

*****The ADE Requires Five (5) Bad-Weather Days Be Scheduled*****

Actual Last Student Day and Last Teacher Day will be determined by the use of these days.

Bad Weather Days Used	Last Student Day	Last Teacher Day
1	May 23, 2018	May 29, 2018
2	May 24, 2018	May 30, 2018
3	May 25, 2018	May 31, 2018
4	May 29, 2018	June 01, 2018
5	May 30, 2018	June 04, 2018

GARDNER STRONG ELEMENTARY FACULTY AND STAFF:

Secretary	Ruby Lovett
Elementary Physical Education	Jason Porter
Kindergarten	Brenda Sawyer
Kindergarten	Bianca Lark
1 st Grade	Brandi Ricks
2 nd Grade	Malinda Butler
2 nd Grade	Martha Howard
3rd Grade	Bonnie Lee
4 th Grade	Brenda Daniels
5 th Grade	Nadine James
5 th Grade	Susan Haner
6 th Grade	Evelyn Williams
Special Education	Evelyn Johnson
Paraprofessional	Burnita Dixon
Paraprofessional	Daphne Baker
Paraprofessional	Krystal Billings
Paraprofessional	Sue Russell
Computer Lab	Edwina Howard
Interventionist	Faye Govan
Custodian	Karria Howell
Custodian	Donnie Jordan
Cafeteria	Linda Kaye King
Cafeteria	Delbra Hicks

STRONG HIGH SCHOOL FACULTY AND STAFF:

Secretary	Kristerica Scott
Mathematics	Sharee Booth
Mathematics	Heather Barton
English	Mandy Meadors
English	Deanna Moon
Science	Cathy Barton
Science	Moriah Houser
Social Studies	Pamela Raines
Social Studies	Steven Anthony
EAST/Yearbook	Kevin Billings
Special Education	Toni Barnett
Vocational Business	Tina Raney
Paraprofessional	Evelyn Thomas
Paraprofessional	Priscilla Jones
Paraprofessional	Jo Dollar
Paraprofessional	Alex Howell
Cafeteria	Jeanette Biggs
Cafeteria	Allie Goldsby
Custodian	Debbie Osgood
Custodian	Earline Robinson

STRONG-HUTTIG DISTRICT FACULTY AND STAFF:

Superintendent	Jeff Alphin
Principal	Dr. Wendell Colen
Counselor/Parent Coordinator	Fredrica Quarles
Federal Programs/ASCIP/ALE	Jason Porter
Dean of Students	Anthony Avery
Dean of Students	Greg Anthony
Art	Daphne Morgan
Music	Ruark Inman
Library/Media Specialist	Lisa Fowler
Literacy/Gifted and Talented/Parent Coordinator	Barbara Goldsby
Technology Coordinator	Bill Cheatham
Dyslexia Specialist	Laura Boswell
Nurse	Jessica Massey
Nurse	Karen Bell
Speech Therapist	Mollie Newton
Food Service Director	Linda Jo Fife
Bookkeeping	Vera Herrin
Bookkeeping	Nancy Risher
Maintenance/Transportation	Mike Sutterfield
Bus Driver	Daphne Baker
Bus Driver	Donald Ray Smith
Bus Driver	Stephanie Molnaird
Bus Driver	Angel Graves
Bus Driver	Steven Anthony
Bus Driver	Alvin Thomas

GENERAL PROVISIONS

This handbook attempts to meet all general provisions; however, all situations are not covered and the Administration and School Board reserve the right to address situations as needed. This handbook serves as a parental/student reference. The school administration and board of education have the right to edit or amend this reference as need occurs.

MANDATORY SCHOOL ATTENDANCE

In accordance with Arkansas Code Ann. 6-18-207 of 1999, it shall be the policy of the Strong- Huttig School District that all students ages five (5) through seventeen (17) inclusive on or August 1, must attend school. Exceptions to this policy are included in the law cited above. School district officials refer to them when needed. The schools in the Strong-Huttig School District shall be open and free through completion of the secondary program to all persons in this state 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 school district and to all persons between those ages who have been legally transferred to the district for education purposes.

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 school attendance may be enrolled in kindergarten upon written request to the District.

TRANSFER STUDENTS

Any student transferring to the Strong-Huttig School District from a school accredited by the Arkansas State Department of Education will be placed at the same grade as the student would have been had the student remained at the former school. *Act 663 of 1999* holds parents responsible for providing a correct address for the purposes of enrolling a child in school. Violation of this act is a misdemeanor.

Any student transferring to the Strong-Huttig School District from a school not accredited by the Arkansas State Department of Education will be evaluated by the administration to determine student's proper placement. A state identified norm-referenced achievement test will be one of the instruments used.

Home schools are not accredited. There are no grades, credits, transcripts or diplomas provided for home-schooled students by the Arkansas Department of Education, any education service cooperative, or any school district. Act 843 allows for grade placement of a home-school student.

NEW STUDENT CHECKLIST (FOR ENROLLMENT)

The school counselor is responsible for the registration of all students. To register a student at Strong-Huttig School District, the following information should be provided at the time of registration:

1. Social Security number or nine digit number assigned by the school; a Birth Certificate; a statement by the local registrar or a county recorder certifying the child's date of birth; an attested Baptismal Certificate; a passport; an affidavit of the dates and place of birth by the child's parent or guardian; previous school records; or military identification.
2. Telephone contact numbers; a daytime number is required.
3. Documentation of residence within the Strong-Huttig School District.
4. Documentation of a person residing within the Strong-Huttig School District who has legal responsibility for the student or documentation that the student is legally responsible for themselves.
5. Official withdrawal form with grades from the previous school attended.
6. Official transcript from previous school.

PROTOCOL FOR POLICY QUESTIONS AND CONCERNS

Any questions or concerns about a school policy or the application of a policy should be addressed according to proper protocol. Questions about disciplinary policy should begin with the building disciplinarian. Questions about grades and assignments should begin with the classroom teacher. All other questions should begin in the office of the Principal. The Principal may designate a qualified person to address normal operating issues. For questions or complaints about classroom procedures, parents/guardians should schedule a conference with the teacher during his/her planning time. If the issue is not satisfactorily addressed, it may be taken to the next authority. On questions of policy and

the application of policy, questions may go to the teacher only through the proper office, then to the Dean of Students if appropriate, the Principal, the Superintendent, and the Board of Education. For a question to be duly and appropriately addressed, it must follow this protocol.

EXPELLED STUDENTS FROM OTHER SCHOOL DISTRICTS SEEKING ENROLLMENT IN THE STRONG-HUTTING SCHOOL DISTRICT

Any student expelled as a student from another school district may not enroll as a student in the Strong-Huttig School District until the expulsion has expired. The board of education may give the student permission to do so after they (The Strong-Huttig Board of Education, student, and the students’ parents/guardians) have had a hearing concerning the matter.

LOST AND FOUND

Any article that is lost should be reported to the main office immediately so that it may be recorded as lost. We encourage you to keep up with your possessions at all times. The school will not be responsible for lost or stolen articles.

CHILD NUTRITION PROGRAM MEAL PRICES FOR 2017-18 SCHOOL YEAR:

Reduced Prices:	Breakfast	.30	Lunch	.40
Paid Meals:	Breakfast	1.00	Lunch	2.00
Adult Meals:	Breakfast	2.25	Lunch	3.75

ALL FAMILIES ARE ENCOURAGED TO COMPLETE A REDUCED/FREE MEAL APPLICATION FORM.

Section 205 of the Healthy, Hunger-Free Kids Act of 2010: The national average of a school lunch is now \$2.46. In order to receive federal lunch funds, School Food Authorities must show evidence of reaching this amount in the prices charged for meals. School districts must either gradually raise meal prices or each district must assume the difference in the cost charged for student meals and the actual cost of the meal. Prices charged for adult meals must cover the actual cost of the entire meal. School districts receive no funds for adult meals.

SCHOOL MEALS CHARGE POLICY:

Students and/or adults may charge meals (with correct forms completed). When an individual has reached \$20.00 in charges, no more charges can be made until the charges have been paid. According to federal regulations 7 CFR, Part 3015 and OMB Circular A-87, school districts are not required to serve students (reduced or full-paid) who have excessive charges. Adults will not be served until all charges are paid.

SCHOOL PARTIES:

Parties are limited to nine (9) events per year. (If only one class has a party, this counts as (1) of the (9) events for the entire school for that school year.) Foods for a party CANNOT be homemade. Foods must be prepared by a commercial food service establishment. Parties cannot be given at mealtimes in the area where school meals are being served or consumed. Parents can only provide lunch for their student and it must be checked through the office with the secretaries. (State Nutrition Standards 5.02.4 and AR Food Code 3-201.11)

LOCKERS

Lockers will be available for students. Students should provide their own locks and should give an extra key to the principal's secretary. If a locker is used, it should have a lock on it. If it is not locked, it may be locked by the administration for security purposes. Strong High School will not be responsible for materials removed from unlocked lockers.

POLICY REGARDING THE USE OF SCHOOL TELEPHONES

School phones are not for student use. It is understandable that emergencies will occur from time to time. However, secretaries will call home for the student only when the student is sick; in which case the school nurse will be called to confirm the student is ill. Then the student or secretary will call a parent or guardian to come and pick up the student.

Students will not be allowed to call parents to pick them up for frivolous reasons. The school secretaries or other school personnel will determine other uses of the phone. If a student is allowed to use the phone for other than illness, conversation will be kept to a maximum of 2 minutes, and then the secretary or other school personnel will exercise the right to disconnect the student.

DISTRIBUTION OF LITERATURE

Students shall have the right to possess and distribute literature before morning classes begin, during breaks between classes and after school on the school campus. Any literature that contains libelous statements, obscenities or personal attacks will not be allowed, nor will any literature be distributed that will cause disruption of school activities. Any student petitions should be cleared by the building principal. All petitions shall be free of obscenities, libelous statements, or personal attack, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration. Any student in violation of the above policies and procedures shall be dealt with within a range of counseling through recommended expulsion depending upon the severity of the violation.

HEALTH SERVICES

The school nurse is located in the Northeast corner of the elementary building. It is imperative that the nurse be made aware of any health conditions of any student that could require special precautions or modifications. All students are encouraged to carry and use hand sanitizer and tissues and to practice good hand washing with soap and water as frequently as possible.

The Union County Health Unit will host a flu vaccination clinic on the school premises in the fall. Consent forms will be sent home as soon as they are available. All students and staff are encouraged to participate.

Any student who becomes injured at school shall be attended to by the teacher, principal, or school nurse and the parent shall be notified. If immediate medical attention is needed, the student shall be taken to the physician specified in his/her health information and the parents notified. If no physician is indicated and

immediate attention is necessary, the child shall be taken to the Strong Clinic or transported to the MCSA emergency room. Any ambulance or medical expenses will be the parent's responsibility.

