

# **Bearden Schools Student Handbook K – 12**

**Bearden Elementary School  
100 Oak Avenue – Bearden, AR 71720  
870-687-2237**

**Bearden High School  
635 North Plum – Bearden, AR 71720  
870-687-2913**



**Bearden School District  
is  
AdvancED Accredited**

**Revised and Approved July 2017  
Personnel Policy Committee  
Bearden School Board of Education**

**Video Surveillance  
is used in the  
Bearden Schools**

# TABLE OF CONTENTS

Absences	7
Academics	13
Advanced Placement Courses/Concurrent Credit	57
Alma Mater	Preface
Alternative Learning Environment	17
Announcement for School Closing	54
Appearance and Dress Code	19
Automobile License	43
Backpacks	23
Bell Schedule	75
Boys State/Girls State	47
Bullying	33
Calendar	Preface
Care of Property	19
Cheerleaders	50
Closed Campus	5
Clubs/Organizations	48
Computer and Internet Use Policy.	18
Compulsory Attendance	6
Core Curriculum	59
Corporal Punishment	38
Credit Recovery	16
Discrimination Complaints Process	41
Discipline of Handicapped Students	38
Dress Code	19
Driver's License/Hardship Waivers	43
Drugs and Drug Use	30
Drug Testing	31
Due Process	38
Electronic Device Possession and Use	34
Eligibility	44
Emergency Drills	53
Enrollment Requirements	1
Exemption Policy	14
Expulsion Policy	40
Field Trips	51
Fire Marshalls	50
Food Service Pre-Payment Plan	18
Foreword	Preface
Free Textbooks	19
General Information	Preface
Grading Policy Elementary	12
Grading Policy High School	13
Graduation Requirements	57
Graduation Ushers	50
Handbook Receipt Form	73
Health Requirements/Immunizations	2
High School Credits	55
Home School	9

Homecoming Selection	47
Homework Policy	16
Honor Graduates-Valedictorian & Salutatorian Selection	56
Illness and Student Medications	11
Internet Use Contract	35
Kindergarten Checklist	66
Late Enrollment	10
Library Media Center	17
Lockers	25
Make-up Work	16
Mission – Vision Statements	Preface
Mr/Miss BHS, Mr. Miss Jr. High BHS/ Who’s Who	46
Objection to Publication Letter	68
Parent/Student/Principal Contract	65
Parent/Teacher Conferences	23
Parental Conferences, Rights, Visits	23
Parental Involvement Plan	Preface
Philosophy	Preface
Pledge of Allegiance	55
Privacy of Student Records	41
Prom BHS	50
Residency Requirements	1
Safety and Bus Regulations	52
Saturday School	58
SAU Tech College/Career Agreement	69
Schedule Changes	16
School Attendance	5
School Choice	3
School Web Pages	20
Search – Seizure – Interrogations	21
Smart Core Curriculum	60,63
Smart Core Informed Consent Form	62
Smart Core Waiver Form	64
Student Activities	44
Student Behavior	27
Student Council BES	45
Student Council BHS	46
Student Discipline	37
Student Grievances	25
Student Pregnancies	12
Student Publication and Distribution of Literature	20
Student Responsibilities	5
Students’ Rights	4
Suspension	39
Tardies	9
Truancy	9
Terroristic Act Policy	54
Title IX Regulations	4
Title VI B Section 504 Regulations	4
Transferring Students	2

Vehicle Operator's License Requirements	43
Video Surveillance	22
Visitation	23
Wellness Policy	55
Withdrawal from School	10

## Summary of Parental Involvement Plan

The Bearden School District has a Parental Involvement Plan handbook. In this handbook, the district's philosophy and mission statement precede the three goals set forth for our district. The goals provide strategies on how the district will support the partnership among school, parents, and the community to improve student achievement; how the district will provide the needed support to each school to have a quality parental involvement plan; and how the district will support each school to develop strong parental involvement.

The Parental Involvement Handbook has a section dedicated to each school.

In the Bearden High School section, you will find:

- The Bearden High School faculty and staff list for the current year
- The BHS Vision/Mission Statement
- An outline of joint efforts between school and parents such as the school supporting parenting, communicating, volunteering, home learning activities, parent advocacy or voice within the school, and collaborating with the community.
- A plan for evaluation of the BHS parental involvement efforts.

In the Bearden Elementary section, you will find:

- The Bearden Elementary School faculty and staff list for the current year
- The BES Vision/Mission Statement
- An outline of joint efforts between school and parents such as the school supporting parenting, communicating, volunteering, home learning activities, and parent advocacy or voice within the school.
- Collaboration plans between Bearden School Board and the community.
- How the Bearden School Board will assist in evaluating of our parental involvement plan.

## FOREWORD

The Bearden School Student Handbook has been prepared through the combined efforts of parents, students, faculty, and the administration of the Bearden Elementary and Bearden High Schools. The Bearden School Board has approved it with the contents going into effect immediately.

This handbook has been prepared in an effort to help parents and students become more familiar with the policies, regulations, requirements, procedures, activities, traditions, and privileges of the Bearden Schools. **It is not intended to be all-inclusive as there are many situations that arise on a daily basis that cannot be planned for in advance.** Such situations must be handled based on the judgment of school personnel. When properly used, this handbook can help students enjoy and understand the school expectations, and the opportunities it affords.

Education is a cooperative affair between the school, community, and the home. When parents, teachers, students, and administrators understand the common goals and the part each must play in order to reach these goals, then the process of getting a quality education becomes more pleasant.

The major purpose of this handbook is to promote understanding between the home and the school. It should be read carefully. Its provisions throughout their years at Bearden Schools will guide your child. Rules and procedures are established to provide organization, opportunity, and responsibility. The establishment and enforcement of the provisions of this handbook will enhance the quality of education for your child and the opportunity to receive an education.

Parents are welcome to consult school officials on matters concerning the operation of the school. Contact the principal's office to make appointments with any members of the staff. We encourage school visits; so please contact the principal to make arrangements.

The faculty and administration solicit your support and cooperation in providing the kind of school that your child deserves. Each child has the right to expect excellence from the faculty and staff; while each staff member has the right to expect the same from your child.

**BEARDEN SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

## **PHILOSOPHY**

It is the philosophy of Bearden Schools that a meaningful society is one made up of individuals who lead useful lives. In order to prepare our students to lead useful lives, every effort is made by the faculty, staff, and administration to provide each student the opportunity to foster his maximum growth and development. Feeling that the school environment is a small example of society, we strive to involve each student in the total program.

In order to make the educational process meaningful to each student, it is necessary to make the learning process relevant to daily life. Realizing that our students will become a part of a complex society, we endeavor to prepare them to cope with society's demands and responsibilities as young adults.

Each student has a desire to learn and should be afforded the opportunity to cultivate his/her growth and accept his/her responsibilities as a productive individual.

We believe the community is a vital resource to the educational process; therefore, we encourage community involvement at all levels of public education.

Our academic endeavors must encompass a total education that is current, relevant, and all-inclusive to develop a mastery of essential practical skills, knowledge of the social heritage, and an understanding of the world as it is and as it is becoming. It must instill a loyalty to the great values of a free society, and by necessity, must stress the universal in the total human heritage. It must stimulate and encourage creative thinking, the dignity of work, and the pursuit of happiness.

Our overall philosophy as a public service is to provide a quality education to our students. As we teach the essential skills of learning, we will give help, instruction, and examples of good citizenship, good workmanship, and the democratic principles that lead to the ability to live with others with a maximum of happiness, usefulness, and security.

Therefore, we feel that every child who enters our school will find friendship and understanding by our cooperative efforts to make the best possible environment for him/her to live, grow, laugh, and learn.

**BEARDEN SCHOOL DISTRICT  
VISSION/MISSION STATEMENT**

It is our vision and mission that each student in the Bearden School District is encouraged, motivated, and prepared to achieve their current and future goals.