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

The parents/guardians of students found to have live lice will be asked to pick up their child from school. The parents/guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure he/she is free of any lice. The school nurse may conduct random screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

No student displaying symptoms of contagious illness should be at school. Examples are actively experiencing diarrhea, vomiting, or fever of 100 degrees or greater, without medication. Students should be free of symptoms for 24 hours before returning to school. Remember that usually fever is lowest in the morning, rises in the afternoon, and is highest in the evening. Any open areas of skin are required to be covered by a band aid. The nurse will supply information on management of such issues as ringworm, pinkeye, poison ivy, etc. as needed.

MEDICATION

No prescription or over-the-counter medication will be kept by the student. All medicines will be kept in the school nurse's office. Over-the-counter medication will not be administered without a signed over-the-counter medication form.

Students who have written permission on file from their parent and licensed health care provider to self-administer an asthma inhaler shall be allowed to carry and administer it as needed while at school or school-sponsored activities. If students require water bottles in class, a doctors' note must be on file in the office with reason specified.

No medication should be transported by the student. All medications must be brought to school by an adult in bottles labeled by a pharmacy. The label must include - the child's name; the name, strength and dosage of the medication; and the name of the physician. Medication will be given exactly as ordered on the bottle. Any medication ordered one, two, or three times daily can be given at home, outside of school hours. Only medications ordered four times daily or at a specific time during school will be given at school, unless there are extenuating circumstances. The first dose of any medication must be given outside of school, in case of a reaction.

REQUIRED IMMUNIZATIONS

Arkansas law requires immunizations for all students enrolled in public schools. Under normal circumstances, these immunizations are completed before a child enters kindergarten. Then, booster shots are required before entering the seventh grade. Proof of these immunizations is required upon enrollment, either into kindergarten or by transfer. If the immunizations are not complete, the parent/guardian will be notified in writing. The student then has 30 days to complete the required immunizations. After thirty days, the student will not be allowed to return to school until he/she is compliant with the state required immunizations.

WARNING SIGNS AND EMERGENCY TREATMENT OF CARDIAC ARREST

Sudden loss of responsiveness (no response to tapping on shoulders or does nothing when you ask are they o.k.)

If you suspect someone is suffering from cardiac arrest: Tap and shout to see if he/she responds, yell for help, check breathing, give CPR, use an AED, and call for paramedics.

PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, scoliosis and BMI, as required by the state, due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect health issues that could adversely affect the student's ability to achieve to his/her full potential. A parent/guardian may refuse to have any of these screenings done. Any refusal must be in writing, must state a specific reason and must be signed by the parent/guardian and sent to the school nurse no later than **September 1**.

Required medical forms that must be signed by a parent or guardian and returned to the school nurse as soon as possible are found in the front of this handbook. Medication will **not** be given until these forms are returned.

1. Health Information Form
2. Over the Counter Medication Authorization
3. Prescription Medication Authorization (if applicable)

The school nurse is available to high school students upon request. Only minor first aid will be administered at school. If any serious illness or injury occurs, it will be referred to the parents and/or school nurse. It is very important that students list home telephone and business telephone, family doctor and a person to contact in case a parent or guardian is not available at the time of an emergency. This information should be listed on the back of all registration cards. The school nurse will give Tylenol or Aspirin only if a student's temperature is 100 degrees Fahrenheit or above, or if parental permission has been obtained. Tylenol or Aspirin will not be given for headaches unless the school nurse has a written order from a physician stating to do so.

SCHOOL INSURANCE

School insurance is available to the student if he/she wishes to take it. Forms may be picked up in the office and announcements encouraging students to take the insurance will be made in the bulletin. All students involved in athletics may purchase school insurance or provide proof of insurance.

TERRORISM

In the event of a terrorist attack on Strong-Huttig Public Schools, the school will take positive, planned actions to minimize the effects of the attack, insure the safety of all students, secure appropriate treatment and evacuation for the wounded and return to business as usual as quickly as possible. Details of these planned actions can be found in the Crisis Manual. Copies of which are located in the main office of each building.

CRISIS INTERVENTION PLAN

Procedures to follow if tragedy occurs:

1. Teacher at scene should contact principal's office
2. The office staff and/or teacher should:
 - A. remove all students from the area or,
 - B. ring bell to immediately bring students into the classrooms or,
 - C. announce to hold students in class until further notice
 - D. lock all outside doors except exterior doors by the main office
3. The office staff should contact the following:
 - A. School Nurse (pull health folder/emergency form)
 - B. Ambulance and/or Police (911)
 - C. Superintendent
 - D. Counselor
 - E. Parents
 - F. Other outside help if needed
4. Do not call or submit to interviews by the media. Refer media to the principal.
5. Staff and students are not to place calls on telephones, and all incoming calls are to be referred to the office. Do not give out information.
6. Teachers will take all students who are visibly upset to the counselor's office.
7. The principal will have a special announcement or bulletin before the end of the day.
8. The principal may call a faculty meeting after school to discuss the situation.
9. Refer to flip chart or laminated instruction sheet for further instructions. Flip charts or laminated instruction sheets are located in each classroom.

BUS TRANSPORTATION

The purpose of the Transportation Department of the Strong-Huttig Public Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel and citizens who drive on the streets in the presence of school buses. Students and parents should read these regulations carefully. The District regulations must be followed to provide a safe and efficient transportation for the students.

The school district encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the

Transportation Department. It is most helpful when a person can identify the bus by its number when making such a report. Any recommendations that will assist the Department in its operation are also encouraged. The telephone number of the Transportation Department of the Strong-Huttig School District is 870-797-7322.

SUSPENSION, LOSS OF BUS RIDING PRIVILEGES, OR OTHER DISCIPLINARY ACTIONS MAY BE IMPOSED WHEN STUDENTS VIOLATE THE REGULATIONS OUTLINED IN THIS HANDBOOK.
BUS RULES

School buses are operated by Strong-Huttig Public School District as an accommodation to the students and parents. Riding a bus is a privilege that must not be abused.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
4. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself, attend to your own matters, leave other pupils alone, and be reasonably quiet.)
5. No knives, firearms, sharp objects, or animals are allowed on bus or at bus stop (Act 1282 of 1999).
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion. Students are not to put their hands, arms, heads or bodies out of the window. Do not yell at anyone outside the bus (Act 1744 requires students to be seated while the school bus is moving).
7. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisles.
8. Act 728 of 1977 of State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10.00 to \$100.00. Use or possession of tobacco in any form is not permitted.
9. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates this Act shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than \$25.00 not more than \$100.00.
10. Act 1516 of 1999 makes it unlawful for anyone to pass a stopped bus which is receiving or discharging passengers.
11. Do not ask the driver to let you off the bus up town, at the store, to get mail out of the box, or any place except your regular stop.
12. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (Unless the driver directs you

differently).

13. Students who cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver has signaled you to do so.

14. Students cannot ride any bus except their own unless they have a written note from their parent/guardian.

15. A student may not carry any object on the bus they cannot hold in their lap. (Such as science projects, etc.)

16. Male and female students will not be allowed to sit together on any bus trips.

STUDENT TRANSPORTATION REGULATIONS

1. A student riding a bicycle is to obey safety rules. ATV's driven by students are not allowed as transportation to school.

2. A parent who brings a student to school by automobile will adhere to each school's routing procedure to ensure safety. Specific procedures will be disseminated annually at the beginning of school.

3. A student riding a school bus must have on file a parent's receipt of "Transportation Regulations for Student." A student not abiding by safety and/or behavior requirements will be subject to the same discipline as other infractions.

Notes Required – The transportation supervisor, Mr. Mike Sutterfield, will assign each student to a bus route. Parents may request a change in writing to the transportation supervisor. Notification from a parent must be given by noon for students to deviate from their normal transportation routine.

4. The same rules apply to behavior on the bus as on the school campus. Students are under the supervision of the driver and must obey the driver at all times while they are on the bus. Students who fail to cooperate with the driver in maintaining safe and orderly bus transportation will be disciplined and in case of serious or repeated offenses, may be suspended from riding the bus.

BUS DISCIPLINE

There are four levels of bus infractions with increasing levels of disciplinary consequences. The objective is to discourage and eliminate disruptive behavior, especially from repeat offenders, that might distract a driver from their driving responsibilities and cause an accident.

Level One: Minor infraction of safety or courtesy. Level one infractions include making excessive noise of yelling, being out of one's assigned seat, being turned around in one's seat, having hands or head out windows, or other minor incidents of misconduct. A level one infraction may result in detention hall, Saturday School, or one (1) to three (3) days of Bus Suspension as determined by the Dean of Students or Principal.

Level Two: More serious infractions, which directly affect others, or repeated level one infractions. Level Two infractions may include threatening, rough play,

profanity, or repeated Level One infractions. A Level Two infraction will result in three (3) to five (5) days of Detention Hall, Saturday School or Bus Suspension for the first offense, and three (3) to five (5) days Bus Suspension as determined by the Dean of Students or Principal for the second offense.

Level Three: Misconduct, which may endanger others or repeated Level One or Level Two infractions. Level Three infractions may include refusing to identify oneself, fighting, smoking or dipping, insubordination, vandalism, throwing objects, spitting, bullying, or repeated Level One or Level Two infractions. A Level Three infraction will result in a three (3) to five (5) day bus suspension for first offense, ten (10) days bus suspension for second offense and if a fight occurs on the bus, school suspension as per the school's fighting policy. A third offense will result in suspension from the bus for one semester.

Level Four: Severe safety infractions or repeated Level one, Level Two, or Level Three infractions. Level Four infractions may include indecency, knife or firearm possession, sexual harassment or repeated Level one, Level Two, or Level Three infractions. A Level Four infraction will result in permanent suspension from the bus. Note: Having a weapon such as a knife or firearm will result in the application of the rules in the section under Rules of Conduct.

As a part of the bus safety program, students are subject to being videotaped. Neither drivers nor students will know camera locations. The tapes will be reviewed as necessary to determine any problems and the proper disciplinary referrals submitted to the Dean of Students or Principal.

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

The Strong-Huttig School District agrees to allow the student identified in the returned forms to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student-owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

Conditional Privilege: The student use of the district's access to the Internet is a privilege conditioned on the student's abiding by this agreement. No student may use the district's access to the Internet whether through a district or student owned electronic device unless the student and his/her parent or guardian have read and signed this agreement.

Acceptable Use: The student agrees that he/she will the district's Internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.

Penalties for Improper Use: If the student violates this agreement and misuses the

Internet, the student shall be subject to disciplinary action. (A.C.A 6-21-107)

“Misuse of the district’s access to the Internet” includes, but is not limited to the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintain access to materials which are “harmful to minors” as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the district’s Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or access to the Internet

including penalties for copyright violations.

No Expectation of Privacy: The student and parent/guardian signing below agree that if the Student use the Internet through the district's access, that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's Internet access and may also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the Student's parents/guardians. The district may assign students' email accounts for educational purposes only.

No Guarantees: The district will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.