**CORE BELIEFS**

- All children can learn and should be encouraged, motivated, and their achievement acknowledged.
- All students should be treated fairly.
- You should treat students how you want your own children to be treated.
- Teachers, staff, and students should show mutual respect.
- Our teachers should be prepared.
- You shouldn't ask people to do what you're not willing to do or have done.
- Character and work ethic are important in achieving your goals.
- A key part of a student's education is citizenship skills.
- Students and staff need a safe environment in which to learn/teach.

Mr. Denny Rozenberg, Superintendent

**BEARDEN ELEMENTARY SCHOOL  
MISSION STATEMENT**

The Bearden Elementary School, along with the involvement of parents and community, will provide maximum opportunity for our students to think, communicate, create, solve problems, and master core skills as they prepare for citizenship in the 21<sup>st</sup> century and will require the highest standards of behavior and conduct.

Mrs. Sonya Launius, Principal

**BEARDEN HIGH SCHOOL  
MISSION STATEMENT**

BHS partnering with our families, community and post-secondary institutions will provide opportunities to assist students in accomplishing their highest potential as students and productive citizens in secondary schools, the workforce, and the community.

Mrs. Felecia Doster, Principal

## **BEARDEN SCHOOLS' ALMA MATER**

We are loyal to you B.H.S.  
We're the black and the white B.H.S.  
We know you can stand against the best in the land  
'cause our standards are grand, B.H.S., Rah, Rah,  
So on with your work B.H.S.  
Not a student will shirk, B.H.S.  
Our team is our greatest pleasure.  
We'll win and win forever.  
Three cheers for you, B.H.S.  
Rah! Rah! Rah!

**MASCOT: BEAR**

**COLORS: BLACK AND WHITE**

### **GENERAL INFORMATION**

District: Bearden Public School District #53

School: Superintendent's Administrative Office  
Bearden Elementary School  
100 Oak Avenue  
Bearden, AR 71720

Bearden High School  
635 North Plum Street  
Bearden, AR 71720

#### **ADMINISTRATION**

**Telephone:** Superintendent: 870-687-2236, Denny Rozenberg  
Renee McKelvin, Interim  
High School Principal: 870-687-2913, Felecia Doster  
Elementary School Principal: 870-687-2237, Sonya Launius  
Special Education Supervisor: 870-687-3503, Patsy Garlington

#### **SUPPORT STAFF**

High School Counselor: Rachel Graves, 870-687-4211  
Elementary Counselor: Candi Finley, 870-687-4228  
Equity Coordinator: Patsy Garlington, 870-687-4235

**Fax:** Administration Office – 870-687-3683  
High School – 870-687-2514  
Elementary – 870-687-3794  
Special Education Supervisor's Office – 870-687-2299



# *BEARDEN PUBLIC SCHOOLS*

## *2017-2018*



Staff Development August 7 - 9, 2017	Monday – Wednesday, August 7 - 9
Open House	Thursday, August 10
First Day of School	Monday, August 14
Labor Day	Monday September 4
P/T Conf. 3:30 – 7:30	Tues Sept. 12
End of 1 <sup>st</sup> Quarter (44 Days)	Friday, October 13
Thanksgiving Holidays	Monday – Friday, November 20 – 24
Semester Test	Monday & Tuesday December 18 & 19
End of 2 <sup>nd</sup> Quarter (42 Days)	Tuesday, December 19
Christmas Break	December 20 – January 2, 2018
2018	
Classes Resume	Wednesday, January 3, 2018
Martin Luther King Jr	Monday, January 15, 2018
P/T Conf. 3:30-7:30	Thursday, February 15
Winter Break – February 16 & 19, 2018	Friday, February 16 & Monday, February 19
End of 3 <sup>rd</sup> Quarter (46 Days)	Monday, March 12
Spring Break	Monday – Friday, March 19 – 23
Good Friday	Friday, March 30
High School Graduation	Friday, May 18
Semester Test	Thursday & Friday, May 24 & 25
End of 4 <sup>th</sup> Quarter (48 Days)	Friday, May 25
Teacher in Service	Tuesday, May 29