REGULAR GRADE SCALE AT STRONG HIGH SCHOOL

A= 90-100% = 4.0 B=80-89% = 3.0 C=70-79% = 2.0 D=60-69= 1.0 F=BELOW 60%= 0.0

WEIGHTED GRADE SCALE AT STRONG HIGH SCHOOL

A=90-100%= 5.0 B=80-89% = 4.0 C=70-79% = 3.0 D=60-69%=2.0

Gardner-Strong Elementary and Kindergarten

E (Excellent) =100-90

S (Satisfactory) =89-80

N (Needs Improvement) =79-60

U (Unsatisfactory) =59-0

Grades 1st - 6th

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F=BELOW 60

Gardner-Strong Elementary

School Hours	8:00a.m.-3:05 p.m.
Breakfast Served	7:30 a.m. – 7:55 a.m.
First Bell	8:00 a.m.
Tardy Bell	8:05a.m.
Car Riders	3:00 p.m.
Bus Riders	3:05 p.m.

Strong High School

School Hours	8:00 a.m. – 3:15 p.m.
Breakfast Served	7:30 a.m. – 7:55 a.m.
First Bell	7:55 a.m.
Tardy Bell	8:00 a.m.
Student Dismissal	3:15 p.m.

On Wednesdays students will be dismissed at 2:50 p.m.

—RETENTION POLICY (K-6)

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement the final decision to promote or retain shall rest with the principal.

Students in kindergarten- 2nd grades not performing at grade level during the regular school year will be retained. Kindergarten -2nd grade students must function at an independent level for reading fluency, comprehension and math skills. Students in grades K-2nd grades will be promoted to the next grade level when proficiency has been shown in the core subjects of MATH and ENGLISH. Proficiency is evaluated by examining course grades and achievement test scores.

Students in grades 3rd - 6th will be promoted to the next grade level when proficiency has been shown in the core subjects of MATH, SOCIAL STUDIES, ENGLISH, and SCIENCE. Proficiency is evaluated by examining course grades and achievement test scores. A student must pass three of the four courses. A student must have a passing grade after averaging both semester grades.

If a student's promotion is in question, a committee will review all facets of a student's work and render a decision as to promotion or retention. The committee will be composed of the following: Teacher, Counselor, Principal, Other Teachers, and Instructional Facilitator. Other factors to be considered are: Maturity, Behavior of student, Age & Size, Ability, Attendance, Past Retention and Standardized Testing/Diagnostic.

ACCREDITATION

Strong High School and Gardner Strong Elementary are accredited by the State of Arkansas and the Advance Education Association (formerly North Central Association).

ATTENDANCE & CREDIT

Students attending Strong-Huttig School District, in accordance with Act 1223 of 2011 may be denied course credit, promotion or graduation if they exceed 10 absences in a semester. Parents will be notified following the fifth absence (one half of the total allowed absences). Parents are subject to a civil penalty when the student exceeds the number of absences.

The Strong Huttig school board, as required by law will allow a student or student's parent or guardian to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of absences allowed under the policy. The policy also allows exceptions as necessary to satisfy Individualized Education Program (IEP) or 504 plans. Act 1223 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan.

Act 1200 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. Also, proof is needed for those students who are being provided schooling at home to meet requirements of *Act 1200 of 1997*. Under *Act 1200 of 1997* a student must present proof of a "C" average for the previous semester to be issued a license. *Act 1308 of 1997* requires that each public, private, or parochial school shall notify the Department of Finance and Administration whenever a student fourteen years of age or older is no longer in school.

The students will be required to maintain a level of attendance which will enable them to discharge their responsibilities as learners and which will enable the school to meet its obligations to the students. Therefore, the following specific rules are provided:

It is the responsibility of the parent to see that a student is in attendance at school. When a student is absent from school for any reason other than a school function, he/she is required upon return to bring a written excuse signed by the parent/guardian explaining the cause and duration of the absence.

When a student has been absent from school a total of five days in a semester, the principal will send a letter to the parent/guardian requesting a Parent-Student-Principal conference. If the parent/guardian has not contacted the principal within one week requesting this conference, the County Juvenile Court will be notified and requested to help arrange this conference. If the student is covered by the Arkansas Compulsory School Attendance Laws, the school will notify the County Juvenile Court that the student has not met the minimum attendance requirements and will recommend prosecution. A student who does not attend the minimum number of days will be permitted to attend school without credit. **When a student is suspended from**

school, the number of days required by the school will not be counted in the student's total absences. Students having an extreme illness (doctor excuses are required) or any unusual circumstances that would cause them to be absent for an excessive amount of days will be allowed to make such causes known to the principal. Students who are denied credit due to excessive unexcused absences may appeal to the Academics Committee to determine if extenuating circumstances would justify an extension.

Students must be present the majority of the day to participate in any school activity on that day unless special permission is granted by the principal. This also includes athletics. (Exception: doctor's excuses, etc.) The principal will follow the guidelines of the Arkansas Activities Association.

1. A student must be in class for 2/3 of the class period or he/she shall be counted absent. Exception to this rule will be granted if the student has a pass from a teacher or from the principal stating that the student was detained.
2. School trips will not be counted as absences.
3. Students attending South Arkansas Community College will be required to follow **SACC calendar and attendance policy** while in attendance at SACC. Attendance at South Ark is expected unless otherwise informed by the administration.
4. To receive credit for a course, a student must be in attendance until the end of the semester and must fulfill the requirements of the course. Semester exams will not be given early to fulfill requirements.

COURSE ENROLLMENT

A student at Strong High School will be enrolled in courses according to his/her classification freshmen are expected to take and complete 9th grade courses; sophomores, 10th grade classes, and so on. This sequence will be followed unless unusual circumstances necessitate an exception, and that exception must be authorized. Students who fail any required academic course are required to complete (make-up) that course through a correspondence course. (NOTE: All correspondence courses must be approved by the counselor and principal. Correspondence courses will be monitored and tests given by the counselor. Students must complete correspondence courses in the appropriate time to satisfy all graduation and handbook regulations. **Students and their parents will be responsible for the cost of any correspondence course.**) Students who fail courses run the risk of slowing down their progress because of scheduling conflicts. Students must always take course work seriously.

CLASSIFICATION

Students should follow these guidelines to determine requirements for classification. As graduation requirements change, the guidelines change to reflect them.

Grade 9 – promoted from grade 8

Grade 10 – 5.5 credits

Grade 11 – 11.5 credits

Grade 12 – 17.5 credits

SEVENTH & EIGHTH GRADE PROMOTION

A 7th or 8th grade student will be promoted to the next grade when proficiency has been shown in the core courses of MATH, SOCIAL STUDIES, ENGLISH and SCIENCE.

Proficiency is evaluated by examining course grades and achievement test scores. A student must pass three of the four courses. A student must have a passing grade after averaging both semester grades. The final decision of promotion/retention will be made by the principal. **Seventh and eighth grade students who do not progress to the next grade at the end of a school year must retake the entire curriculum assigned to the grade at which they remain, regardless of any passing mark received for a particular course.**

HOMEBOUND STUDENT POLICY

Definition: Any student who is absent from school for an extended period due to an illness, an accident resulting in serious injury, pregnancy or other physically handicapping conditions.

Criteria for Students and Parents

1. It is the parents' responsibility to contact the principal's office within three (3) days to schedule a conference.
2. There must be a parent-administrator-counselor conference within three (3) days after the student visits the doctor due to any of the above conditions.
3. The parent must have a file in the principal's office within three (3) days after the student returns to school, a doctor's recommendation of the dates the student was not able to attend school.
4. On receiving notice of the homebound student, teachers are required to furnish the principal's office the assignments, homework and projects each week.
5. Teachers must grade the homework and return it to the principal's/counselor's office each week.
6. It is the parents' responsibility to pick up the homework assignments and to return the assignments to their child.
7. When the student returns to school, he/she must take all tests and complete any work missed during the time away from school.
8. When student has completed all of the requirements and has passing grades, he/she will receive credit for the subjects taken during this period of confinement.
9. An aide working under the supervision of the regular teacher may visit the home to give instruction if needed.

COURSES FROM OTHER SOURCES

Classes that are outside the regular school curriculum (correspondence, and "independent study") and are taken to correct a **deficiency resulting directly or indirectly from failing marks** are limited to the discretion of the school counselor and high school principal per individual case. Classes taken for other academic reasons (college prep, advanced placement, vocational, etc.) do not fall under this limitation. To receive "independent study" credit, a student must follow these procedures:

1. The student will submit an application for independent study to the Principal.
2. The student will submit a course outline from the teacher to the Principal.
3. The application for independent study and course outline must be submitted within the first two (2) weeks of school, i.e. the first ten (10) school days. If the course is for a half credit, the application for independent study and course outline must be submitted within the first two (2) weeks of the semester.

COURSES TAKEN AT THE SOUTHARK CAREER CENTER

Students who attend vocational career courses at South Ark during the school day will return to the school a signed contract outlining their responsibilities concerning grades, attendance, and finances. These contracts will be given to vocational students at the beginning of the school year. Students will not attend South Arkansas Community College if these contracts are not signed and returned to the principal or counselor. Students are to be transported on a school bus to South Ark. Only if a doctor or dentist appointment is provided will students be allowed to drive their own vehicle. A note and call from a parent is required the day that a student is requesting to drive their vehicle for doctor or dentist appointments. If a student has a job in El Dorado that he or she goes to immediately after South Ark, a note from their employer will be required. Under no circumstances will students transport other students to South Ark. This will result in removal from the program and placement in afternoon classes at Strong High School. When students return from South Ark, they are to leave campus immediately or they will be assigned a 7th period class by the administration. The bus will be available every day. South Ark students will report to the cafeteria at the assigned time and remain there until the bus comes around to pick them up. At that time if they need to retrieve equipment from their vehicle for class it is permitted. Checking out and not riding the bus to South Ark will be an unexcused absence and the teacher/administration will be informed. Students will not be excused from South Ark for athletic events that begin after the return of the South Ark bus.

ON PAR CLASSROOM

The On Par Classroom is designed to accommodate students who are not progressing appropriately or who have conditions or situations that may prevent them from progressing appropriately in a normal classroom setting. The On Par Classroom is not punitive, and neither poor academic performance by itself, nor poor behavior by itself, will qualify a student for placement. Students who show sufficient progress may be returned to a regular classroom. Sufficient progress is demonstrated by meeting exit criteria outlined by the school.

A student will be evaluated for progress at least once each grading period (9 weeks), but exiting the placement will usually occur at the end of a semester. All placements and exits, as well as classification upon exiting, are determined by the On Par Placement Team. Parent/guardian permission is requested to place a student, but the school retains the right to act on its own if the parent/guardian is unavailable, unresponsive, or displaced.

On Par Classroom students are held to the same rules as regular classroom students. Each student will have an Academic Improvement Plan aligned with the Arkansas state curriculum benchmarks and frameworks. Goal setting techniques, behavior objectives, and other techniques to improve a student's productivity, responsibility, and accountability will be included as needed. Students in the On Par

Classroom are expected to complete all academic and behavior goals, and may be removed if they do not.

CONCURRENT CREDIT

In Accordance with *Act 1097* of 1991, any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulation adopted by the college or university. Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation. Students must comply with applicable enrollment or graduation requirements of the public high school. Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported college or private institution shall be the equivalent of one-half unit of high school credit. College credit earned at a publicly supported college/university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms. All such credit shall be counted as elective credit except as noted elsewhere in this policy. All cost of higher education courses taken for concurrent college credit are the student's responsibility except as noted elsewhere in this policy. Any such course must be one for which college credit is awarded Strong High School has provided for students who may wish to take college level courses by reimbursing the student for tuition and books under the following circumstances:

--The student has finished the curriculum at Strong High School. For example, a student has taken all of the math courses Strong High School has to offer in their program of study and College Algebra would be next in sequence for the normal progression of the student.

--A scheduling conflict arises and the student cannot take a course required for high school graduation because another required course is scheduled at the same time; if a proper college level course exists, it may be substituted with the approval of the Academic Committee. This conflict should not be the result of failing a course when it was offered, failure to take the course when it was offered, or be the result of discrepancies with the schedules of other institutions.

The District accepts the following concurrent credit courses to satisfy specific graduation requirements. Periodically, this list may be amended. Students should always confer with the Counselor for the most current information concerning concurrent credit that is not elective.

Composition I and II (or its approved equivalent) for English IV

Western Civilization I and II (or its approved equivalent) for World History

US History I and II (or its approved equivalent) for American History

Elementary Foreign Language I and II (or its approved equivalent) for Foreign Language

Intermediate Foreign Language I and II (or its approved equivalent) for Foreign Language II

College Algebra I and II OR College Trigonometry I and II OR College Algebra I

College Trigonometry I (Or its approved equivalent) for a senior mathematics

CLASS SCHEDULE CHANGES

Schedule changes will only take place until the deadline date established by the administration. All class changes should be made within the first ten school days of each semester. No student-initiated schedule changes will take place after this date. The principal and counselor may change a schedule after the ten days if needed in the judgment of the administration.

VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES

Valedictorian and salutatorian will be determined at the end of the third nine weeks (3rd 9 weeks of senior year). To be eligible for valedictorian or salutatorian, a student must have been a full-time student at Strong High School for the two full semesters' immediately preceding graduation. Honor status will be bestowed upon those students who maintain at least a 3.50 (4.0 scale) grade point average. Strong High School will not recognize organizations that do not have a chapter established at the school.

A designation of "Honors and Acclamation" will be bestowed upon students who follow the curriculum, as designated by the school, that satisfy a requirement of the highest level of study and college preparation, and maintain a 3.5 (4.0 scale) grade point average. Such graduates will be recognized at commencement with special attire and notations. This is the highest academic honor at Strong High School.

GRADUATION CEREMONIES

A student who meets all requirements for graduation may participate in the graduation ceremonies to receive his/her high school diploma. The graduation speaker will be chosen by the administration with suggestions from the senior class. A student who does not complete the course requirements or regular attendance will not participate in Strong High School graduation ceremonies. Students who disrupt the harmony of the school environment during the last month of school will not be allowed to participate in graduation. This includes violence toward faculty, staff and students or threats of violence toward faculty, staff and students. As you near the completion of your graduation requirements, you will need pertinent information regarding the events of the week preceding graduation with particular emphasis on the Commencement Exercises.

THE FOLLOWING CHECKLIST SHOULD BE CAREFULLY READ AND RETAINED FOR GUIDANCE AND CONTINUED REFERENCE THROUGHOUT THE GRADUATION PROCESS.

Neither classification, participation in senior events, receipt of official announcements, nor the appearance of a name in the printed program will be considered as conclusive evidence of graduation. Candidates are personally responsible for satisfactorily completing all general school, academic, and financial requirements.

Commencement exercises will be held on May 18, 2018. Prospective graduates are required to assemble at 6:00 p.m. in the cafeteria. Prospective graduates who arrive

late may not be allowed to sit with the graduating class. Please encourage your guests to be seated by 6:50 p.m. to witness the procession of the graduates. Teachers will be expected to be in attendance.

The academic attire consists of cap, gown, and tassel. Male: white collared shirt with a dark solid tie, dress slacks, dress shirt with dress shoes. Females: Dress or dress slacks with appropriate top and dress shoes. **You will not be allowed to walk if you show up not in proper attire!**

The cap is an essential part of the academic attire and is to be retained on the head throughout the academic exercises, except during prayer, National Anthem, and the singing of the *Alma Mater*. In particular, the cap is not to be removed at any point during the Conferring of Diplomas.

Clearance for graduation is the process of official compliance with the academic and financial requirements established by the school. Each candidate is personally responsible for obtaining academic and financial clearance for graduation. Please consult the counselor to determine if you have met all academic requirements. For financial clearance, you must receive clearance from each of your teachers. **Only candidates with official clearance by the counselor, each teacher and the principal will be approved to participate in the Commencement ceremony.**

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation are earned from the categories listed below. A minimum of 23 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 23 units required for graduation by the Arkansas Department of Education, there are some distinctions made between Smart Core units and Graduation Units. Not all units earned towards graduation apply to Smart Core requirements. The provisions of a student's Individual Education Plan (IEP) serve as his/her graduation plan.

Digital Learning Courses

The District shall offer one or more digital learning courses(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school. As in other classes, books for digital classes will be supplied by the district. They may be in electronic form.

SMART CORE: 16 UNITS

English – four (4) units – 9th, 10th, 11th, & 12th

Oral Communications – one half (1/2) unit

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

Algebra I or Algebra A & B (can be taken in grades 7-8 or 8-9)
Geometry or Investigative Geometry or Geometry A & B (can be taken in grades 8-9 or 9-10)

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

Algebra II

Beyond Algebra II – this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topics and Modeling in Mathematics, Mathematical Application and Algorithms, Linear Systems, and Statistics, or any of several IB or Advanced Placement math courses (comparable concurrent credit college courses may be substituted where applicable.)

Natural Science – a total of three (3) unites with lab experiences chosen from – one unit of Biology and two units chosen from the following three categories (these are acceptable options listed by ADE for each)

Physical Science, Chemistry, Physics or Principles of Technology I & II or PIC Physics

Social Studies – three (3) units

Civics – one half (1/2) unit, Economics – one-half (1/2) unit, World History one (1) unit, American History one (1) unit

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

Health and Safety – one half (1/2) unit

SMART CORE CURRICULUM POLICY

In order to ensure that every child in the Strong/Huttig School District has access to a rigorous curriculum, beginning with the seventh grade class of 2004-2005 academic year, the smart core curriculum and common core curriculum will be a standard component of the required course of study to graduate. To inform parents and students about the smart core curriculum and the required course of study for graduation the Strong/Huttig School District will follow these procedures:

* End of 6th grade-parents and students will be notified of this policy along with the smart core curriculum and the courses necessary for graduation by newsletter.

* In August of each year, all 7th grade students and parents/guardians will attend an orientation to ensure understanding of smart core curriculum and the courses necessary for graduation. All students will participate in the smart core curriculum unless the parent or guardian waives a student's right to participate. In the case of the waiver, the student will be required to participate in the common core curriculum.

* All parents starting with the 7th grade parents of 2004-2005 will sign off on the smart core informed consent form provided by the ADE indicating choice of curriculum and course of study for graduation.

* The smart core informed consent form will be part of a student's permanent record beginning with the 7th grade of 2004-2005.

* Process for reversal: Step 1) Parents or guardians must submit in writing a request

to reverse the informed consent agreement which will be attached to the original informed consent agreement. Step 2) A written plan of the new required courses of study to be completed by the end of the senior year for the student. Step 3) Signature of the parent, principal, and counselor will be required on the reversal of smart core informed consent form. Stipulation of Reversal: This process can only be done if the new required course of study can be completed by the end of the senior year

* Transferring to other schools/districts: The smart core informed consent form will be a part of the request form for permanent records to the other schools for student enrolling and will be part of the permanent records sent to schools for students transferring out of district.

* Each year, this policy will be part of the Student Handbook at Strong High School beginning with the 2005-2006 academic years to ensure continuing notification.

*Act 478 requires students graduating in 2019 and thereafter to pass a test similar to the civics portion of the citizenship test to graduate.

*Act 480 added a requirement for the students entering ninth grade in 2017-18 to, at some point between entering 10th grade and graduating, cover the personal and family finance standards to graduate.

In order to graduate from Strong High School, a student must complete the following requirements: 23 credits to include the following courses:

CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics -

4 units

- Algebra 1 or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.
- **A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement

Science–

3 units

- At least one unit of Biology
- At least one unit of physical science

Social Studies- 3 units

- Civics – 1/2 unit and 1/2 Economics
- World History- 1 unit
- U.S. History – 1 unit

Oral communications – 1/2 unit

SMART CORE CURRICULUM (Graduating Class of 2014 and After)

English – 4 units

English 9th grade
English 10th grade
English 11th grade
English 12th grade

Mathematics – 4 units

Algebra I or Algebra A & B (Grades 7-8 or 8-9)
Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
Algebra II
Fourth Math Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science – 3 units with lab experience chosen from:

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

Social Studies – 3 units

Civics – ½ unit and Economics ½ unit (could also count in Career Focus)
World History-1 unit
U.S. History-1 unit

Oral Communications ½ unit

Physical Education ½ unit

Health and Safety ½ unit

Fine Arts – ½ unit

Career Focus – 6 units.

Parents or guardians may waive the right for a student to participate in Smart Core by signing a waiver form and placing a student in the Core Curriculum.

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CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 units

- Algebra 1 or its equivalent
 - Geometry or its equivalent
 - All math units must build on the base of algebra and geometry knowledge and skills.
- **A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science –3 units

- At least one unit of Biology
- At least one unit of physical science

Social Studies– 3 units

- Civics - ½ unit and ½ Economics (may be counted toward Career Focus)
- World History – 1 unit
- U.S. History- I unit

Oral communications–½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Fine Arts ½ unit

Career Focus 6 units

GRADING

Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. A reading program designated by the district may also be considered as part of their grades that appear on the report cards.

MARKING PERIOD

The marking period exam will count 20%, test average will count 40%, and teacher directed work will count 40% to make up a students’ grade.

Teacher directed activities should include all laboratories, projects, etc. as well as class-work and homework. Course outlines should be approved by the Principal. Students should be test evaluated at a minimum of six (6) per nine weeks. This does not include the Exam. All tests and exams should include constructed response and open ended response.

SEMESTER

Semester Exam	20%
First Marking Period	40%
Second marking Period	40%

There will not be any exemptions from exams.

PARENT CONTACT

Parents or guardians shall be kept informed concerning the progress of their student. Parent- teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period. See schedule at front of book for parent/teacher conference days.