All pre-approved inclement weather days have been utilized (5 days)  
**TOTAL DAYS – 190 Teacher Contract Days - 180 STUDENT DAYS**

5 Inclement Weather Days (If Required) May 29, May 30, May 31, June 1, and June 4  
 June 5, Staff Development

## **GENERAL DISTRICT RESIDENCY REQUIREMENTS**

### **Definitions**

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

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

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

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

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

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

## **ELEMENTARY AND HIGH SCHOOL ENROLLMENT REQUIREMENTS**

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

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age: 1. Birth Certificate 2. Statement by the local registrar or a county recorder certifying the child’s date of birth 3. Attested baptismal certificate 4. Passport 5. Affidavit of the date and place of birth by the child’s parent or guardian 6. United States military identification 7. Previous school records.

Any student who has not passed his twenty-first birthday and who has not graduated from high school is eligible to attend Bearden High School, provided he or she is ready to enter the high school program and make a legitimate effort to complete high school graduation requirements.

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

### **IMMUNIZATION/HEALTH REQUIREMENTS**

Children are not to be enrolled in school without the age appropriate immunizations from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials, i.e., body fluids, secretions and excretions (except sweat).

The parents or legal guardians of students found to have live human host parasites that are transmittable, in a school environment will be asked to pick their child up at immediately. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted when the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

### **TRANSFERRING STUDENTS**

A student enrolling from another school district will present the following information upon request of school officials: immunization and health records, transcripts of completed work and work in progress, and a cumulative folder from the prior school. A transfer student will be classified and enrolled on a temporary basis until confirmation is received from the prior school.

The district has developed a program for students with special needs. Students are tested to determine placement. Parents reserve the right to accept or decline special services.

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

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building; or if it will cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student was placed in the prior school.

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

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

Parents or students have the responsibility for transportation of any nonresident student admitted to a school in this District. The District and their resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

### **SCHOOL CHOICE**

The superintendent will consider all applications of School Choice postmarked no later than June 1, preceding the fall semester the applicant would begin school in the District. Applicants, whose applications fit an enrollment opening, will be sent a provisional acceptance notification letter, which will give instructions on the necessary steps and timelines to enroll in the District.

Applications that do not fit an enrollment opening, which are not received on or before June 1, or to a student's resident district that has declared itself exempt due to an existing desegregation order or the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.

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

The District may reject a non-resident's application for admission if acceptance would necessitate the addition of staff members or exceed classroom capacity of a program, class, grade level, or school building, or the District to provide educational services not currently provided in the District. The District shall reject application that would cause it to be out of compliance with applicable laws and regulations regarding desegregations. Letters of rejection shall state the reason(s) for the rejection.

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

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

Under provisions of the Arkansas Public School Choice Act of 1989 (Act 609), nonresident students may apply for admission to Bearden Schools. Transportation of Act 609 participating students is the responsibility of the parents. However, if there are sufficient numbers and concentration of students, other arrangements may be developed at the discretion of the school district.

### **TITLE VI B AND SECTION 504 REGULATIONS**

It is the intent of the Board of Education of the Bearden School District to comply with Title VI B and section 504 regulations prohibiting race and disability discrimination in any education program or activity receiving federal financial assistance.

### **TITLE IX REGULATIONS**

No student in Bearden Elementary or Bearden High School will be excluded, based on gender, from participation in, benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance. Male and female students will be eligible for benefits, services and financial aid without discrimination based on gender.

Our equity coordinator is the designated grievance officer for Title IX. You may refer to the table of contents for student grievance procedures.

### **STUDENT RIGHTS**

1. Pursue, through study and self-application, a quality education at public expense and attain personal goals through participation in the entire school program.
2. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
4. Express views or protests symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
5. Freedom of participation in patriotic exercises.

6. Be secure in his/her persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing material prohibited by law.
7. Determine his/her own dress, except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.

### **STUDENT RESPONSIBILITIES**

1. Attend classes daily, be on time to all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in his/her dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refraining of libel, slanderous remarks, obscenity in verbal/written expression or gesture.
4. Develop tolerance of the viewpoint and opinions of other individuals, to form different points of view, and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do or do not wish to participate in optional school activities.
6. Respect the rights, property, and privacy of the students and school personnel; carry only those materials which are acceptable under the law and which, are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty, good grooming, and wear clothing that contribute to their own health and safety, as well as that of others.

### **CLOSED CAMPUS**

**Bearden Schools have closed campuses.** All schools in the District shall operate closed campuses. **Students are required, regardless of age, to stay on campus from their arrival until dismissal at the end of the regular school day.** Students may be given permission to leave the campus by a school official, in the case of an emergency, and must sign out in the office upon their departure. All students, including seniors, must remain on campus at noon and during the school day. Students are not to leave campus to eat out and food may not be ordered in. Parents may bring food (to the school office) at lunchtime. **No students, having once arrived at school, will leave the school premises at any time during the day without being checked out in the principal's office by an authorized adult.** This applies to all students regardless of age. If a parent or legal guardian comes to school to pick up a child, he or she must first report to the principal's office to sign the child out. Students may leave with a parental note only having been first approved by the principal.

### **SCHOOL ATTENDANCE**

#### **School Day**

Students should not arrive at school before 7:30 a.m. each morning. All non-bus students will be expected to leave immediately after the dismissal bell in the afternoon. Bearden schools are not responsible for children prior to 7:30 a.m. or later than 3:40 p.m. except during a school-sponsored activity.

## **Attendance**

It is the responsibility of the parent(s), guardian(s) or person(s) *in loco parentis* to see that the student is attending school. The responsible person shall call the school between 7:55 and 9:00 a.m. on the day of the absence. The school personnel will make a reasonable effort, such as a telephone call, to notify the responsible person when a student's absence is in question, or continues for consecutive days and the responsible person has not contacted the school.

When returning to school after an absence, the student must bring a note from a parent or guardian. A note should contain the current date, the date of absence, reason for the absence and a parent's signature. **If a student returns without a note, it will be considered an unexcused absence.** The note should be presented to the office between 7:45-7:55 a.m. School officials will only accept five (5) parent or guardian notes **per semester**. Additional absences will require a doctor's excuse. Exceptions to this policy will be made for 504 students with debilitating health conditions, exceptions as necessary to satisfy individualized educational programs (IEPs), school related programs, activity trips, or approval by the principal.

**\*NOTE: Students only have five (5) days to bring in a parent or doctor's excuse. The School will not accept excuses older than five (5) days.**

After a student's second and fifth absence from a class or school each semester, a phone call will be made or a letter will be sent to the parents or guardians explaining the attendance policy. (An automated system may be used.) Upon receipt of this notice, the responsible person should contact the school by telephone or in person for a conference with school authorities. **When a student has been absent from class or school for a total of five days per semester, the prosecuting or city attorney may be notified that the student has accumulated an excessive amount of absences.** Parents are subject to civil penalty not to exceed \$500 when the student exceeds the number of allowed absences.

Before a student accumulates the maximum number of absences allowed in a school district's attendance policy, the student or the student's parent, guardian, or person in loco parentis may petition the school administration or school district administration for special arrangements to address the student's attendance. If special arrangements are granted by the school administration, a written agreement will be developed to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. This agreement will be signed by the school administrator, student's parent, guardian, or person in loco parentis, and the student.

\*See the following page for restrictions on unexcused absences.

## **Compulsory Attendance Requirements**

According to Act 6-18-2-01, every parent, guardian, or other person having custody or charge of any child five (5) through seventeen (17) years on or before **August 1 of the current school year**, who resides, as defined by policy (RESIDENCE: REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of the home schooling policy have been met.
3. The child will not be age six (6) on or before September 1 of that particular school year and the parent, guardian or other person having custody or charge of that child elects to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administration office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education
5. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A 6-18-2001 (b).
6. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational technical institute, a community college, or a two-year or four-year institution of higher education.