GRADE POINT AVERAGES/HONOR ROLL

Student grade point averages will be figured on academic courses only. Activity courses will not be computed in the grade point average. Course grade will be figured on the following scale: A=4; B=3; C=2; D=1; and F=0. Weighted courses are figured on the following scale: A=5; B=4; C=3; D=1; F=0. Weighted courses will be used to determine rank order for local graduation purposes and will not be indicated on transcripts. **Advanced Placement courses are given weighted credit if a student completes the entire course AND completes the appropriate Advanced Placement Exam** (scoring a two or more is required). Students should see the counselor for information on Advanced Placement courses. In order to be eligible for valedictorian or salutatorian or honor graduate, students must take a core curriculum of courses as outlined by the Arkansas Department of Education. (Act 980) In order for a student to make the honor roll, he/she must have all A's and B's in the classes he/she is taking. The honor roll is a distinct honor and is something which all students should strive to achieve.

HOMEWORK POLICY

School Procedures

Homework should be assigned regularly in academic subjects in Strong-Huttig Public Schools. Teachers are responsible for the careful planning and evaluating (grading) of all Homework /class-work assignments. Homework assignments should reinforce previously studied skills and not new skills. In the High School, homework/class-work should be assigned regularly. Discretion should be used in making weekend assignments and after school activities should be considered. No homework/class-work will be accepted after the due date unless the teacher grants permission.

Guidelines for Students

To consult with the teacher about work to be completed after an absence on the first day the student returns to school. To understand that content, structure, and appearance of all written homework assignments are important elements in the grading process. To demonstrate integrity and not to give or receive so much help that the value of the homework will be destroyed. To meet the deadlines and understand the penalties. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her present assignment.

Guidelines to Parents

Please encourage regular attendance and punctuality in school and class. Be sure that students and/or parents themselves pick up assignments missed when a student is absent.

Provide the student with a time and place to carry out his/her assignment. Contact the teacher, counselor, or administrator in the event of questions or concerns. Be supportive of the homework policy, as it is an integral part of the student's learning process. Encourage integrity and never give so much help that the value of homework is destroyed. No homework will be accepted after the due date unless the teacher grants permission.

CLASSWORK MAKE-UP

1. Students who have been absent will be required to make-up work missed in each class. A student with excused absences will be allowed equal number of days to make up work. Only in extreme cases of prolonged absence will more than five (5) days be allowed for work to be made up unless permission is granted by the principal.
2. If work is not made up within five (5) days of his/her return, the student receives a zero for that grade(s). It is the student's responsibility to obtain all make-up work from the teachers immediately upon return to class
3. A single day's absence does not excuse a student from responsibility for all recitations, etc., on the day of his/her return.
4. Upon returning, the student who has been absent is responsible for work assigned prior to the absence. Previously announced deadlines for long-term work (research papers, term projects, etc.) must be honored regardless of attendance, except in cases of extreme emergencies.
5. Students who are suspended out of school may not make up work. A student in In School Suspension is required to complete all class work while in ISS. Class work is to be returned to the teacher at the end of each day.
6. If a student has an incomplete grade recorded at the end of a grading period or a semester that a n I (Incomplete) will be changed to an F after a period of ten (10) days unless the student or his/her parent has made arrangements for make-up work with the principal prior to the expiration of the ten (10) days. Those arrangements must be documented in writing and signed by the student and/or parent.

ACADEMIC IMPROVEMENT PLANS

An Academic Improvement Plan (AIP) is required remediation for any student who does not score proficient or better on any Arkansas Benchmark Exam, ACT Aspire, or End of Course Exam. Act 930 and 936 may refer to these plans as student success plans. Students will not be retained for not participating in these plans and parents will be notified twice during the school year of students reading levels. These plans will address a student's individual deficiencies, and may be offered by tutoring programs, learning labs or other formats. They may be during or outside the school day according to Arkansas Department of Education rules and may vary from school to school.

CURRICULUM ASSIGNMENT

When a student has completed 10 semesters of high school work (grades 9-12) or 14 semesters (grades 7-12) and has not graduated, the student will be evaluated for placement in an alternative learning environment by the school.

ACTIVITIES

Strong High School participates in athletics under the guidance of the Arkansas Athletic Association. The school is part of the 7AA East Football Conference and the 7AA East Basketball Conference. In order to be eligible for athletics, students must meet all guidelines set forth by the Arkansas Athletic Association and the Arkansas Department of Education. Sports offered at Strong are football, basketball, baseball, softball, track and cheerleading. All students have an option of purchasing an accident insurance policy through the school. Various clubs, such as FHA, Library Club, Beta Club, etc., have fees, but these amounts are voted upon by the membership with the advice of sponsors.

IMPORTANT: Any athletic equipment that the student is responsible for, such as shoes, etc., must be paid for before they are ordered for the student.

STUDENTS GOING TO AND FROM SCHOOL SPONSORED EVENTS

If a school activity requires transportation to the site of the event, student will be required to use the transportation provided by the school. Students who ride to the site of the event using school transportation may leave the site with their parent or an adult designee provided such arrangements are made with the sponsor in writing by the parent or legal guardian. The parent, legal guardian or adult designee must sign the student out with the sponsor at the conclusion of the event. The sponsor will provide a sign out sheet.

CONDUCT AT EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are a vital part of the Strong High School curriculum. Students are encouraged to be a part of these activities through active participation or support. Students should realize that they are under the supervision of Strong High School and all rules of conduct apply. The following are a few added notations for attendance at extracurricular events. Once you are inside the area for an activity; you may not leave the area. If you leave, you must pay to re-enter. If other teams or schools are involved in an activity with Strong High School, you are expected to treat them with courtesy.

SCHOOL NEWSPAPERS & UNOFFICIAL PUBLICATIONS

Students shall have the right to establish and maintain a student newspaper for the primary purpose of reporting school news. Students have the right to editorialize as long as it does not contain obscene language and libelous materials. Any student that is not in compliance with the above statements shall be punished. Punishments range from counseling to an expulsion recommendation.

SCHOOL ORGANIZATIONS

The following rules apply:

1. No state or federal law prohibits student organizations at the elementary or secondary level at Strong-Huttig Public Schools.
2. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria.
3. Students may, however, be restricted to membership on the basis of sex, but only if the organization is entitled to Title IX exemption under the Bayh amendment. This

amendment gives exemption to organizations that are

- A. voluntary youth service organizations
 - B. Tax exempt under section 501 of the 1954 Internal Revenue Code (religious and charitable organizations)
 - C. Single sex by tradition
 - D. Principally composed of members under age 19.
4. School fraternities and secret societies are banned in Arkansas public schools.

HOMEcoming

Homecoming is a school sponsored event, governed by the same rules and regulations as any other school event. In addition, the following regulations and guidelines apply: The Homecoming Court will consist of the Queen, the Honor Maid, and an attending Maid from each grade 9-12. Students at grades 9-12 will elect the Queen by secret ballot from a list of eligible 12th graders. Students at each grade level will elect the maid from that grade by secret ballot. Any student who is not on Academic or Disciplinary Probation may vote. The Honor Maid will be selected by the faculty from the eligible 12th graders. All maids and the Queen will be expected to stay on the float until halftime of the game if weather permits. The Homecoming Committee will conduct the elections, review the ballots, and count the votes. All candidates for Queen or Maid must meet the following requirements:

1. Meet all the requirements of the Arkansas Activities Association for extracurricular activities including grade point average.
2. Must have been promoted from the previous year to a higher classification.
3. May not have been elected maid the previous year, except that 12 graders are eligible for all 12th grade positions

A student may request that her name not be placed on the Homecoming ballot; however, the Homecoming Committee may set a deadline for such requests. In any instance where there are not enough eligible candidates on the ballot to fill all positions, the faculty reserves the right not to select an Honor Maid, or to select from a lower classification. During the evening ceremony, each member of the homecoming royalty will be escorted by her father or by an adult (parent/guardian) standing in loco parentis who is approved by the administration. During the ceremony during school, each girl of the homecoming royalty will select a Senior High football player (10-12) for an escort. Male students who are 12th grade players must be selected first. The Queen will select first, then the Honor Maid, and then the attending maids alphabetically. Elementary attendants are to be chosen from the kindergarten class. If there are not enough players to accommodate the maids, the maids may choose a male student from her class upon the principal's approval. All homecoming parade floats, cars, and drivers must be approved by the principal. **The High School Principal will select the Homecoming Committee from the High School Campus and Elementary Campus faculty and staff.**

JUNIOR/SENIOR PROM

To be eligible to attend the Junior/Senior Prom:

Students must be classified at grades 11 or 12. There is no history of violence (fighting or threatening of students or staff). All attendees must be approved by the high school principal. Dates must be classified at grades 10-12 and must be less than 22 years

old. Dates that are not currently in high school (or its equivalent) must have completed high school (or its equivalent). A date may not be approved if it is discovered that he/she is under, or has been under, any type of disciplinary action at another public or private institution or authority that would render him/her ineligible if he/she were a student at Strong High School, or **who might be a possible disciplinary or security risk**. The prom is subject to all guidelines and regulations of school-sponsored events. Students who are suspended from school are also suspended from any extracurricular activity for the length of the suspension.

ATHLETIC POLICY (for all sports)

1. Situations not covered in this policy will be handled by the coaching staff on an individual basis.
2. Strict and fair discipline will be enforced. Inappropriate conduct will not be tolerated.
3. Athletes will be expected to behave in the classroom and on the playing field.
4. Illegal drug or alcohol use will not be tolerated.
5. Athletes will be expected to take care of all school equipment and facilities.
6. Athletes will be assigned locks and lockers. Valuables should be left with a coach. The coaching staff will NOT be held responsible for valuables left in locked or unlocked lockers.
7. Athletes will pay for any issued equipment that is not turned in when required. Specialty equipment that is ordered must be paid for in advance (cheer uniforms, etc.) All bills must be paid before students can graduate or participate the following year in activities.
8. The student dress code will apply in all athletic facilities and to and from games.
9. All athletes must participate in the off-season program the semester previous to participate in a sport. Eligible transfer students, medical situations, or other extreme circumstances may warrant an exception.
10. An athlete will dress out and participate in any practice activity unless he/she is absent from school or has a doctor's excuse.
11. An athlete will be disciplined for any unexcused absence from practice.
12. Any missed practice must be made up and unexcused practice make up will be set by the coach. If the makeup work is not completed by game day, the athlete will not participate in that game or in any future game until the work is made up.
13. Athletes will travel to and from athletic events on the team bus. The only exceptions will be if a parent meets with the coach before the event, or gives the coach a signed, written note in person stating that the parent will be responsible for transporting the athlete (this applies only after the event is over).
14. An athlete who quits a sport on his/her own will not be permitted to return during that season. Coaches will treat each instance on a case by case basis.
15. To participate in any sport, an athlete must meet the eligibility requirements set forth by the Arkansas Activities Association and the Arkansas Department of Education.
16. Athletes that miss school on Friday with an unexcused absence cannot participate during weekend activities. Athletes must attend school a full day of school or have an excused absence (doctors or dentist excuse, or court/judicial documentation) to participate in extracurricular activities.
17. Students with major disciplinary infractions may be dismissed from the team at any time. All team members will be given two copies of behavior and team expectations at the beginning of the season with one to be signed and returned and

the other to remain with parents/guardians.

18. Students that do not have a physical on file with the school will **not** be allowed to participate in athletic programs. Students are responsible for the cost of the physicals.

DRUG/ALCOHOL AND DRUG TESTING POLICIES

The Strong-Huttig School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes and the total development of each individual. Our stakeholders are determined to help students by providing another incentive for them to say “No.”

Definitions:

Drug: Any substance considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician for that individual.

School Campus: Any property that is owned by the Strong-Huttig School District including buses, bus stops, rental property, as well as the school campuses.

Extracurricular Activities: Any activity that meets the guidelines of the Arkansas Activities Association and/or sponsored by the Strong-Huttig School District. This includes spirit groups, student groups, and students driving on campus.

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

Testing Coordinator: The superintendent or his/her designee shall be the testing coordinator.

Students to be included: Any student that participates in extra-curricular activities of any sort in the district.

TESTING AGENCY:

The district will choose a certified testing agency in cooperation with the School Resource Officer and Union County Juvenile Probation for the purpose of conducting drug tests with the criteria set forth by the district, processing sample results, and maintaining privacy with respect to test results and related matters.

Prescription Medication:

A student taking prescription medication that is not prescribed to them will be considered misusing legal drugs and be “positive” for drug use.

Positive test results of legal or illegal drugs will result in the minimum of a parent conference to a maximum of expulsion. Drug testing will be random unless the district has a reasonable suspicion that a student is under the influence of drugs or is using drugs in the district, parents will be contacted as well as the School Resource Officer. That student will be sent home pending a parent conference and recommended for a drug test at the parents’ expense. If the student is tested positive, a meeting with testing coordinator will be scheduled. The student may be retested in one month and if he/she tests positive for a second time, the sponsor of the activity they are involved may take action including removal from games or practices as advised by the administration. Students may be subject to other disciplinary action (suspension for up to 9 days) if his or her actions are

creating a disruption in the learning environment of the Strong-Huttig School District. If a student is in possession of drugs, refer to the other areas of the handbook under items prohibited at school.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOL STUDENTS

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity home schooled students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

The District shall abide by this policy and have the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home schooled. Areas of eligibility criteria such as a student's age and semesters of eligibility criteria are the same for home-schooled and traditional students and are governed by the AAA Handbook.

Home-schooled students means a student legally enrolled in an Arkansas home school and who meet or have met the criteria for being a home schooled student, as established by A.C.A 6-15-503.

Interscholastic activity means an activity between schools and subject to regulation of the Arkansas Activities Association that is outside the regular curriculum or of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

The parent(s) of any student who wishes to participate in an interscholastic activity shall mail or hand delivers a completed application from his/her child's school's principal before the sign-up, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules shall deny those that don't meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. This student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practice for the interscholastic activity to the same extent as is required of traditional students. A home-schooled student whose application has been approved; who has met the try out criteria; and who has been selected to participate in the interscholastic

activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- Standard of behavioral and code of conduct
- Attend the practices for the interscholastic activity to meet the same extent as required of the traditional students;
- Permission slips, waivers, physical exams; and
- Participation or activity fees.

A student whose application for eligibility or to participate in an interscholastic activity is accepted is required to enroll in no more than one (1) course in the District's school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students and the parent or guardian shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional student of the district are to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is not associated with a specific class or course that meets during the school-day that the traditional student of the district are required to take. The home-schooled student shall take the required class or course to be eligible for interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported. A student who withdraws from an Arkansas Activities Association member school to be home schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred and sixty five (365) days after the student withdraws from the member school.

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. AAA provides catastrophic insurance coverage for students participating in extracurricular activity unless he or she enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

SCHOOL SPIRIT

School spirit is one of the most important things that can happen to Strong-Huttig School District. You, the student, are solely responsible for our school spirit. If you are energetic, it carries from the classroom to the gymnasium to the football field and throughout the community. You make our teachers work for a cause they believe in; you make our community support us to the fullest, and you make our school a better place to be. **Remember, YOU ARE the Strong-Huttig School District. Support yourself and others and make your school one of the best places to be.** These are qualities expected of all students but especially Mr. and Miss Strong High School as voted on by the student body.

DISCIPLINE

DUTY OF TEACHER AND CLASSIFIED SCHOOL EMPLOYEES IN PROVIDING A SAFE DISCIPLINED SCHOOL ENVIRONMENT

Every teacher shall seek to provide a safe and well-managed classroom for all students. Student discipline is the responsibility of teachers and is directed by school district policy. Classified school employees shall have, as a minimum, the responsibility to appropriately assist and support teachers in these efforts.

STATEMENT OF MINIMUM AND MAXIMUM PENALTIES

Violation of any of the regulations may result in disciplinary action being taken against the student or students involved. In the case of minor infractions, a teacher may hold a conference with the student, contact parent, come up with a behavior plan, or refer the student to the dean of students or principal, etc. If the principal reasonably feels that the misconduct involved warrants such punishment, he/she may: A. Assign in-school suspension, B. Corporal Punishment (Paddle) 3. Suspend a student after the student has been given an opportunity to explain the charges made against him/her. The board of Education may suspend or expel a student for gross or repeated misconduct.

In School Suspension Out of School Suspension Corporal punishment (Paddling)

Each teacher should handle his/her own discipline problems if possible. The district provides in-service training for teachers directly related to good discipline. Each staff member shall participate in these.

If a student is disrupting the class, the teacher may send him/her to the principal's office once the office is notified on intercom system. In this event, the teacher shall send a written message to the principal outlining the reasons for the student's removal from class, or report these reasons to the principal at the end of that class period, or some other designated time. The student will be detained in the office for that period at the High School. The principal will determine the disciplinary procedure that fits the problem.

A. I.S.S. - Elementary, junior high and high school students can be assigned to I.S.S. Students should report when assigned with textbooks, paper, pencil and other assigned work. Failure to report, or do assignments, or misbehavior, will result in more severe penalties, including possible suspension. In School Suspension assignments will be in increments of three days, five days, seven days, and ten days. When a student accumulates the assignment of ten days, a recommendation will be made for that student to be placed in ALE or long term ISS. **Out of school suspensions may not be substituted for ISS.**

B. Corporal punishment (Paddling) – Administration may administer corporal punishment for rule infractions with the following procedures and requirements. Corporal punishment is left to the discretion of the administration.

1. Administered in the presence of witness in a semi-private to private area

2. No more than three (3) licks given by principal or parent/student liaison.
3. Action report filed in student folder and in e-school discipline reports.
4. Punishment explained to student in presence of witness
5. Shall be administered only to students whose parents authorize paddling when contacted. Gardner Strong Elementary will have a signed form on file.

C. Suspension – Students suspended will be sent home for the assigned number of days and cannot participate in any school activities or be on any school property

STUDENT CONDUCT INFORMATION

The school environment must be free from the distractions and turmoil generated by those individuals who have not developed the self-restraint and ability to make sound decisions, which are an integral part of the educational process. Each teacher is encouraged to manage his/her own discipline problems when possible. When a student continually chooses to disregard the rules and district policies of conduct he/she will be subject to disciplinary action as defined in this handbook.

The school district reserves the right to punish behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the following rules. **Electronic communications that result in distractions and turmoil at the school will be dealt with as if the offense took place on school property.** The minimum will be verbal reprimand and the maximum will be expulsion recommendation. Punishment may be greater or less in severity depending upon the individual situation. Students who are serving suspension may not attend any district activity.

CATEGORY 1 INFRACTIONS

The following infractions are Category 1 Infractions. These infractions are handled at the school level by the teacher, dean of students or principal through the use of warnings, detention halls, parent/teacher conferences, corporal punishment, lunch duty or campus clean up. The minimum will be verbal reprimand and the maximum will be ISS.

1. Chewing gum, eating candy or food outside the cafeteria.
2. Academic Dishonesty (zero on assignment)
3. Lack of classroom materials/failure to dress out in P.E.
4. Tardy to class.
5. Rough horseplay.
6. Refusal to do assigned work.
7. Misbehavior in class or on campus.
8. Littering
9. Vandalism (student corrects/cleans issue)
10. Dress code violation (student corrects issue)
11. Sleeping
12. Talking at inappropriate times

CATEGORY 2 INFRACTIONS

The following infractions are Category 2 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action,

including but not limited to, suspension or expulsion, corporal punishment, Parent/Teacher conference, I.S.S., A.L.E., restitution, and or notification of law enforcement officials. The minimum will be 3 days of I.S.S. and the maximum will be suspension.

1. Cutting class.
2. Deliberate destruction of an individual's property.
3. Willful destruction of school property.
4. Failure to remain in office as directed.
5. Bullying
6. Improper use of office phones.
7. Inappropriate language/profanity.
8. Insubordination
9. Cheating, plagiarism, academic dishonesty.
10. Misbehavior on field trips.
11. Leaving school without proper sign out.
12. Loitering of suspended student on school campus.
13. Student out of class without pass.
14. Possession of electronic devices, communication devices. (Items confiscated)
15. Public display of affection/hands off policy.
16. Truancy
17. Driving violations/noise problems
18. Forgery
19. Dishonesty
20. Dress code violations (not corrected)
21. Selling items on campus not related to school fundraising

CATEGORY 3 INFRACTIONS

The following infractions are Category 3 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action, including but not limited to, suspension, expulsion, A.L.E., restitution, and or notification of law enforcement officials. The minimum will be 3 days suspension and the maximum will be expulsion recommendation.

1. Arson
2. Drug possession
3. Setting false alarms
4. Fighting
5. Possession/use of tobacco products, related items
6. Physical abuse/verbal abuse against school personnel (Act 1520 Of 1999)
7. Gambling
8. Indecent exposure
9. Possession of fireworks
10. Abuse of technology
11. Theft
12. Sexual harassment
13. Possession of weapons or dangerous instruments
14. Inciting to riot or fight

15. Gang-related activities
16. Threaten other students or self verbally/electronically

CAMPUS AND CLASSROOM REGULATIONS

You, the student, need to realize that every teacher, administrator, and staff member on the Strong High School campus has authority over you while you are on campus. They are charged to enforce and uphold the school rules and regulations, and you are expected to obey the same. Students are expected to follow all classroom rules whether they are general or specific to the teacher or the class. Minor discipline problems will be handled according to the following protocol. All steps will be documented and kept by the teacher.