If necessary, students may attend school through age 21 or until their 22<sup>nd</sup> birthday.

### **ABSENCES**

**\*NOTE: Students only have five (5) days to bring in a parent or doctor's excuse. The School will not accept excuses older than five (5) days.**

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

#### **Excused Absences**

1. The student's illness or when attendance could jeopardize the health of other students.
2. Death or serious illness in their immediate family.
3. Observance of recognized holidays observed by their faith.
4. Attendance of an appointment with a government agency.
5. Attendance at a medical appointment.
6. Exceptional circumstances with prior approval of the principal
7. Participation in official school-sponsored activities.

#### **Unexcused Absences**

Absences not defined as excused or not having an accompanying note from the parent or legal guardian shall be considered **unexcused absences**. Students shall not accumulate more than five (5) absences per semester. Students may NOT have any unexcused absences after the first five absences. Any subsequent absences (after the first five) MUST be accompanied by a medical excuse or be approved by the principal. The first five (5) absences may be excused or unexcused without jeopardy of retention or loss of credit but must be accompanied by a parent note.

**However, students may not make up work for any unexcused absence, unless a written petition from the parent or guardian has been approved by the principal or his designee.**

Students only have 5 days to bring in a note either from parents or medical personnel. Excuses will NOT be accepted after 5 days of the absence! Parents will be notified when a student has accumulated **two (2)** and again when the student has **five (5)** absences in one semester. Notification shall be by telephone and/or **by regular mail**. Whenever a student exceeds five (5) absences in a semester, the District may notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law. Parents are subject to a civil penalty not to exceed **\$500** when the student exceeds the number of allowed absences. Excessive absences for minor children may also be reported to the Department of Health and Human Services as educational neglect.

Students who attend in-school suspension (ISS) shall not be counted absent for those days. Days missed due to expulsion or out-of-school suspension (OSS) shall be **UNEXCUSED ABSENCES**. Excessive absences will not be used as a basis for expulsion or dismissal from school. However, **excessive absences** could result in retention or loss of credit for the course or courses missed.

### **Attendance and Driver's Licenses**

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school, or is not maintaining regular attendance. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

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

### **Fraudulent Excuses**

A fraudulent excuse is one signed by a person other than the one whose name is signed or gives a false reason for the absence. Presenting or signing a fraudulent excuse may be grounds for suspension or expulsion.

**\*NOTE: Students only have five (5) days to bring in a parent or doctor's excuse. The School will not accept excuses older than five (5) days.**

### **Check-out of Students**

A student may only be checked out by a parent/guardian or other responsible person as listed by the parent/guardian on the student information sheet. School personnel are not allowed to check-out students in lieu of parents. For safety reasons, be prepared to present photo ID to check-out a student.

## TARDIES

If a student is tardy, he will be given an unexcused tardy, except in the unforeseeable accidents verified by the parents. **Oversleeping is not an excused tardy.** Promptness is an important character trait that District staff is encouraged to model and help develop our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Students should first report to the office to receive a tardy slip that will be presented to the classroom teacher. Students who receive unexcused tardies will be subject to the disciplinary policies of their perspective campuses.

A student who is tardy for class during the school day will be subject to the same punishment. For Bearden High School students, arriving to school late due to alleged car trouble, oversleeping, etc., will be given an **unexcused** tardy and sent to class. A student who is tardy for class during the school day will be subject to the same punishment. *Students could be given a warning, Saturday School, extended day, corporal punishment, in-school suspension, out of school suspension, and possibly recommendation for expulsion.*

## TRUANCY

Truancy means that a student is not in their assigned location at a given time. A penalty will be enforced for anyone guilty of truancy. Students who are off school premises during school hours, may be located and detained by law enforcement or school officials. These students may be taken into custody and returned to the school or transported to his or her parents or to a **truancy reception center** which has been designated by the school district.

Students who are truant will be subject to penalties including warnings up to expulsion and charges being filed with the prosecuting attorney.