1. Student/Teacher conference documented by a classroom discipline slip.
2. Classroom discipline slip and parent notification by letter.
3. Classroom discipline slip and a student/parent/teacher or student/guardian/teacher conference. An individualized discipline plan (IDP) will be created during this conference.
4. Individualized discipline plan followed.
5. Referral sent to the Dean of Students or Principal with a copy of all previous documentations.
6. Severe disruptions will be referred directly to the office.

Note: Steps 1-4 are not required for severe disruptions.

GENERAL CLASSROOM RULES AND REGULATIONS RULE OF THUMB

NO ONE STOPS THE TEACHER FROM TEACHING OR ANOTHER STUDENT FROM LEARNING.

1. Students are to be in their seats with all materials before the tardy bell rings. Students may be considered to be tardy if they are not in their seats. Students should not be released from class to retrieve materials.
2. Students are to ask permission to speak or to leave their seats during class.
3. Students may not bring food, drink, or gum in the building. Students will have to throw these items away upon entering the building. One day of ISS will be the punishment for food in the classrooms.
4. Students are to follow all school rules as outlined in the student handbook.

Consequences: **Warning to suspension.** Rewards: **A great education with the tools to become a productive citizen.**

OTHER RULES AND REGULATIONS:

1. Students are expected to pay for damages to any Strong-Huttig School District property (including buildings, books, buses, furniture, and computers).
2. Any fund-raising project must be approved by the Principal.
3. Students who are suspended from class or from school are also suspended from any extracurricular activity for the length of the suspension.
4. Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectation of school staff will lead to disciplinary action ranging from reprimand to expulsion.

SEARCH AND SEIZURE

In an attempt to protect the health, safety, and welfare of all students enrolled in the Strong- Huttig School District, the administration will perform random locker searches. These searches may be done with or without notice or the student's consent. The administration may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. Individual lockers and/or vehicles may be searched if there is reasonable belief that a controlled substance, a gun, or other contraband is present. If any illegal weapon or contraband is found, every effort will be made to contact the parents or guardians of the student(s) involved, and the local authorities will be notified. Possession of dangerous weapons at school will result in expulsion from school.

PROHIBITED DEVICES

Arkansas Code annotated 6-18-502 states: (D) Possession by student of any paging device, beeper, or similar electronic communication devices are not allowed on the school campus. Cell phones are allowed with the following rules.

From the first bell at 7:55 a.m. cell phones, paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, I pods, and other portable music devices must be turned off and concealed. Devices should remain concealed until school is dismissed. Head phones are considered part of the device. If students need headphones in class, they will be supplied by the school. Students having devices out or using such devices during the school day will have them confiscated along with other disciplinary actions. Confiscated devices are taken to the Principal's office and shall be picked up there after the punishment is served. Parents will be contracted about repeated behavior involving electronic devices. Students have no right of privacy as to the content contained on any cell phone or other confiscated devices. Students with these devices out and who refuse to give to faculty or staff members will be suspended for a minimum of three days. The school reserves the right to keep the phones longer if this becomes an ongoing problem. The school will not be responsible for loss, damage, or theft of any electronic device brought onto school district property. Smart watches are considered electronic devices and should not disrupt class and the school climate.

The use of such aforementioned devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activities the student is attending.

Penalty for cell phones out and/or turned on:

First offense **phone is confiscated and student is assigned one day of ISS.
Phone may be picked up at the completion of the ISS day by the student.**

Second offense **phone is confiscated and student is assigned three days of ISS.
Phone may be picked up at the completion of the ISS days by**

the student. Administration will notify parents about second and any following offenses.

Third offense **phone is confiscated and student is assigned five days of ISS. Phone may be picked up at the completion of the ISS days by the student.**

Fourth offense **phone is confiscated and student is assigned seven days of ISS. Phone may be picked up at the completion of the ISS days by the student.**

Students refusing to give phones to faculty and staff members will automatically be suspended for three days.

1. No student shall disregard direction or commands. A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, and other authorized school personnel. Students are required to identify themselves and their actions to any of the above.
2. No student shall represent him/herself in an antagonistic or disrespectful manner to any school personnel, by word or action. Arrogance and rudeness are not allowed. Students may not show inappropriate lack of attention, fail to stop when spoken to, raise their voices, or other actions that are deemed to be insolent. Behaviors of this type will not be tolerated.

FAILURE TO REPORT:

No student shall purposely fail to attend school, report according to schedule, or complete his/her schedule. Students not reporting to assigned classes on their schedule will be assigned 3 days of ISS.

DISRUPTION AND INTERFERENCE WITH SCHOOL:

1. No student shall block a doorway, corridor, prevent students from attending classes or school activities.
2. No student shall block normal pedestrian or vehicular traffic.
3. No student shall use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
4. No student shall encourage other students to violate any rule or school board policy.

IMMORALITY:

No student shall commit indecent and/or immoral acts.

ILLEGAL, DESTRUCTIVE, OR DANGEROUS ACTIVITIES:

1. No student shall possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to him/herself or to other students, that could cause damage to school property, or that could be disruptive to the learning climate of the school.

2. No student shall participate in any activity that may be termed gambling or wagering where the stakes are money or any other objects of value.
3. The possession of any firearm is prohibited on school property. Punishment: EXPULSION unless the superintendent recommends otherwise. The possession of other weapons on school property is prohibited.
4. No student shall use, offer for sale, or sell beer, alcoholic beverages or other illicit drugs on school property. Students who abuse this rule are automatically suspended and face possible expulsion and arrest.
5. No student shall 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.
6. No student shall possess or use tobacco products on campus including e-cigs or vapor cigarettes.
7. No student shall cause or attempt to cause damage to school property, steal or attempt to steal school property.
8. No student shall cause, attempt to cause damage to public or private property, steal, or attempt to steal, public or private property while under the jurisdiction of the school.
9. Students shall make restitution for any property stolen by them and shall be subject to other disciplinary actions.

PHYSICAL ABUSES, THREAT, FIGHTS

1. No student shall engage in a fight, make a threat of violent acts to other persons, or commit a willful act that causes or may cause injury to another person.
2. No student shall use terroristic or threatening language, posture, or action that is intended to intimidate other persons, disrupt school functions disrupt campus, or interfere with the educational process.
3. If a student, while in the process of violating school rules or in the immediate aftermath of having violated school rules, causes injury to another person, that student will be held responsible and accountable for that injury as if it were a purposeful act.
4. No student shall encourage, actively or passively, any violation of these rules.

GANG ACTIVITY:

It shall be the policy of the Strong-Huttig School Board to discourage gangs or gang activities on the school district campuses. Therefore, the following rules will be followed:

1. Dress that may appear to be gang related will not be tolerated.(No showing of colors- washcloths, towels, banditos, or bandanas hanging from pockets or displayed are not allowed.) Gang beads or mismatched socks are not allowed.
2. Graffiti or drawing of gang symbols on personal or school property will not be tolerated including shirts or pants with pictures or symbolism.
3. Head wear will not be worn on campus during school hours. At extra-curricular activities, it will be worn properly or confiscated by the administration.

FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION

A student shall not forge another person's name to any pass or student scheduling

information, nor falsify telephone numbers and addresses on general information forms. Students shall not change or forge any information on any letter or report card sent from the school.

BEHAVIOR NOT COVERED

Strong-Huttig School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even through such behavior is not specified in written rules. The administration will make rules not specifically covered in this handbook as needed.

OTHER PROVISIONS:

1. Proper authorities will be notified concerning any violation where such notification is applicable.
2. The District will, where applicable, attempt to recover any materials lost or costs incurred from any violation

BULLYING

The Strong-Huttig School District values its commitment to provide a safe learning environment emotionally and physically, for each of its students, and we believe that achievement is best attained in an atmosphere free from emotional and physical intimidation and threats. The school considers bullying to be a destructive behavior that erodes the foundation principles of the school. This school will not tolerate any behavior that is classified as such.

Bullying is not acceptable behavior and is prohibited. For the purposes of this section bullying is defined as intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by any written, verbal, electronic, or physical act or gesture, or any pattern thereof, that causes or creates a clear and present danger of physical harm to person or property, substantial interference with the educational process, or a hostile educational environment due to severity, persistence, or pervasiveness. Any touching, language, or body action that is sexual harassment or bullying is considered especially serious and will not be tolerated. An electronic act includes without limitation a communication transmitted by means of an electronic device such as a telephone, wireless device, computer, pager or other such device. Bullying is prohibited during school, on school equipment or on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, and at school sanctioned events. Electronic acts that are specifically directed at students or school personnel and maliciously intended for the purpose of disrupting school, and have a high likelihood of succeeding, are prohibited whether they originate on school property or on school equipment or not. Counseling will be afforded to any student found to be in violation of this section. Normal punishment is suspension from school up to expulsion from school depending on the severity of the violation or the existence of chronic behavior.

Students who engage in any act of bullying, harassment, or violence while at school, at any school function or any Strong-Huttig School District sponsored activity or event,

or while in route to or from school are subjected to disciplinary action which may include suspension or expulsion. Law enforcement officials shall be notified of incidents that violate federal or state laws and statutes.

School employees who witness or have knowledge that a student has been harassed, bullied, or assaulted shall report the incident to the principal. The principal will make a written report of the incident(s) and take appropriate action which may include a verbal warning, removal of privileges or participation in activities or classes, detention, conference with parents/guardians, suspension, or expulsion. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

State Law 6-18-514 Anti-bullying Law Minimum-Verbal Reprimand Maximum-Expulsion

The Strong-Huttig Harassment & Bullying policy will be posted in every room on campus including the bathrooms, buses, and athletic building.

APPEARANCE AND DRESS CODE

1. Clothing should be neat and clean
2. No house shoes, slides, or flip flops. Crocks, Birkenstocks and shoes with a covered front are allowed. No steel toed boots.
3. Bottoms will include slacks, jeans, walking shorts, skirts, or jumpers. No stretch pants, tights, emoji pants or spandex pants of any kind are allowed unless they are covered by a top of appropriate length. All bottoms must have pockets. There will be no "sagging." Students will not be required to wear belts if they are not sagging. All bottoms will be appropriately finished and no holes of any kind (even if they have other clothes under them) will be allowed above the knee. Shorts and skirts will reach to within 4 inches of the knee as measured up the side of the leg from the floor when kneeling or fingertip length.
4. Shirts and tops will have sleeves and will be appropriately fastened showing no cleavage or belly. Tops with longer than normal pockets at waist must be tucked.
5. No clothing will be allowed that is torn, cut, altered, worn, slit, opened, or revealing to the point that it is disruptive or offensive or distracts others from the educational process.
6. No hats, caps, toboggans or headgear including sweat or head bands are allowed on campus during regular school hours. They can be worn correctly at extra- curricular activities.
7. Sunglasses are not permitted on campus except with a physician's written note.
8. Metal hair picks are not allowed on campus.
9. No clothing may be worn that promotes, by word or other representation, a vulgar, profane, or discriminatory message; that promotes illegal activities; that promotes activities that are prohibited on campus, or that defames, demeans, or insults others. This also pertains to jewelry or body art.

TARDINESS

Students should make a concerted effort to get to class on time. Students are considered tardy if they are not in their assigned places when the tardy bell rings.

Students will be given a warning letter after their second tardy of the grading period. It will be their responsibility to take it home to a parent/guardian. On the fourth tardy and subsequent tardies, students will be assigned to ISS.

CLOSED CAMPUS

Strong High School is a closed campus. **Students shall remain on campus from the time they arrive in the morning until the completion of the school day.** The school day starts for the student as soon as he/she arrives on campus. Upon the student's arrival, he/she is to go to an approved area to wait for the first bell. Standing around on the parking lot or returning to the parking lot is not allowed.

All visitors must report to the main office immediately after arriving on campus. 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 and staff at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers and students. Any visitation to any area on campus shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Parents, friends, former students, or other visitors are not to approach students on campus, stop in their cars on the campus to visit, or bring items to students on campus. All correspondence between visitors and students must be done through the main office. A parent/guardian may bring lunch to his/her own child only, but this must be done through the main office.

Regardless of age or marital status, no student, having once arrived on the campus, shall leave the school premises at any time during the school day without being signed out in the main office by a parent or designated person. Any student who leaves the campus at any time without going through the proper procedures shall be considered truant.

Arkansas Law 5-39-304 allows the district to ban any person from the campus with notice served by the School Resource Officer or certified mail delivery.

VEHICLES ON CAMPUS

The Strong-Huttig School District assumes no responsibility for any lost, stolen or damaged vehicle or contents of any vehicle while on campus. Students who bring a vehicle to school will be required to register their vehicle in the office. All parking lot spaces will be numbered, and each student will be assigned an area or specific space at the time he/she registers the vehicle. Parking in other school owned properties will not be permitted and reported to the SRO.

1. Students are not allowed to sit in vehicles or return to the vehicles without a school official's escort.
2. All student vehicles must be registered, and locked while on campus.
3. Car radios are not to be played on campus.
4. Vehicles are to be driven on campus only by unrestricted licensed drivers.

5. The student parking area(s) will be assigned by the building administration.
6. Obey all laws and regulations pertaining to the operation of a motor vehicle.
7. Drivers will be held responsible for the misuse of a motor vehicle on campus, and the District reserves the right to suspend the driving privileges of any driver who violates this rule.

Violation of the above rules may result in the suspension of the right to drive any vehicle on the school grounds for the remainder of the semester or school year

REGISTRATION OF VEHICLES

Any student who intends to drive a vehicle to school must register the vehicle with the building administrator and provide copies of the following:

1. A valid Arkansas driver's license
2. Vehicle registration
3. Vehicle license number
4. Proof of insurance

The School Resource Officer will be notified when an unregistered vehicle is on campus.

IN-SCHOOL SUSPENSION

The Principal or designee may assign a suspension to be served in-school when it is warranted. An appropriate area will be designated and supervised. In-school suspension may be used as a last resort before a student is suspended from school, or for other appropriate reasons. Students will complete appropriate class-work during the suspension. Up to two in-school suspensions of less than one day may, at the discretion of the Principal or designee, be treated as detention.

DETENTION

Students may be assigned to detention for inappropriate behavior. Detention may be served before or after school hours. Parents and guardians will be given at least 24 hours notice as to when the students are to serve detention outside of school hours, and are responsible for the transportation of the student. Students will be expected to work on homework and/or class work assignments during detention.

POLICY ON OFF-CAMPUS ACTIVITIES

It shall be the policy of the Strong-Huttig School District not to allow students who have been involved in incidents off campus that may lead to school disruptions or student endangerment to return to school until they have met with the board of education. "Incident" includes, but is not limited to, fights, gang related activities, possession of weapons, possession of drugs or stolen property, in vehicles with groups who are engaged in the previously mentioned activities, etc. Students who are found to be in violation of the policy will not be allowed to participate in extracurricular activities. The administration reserves the right to use its discretion in determining if a student has violated this policy before requiring the student to appear before the board of education.

TITLE IX

In June 1972 Congress passed Title IX of the Education Amendment, a law which affects virtually every educational institution in the country. The law prohibits

discrimination by sex in educational programs that receive federal funds.

1. The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving federal assistance..."
2. Male and female students must be eligible for benefits without discrimination, and there must be a grievance officer.

STUDENT GRIEVANCE PROCEDURES (TITLE VI, IX OR SECTION 504):

If a student and/or the parents/guardians of the student involved wish to contest a decision, they must state their complaint in writing to the coordinator of Title VI, IX, and sections 504 asking that the ruling be reconsidered or changed. The following steps shall be used:

- Step One The complainant must present, in written form within five (5) days working days, the complaint to the office of Jeff Alphin, designated as the school grievance officer.
- Step Two: The responsible person has a working week (5 days) working days to the Director of the school.
- Step Three: If not satisfied, the complainant may appeal with five (5) working days to the Director of the school.
- Step Four: Response by the school Director will be given within five (5) working days
- Step Five: If the complainant is not satisfied at this level, an appeal must be made within five (5) working days to the State Board of Vocational Education's appointed Affirmative Action Officer, who will hear the complaint and render a decision with ten (10) working days. If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer in conducting a hearing at the point of the grievance procedure.
- Step Six: If the complainant is not satisfied with the decision of the Affirmative Action Officer, an appeal may be made to the Board for Vocational Education, which will hear the complaint at the next regular board meeting. The Board Meeting will afford due process to all parties involved, and the decision of the Board shall be final.
- Step Seven: A complaint or grievance concerning compliance with Title VI (race), Title IX (sex), and Section 504 of the Rehabilitation Act of 1973 (handicapped), may be submitted directly to the following address:

Office of Civil Rights
U.S. Office of Education
1200 Main Tower Building
Dallas TX 7502

The designated school district Section 504 Coordinator is Fredrica Quarles, Post Office Box 735, Strong AR 71765, telephone 870-797-7322. These issues may be submitted to the Office for Civil Rights in conjunction with or without regard to this procedure. The Arkansas Workforce Education Division Affirmative Action Office for complainants and grievances under Title VI, Title IX and Section 504 of the Handicapped Act is as follows:

Oliver Dillingham
Arkansas Department of Education
#4 Capitol Mall, Room 402-B
Little Rock AR 72201
Telephone 501-682-4213

SUSPENSION AND EXPULSION

State laws and the State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

SUGGESTED SUSPENSION PROCEDURE

1. A teacher may temporarily dismiss, for disciplinary reasons, any student from the class.
2. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal, a written statement
3. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary actions.
4. The principal or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was imposed. When the principal or designee considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a conference within 24 hours, if possible. Additionally, the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension. The principal or designee may require the attendance of the student involved at said conferences.
5. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her. An exception to this rule is that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
6. If, in the conference, no decision is reached by the principal for reinstatement of the student, or if any suspended student or his/her parent or guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of the school with a full report on the suspension within five days.
7. The superintendent or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report.
8. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal, and if the student or his parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter, or modify the suspension.
9. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
10. A suspension that does not amount to an expulsion for the remainder of the semester, but is more than ten days is authorized. This long-term suspension, however,

shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

11. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

SUGGESTED EXPULSION PROCEDURE

1. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charges against the student.
2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
3. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently in the following instances: 1) for conduct it deems to be of such seriousness as to make a suspension inappropriate, 2) where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational process, or 3) if unreasonable danger to other students and faculty members seems likely.
4. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
5. The superintendent or designee shall give written notice, mailed to the student (if he/she is an adult) within ten calendar days from the alleged incident that caused the expulsion recommendation. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice. The superintendent and the student and the student's parent may agree in writing, however, to a date not conforming to this limitation.
6. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board (or, in his/her absence, another member selected by the board) shall preside at the hearing. The student is entitled to representation by a lawyer or lay counsel.
7. The superintendent or designee shall present evidence and may present witnesses or statement of those persons who have personal knowledge of the events or circumstances which gave rise to the expulsion recommendation of the hearing.
8. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
9. Normally, formal cross-examination will not be permitted.
10. During the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent, or their representatives of those witnesses whose credibility has become an issue.
11. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
12. The student may observe all evidence offered against him/her.

13. Members of the board may question any witness
14. At the conclusion of the hearing, the board may discuss the matter and dispose of by vote.
15. If the board does not expel the pupil with loss of credit, it may impose less severe actions, such as long-term suspension, with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.
16. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included in the record.
17. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.
18. The president of the board, or the presiding officer, has the authority to limit unproductively long or irrelevant questioning by non-board members.

GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions to exist:

1. A single hearing will not likely result in confusion.
2. Student will not have his/her interest substantially prejudiced by a group hearing. If, during the hearing, the president finds that a student's interest will be substantially prejudiced by group hearing, a separate hearing may be ordered for that student.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See Arkansas Statute Ann. 80-1516).

1. Due process is afforded to students in disciplinary cases of some magnitude such as suspension, expulsion, statements removed from students' records, clearing one's reputation.
2. The United States Supreme Court ruled in 1979 that for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States of America. Due process procedures must be known to all students and must comply with all state and federal laws. Each school should establish procedures for notice to students and parents of charges, hearings, and other due process proceedings.
 - a. Each school district shall develop a grievance procedure including steps to be followed by students to resolve a grievance.
 - b. The due process rights of students and parents are as follows:
 - e. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.

- f. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
- g. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the student.
- h. Any parent(s), or legal guardian of a student suspended shall have the right to appeal to the superintendent.

DISCIPLINE FOR THE HANDICAPPED

- 1. Handicapped students who engage in misbehavior are subject to the normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
- 2. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and include them in the IEP.
- 3. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. Student's IEP will be followed. In no case should a handicapped student be excluded for more than ten days in a school year.
- 4. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
- 5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
- 6. There should be a person designated as a grievance officer for Act 504.

OTHER PROVISIONS

STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS

- 1. Any school that wishes to release personally identifiable data from a student's record must first obtain written permission from the parents of the student before releasing such information.
- 2. Only in two specific instances is written permission not required.
 - a. Other school officials within the same school may request and receive a student's record.
 - b. Officials of other schools or school systems in which the student has been enrolled may request and receive a student's record.
- 3. When any student has reached the age of 18 or is attending an institution of post-secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."
- 4. Each school district must adopt a policy regarding access to student records in compliance with the Family Education Rights and Privacy Act. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to the student.

SELECTION OF LIBRARY and MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving

a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the school's libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the district's educational goals.

Selection Criteria

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the school's students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate) and represent a reasonably sound economic value.

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair.

Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

Challenges:

The parent of a student affected by a media selection or a district employee may

formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days

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ARE AN
AMBASSADOR
OF THE
STRONG
SCHOOL DISTRICT***

***BE A GOOD EXAMPLE
FOR OTHERS TO
FOLLOW.***

GO BULLDOGS!!!