**Note:** Parents will be notified by letter or by phone regarding each case of truancy. Truancies could be reported to the proper juvenile authorities.

## HOME-SCHOOL

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

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

but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

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

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

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

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-school 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.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

### **LATE ENROLLMENT**

A student who is exempt from compulsory school attendance will not be permitted to enroll after the fifteenth (15) day of the first semester or the tenth (10) day of the second semester unless the principal determines that extenuating circumstances exist. Exceptions may be made for transfer students who were in good standing (not suspended or expelled) at the last school attended.

### **WITHDRAWAL FROM SCHOOL**

Parents or guardians are required to withdraw a student from school. Before a student withdraws from school, he should report his intentions to the principal's office. The teachers will fill out

the student's grades up to date. All fees must be paid, books turned in, etc., before withdrawal is complete. School records will be mailed upon written request from the receiving school.

### **ILLNESS AND STUDENT MEDICATION**

If a student should become ill at school, he or she should ask the classroom teacher for a pass to report to the principal and, if needed, to the nurse. A visit to the nurse or office must be done between classes except in the case of a classroom emergency. If necessary, parents or guardians will be notified and arrangements will be made to see that the student gets home.

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

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

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

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

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

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

### **STUDENT PREGNANCIES**

It is the policy of the Board of Education that a student who becomes pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal and the nurse a written statement from a licensed physician, including recommendation concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be filed each six weeks, verifying that she is physically able to continue school.

A pregnant student who chooses to remain in school the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of a pregnant student. In no case shall a pregnant student be removed from school or failed solely because of pregnancy.

A student shall be readmitted to school after delivery upon a statement from her physician recommending her readmission.

Reference: U.S. Const. Amend. XIV, sl:20 U.S.C. all681 et. Seq: Cleveland Board of Education v. LaFluer. 94S. Ct. 791(1974) Ark. Stat. Ann. ##80-509, 80-1656

## ACADEMICS

For all students (K-12), grades assigned to students will reflect only the educational objectives that are included in the curriculum. The kindergarten grading scale consists of a mastery checklist of goals based on the Common Core State Standards (see Mastery checklist in back of handbook).

### Classroom Grading Scale for Bearden Elementary

90-100	A	A = 4 points
80-89	B	B = 3 points
70-79	C	C = 2 points
60-69	D	D = 1 point
0-59	F	F = 0 points

### Promotion/Retention Course for Bearden Elementary

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

Promotion or retention of students shall be primarily based on the student's mastery of skills required by each grade level and their tests scores. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and 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.

For all students who do not score proficient or above on the state mandated exams, an Academic Improvement Plan (AIP) will be developed to insure that everything possible is being done to increase their performance. The AIP's will be reviewed with the student, parent, teacher, and principal. As part of the improvement plan, a remediation program will be required. **If a student fails to participate in the prescribed remediation program, the student may be retained.**

### Bearden High School Grading Policy

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

**Nine-weeks grades:** 40% Homework/Class work and 60% Tests/Quizzes. 9-weeks test, which are mandatory, will count for 100 points and be averaged into total test scores for the 9 weeks. Students will have a minimum of two grades per week including tests, homework, class work or quizzes. All grades are entered and computer through Teacher Access Center (TAC) and can be viewed by parents through Home Access Center (HAC).

**Exemption Policy**

**All students must take their first and second semester exams.** The only exception is for Seniors during the Spring Semester who have an 85% grade average, no unexcused absences, no ISS or OSS, and finally no excessive disciplinary referrals.

**Grading Scale for Bearden High School**

The following numeric values for the letter grades shall be used for courses. (ACT 1070 of 1997)

<b>Non-Weighted Courses</b>		<b>Weighted Courses</b>	
A= 4 points	A= 90-100	A= 5.0 points	A= 90-100
B= 3 points	B= 80-89	B= 4.0 points	B= 80-89
C= 2 points	C= 70-79	C= 3.0 points	C= 70-79
D= 1 point	D= 60-69	D= 2.0 points	D= 60-69
F= 0 points	F= 0-59	F= 0.0 points	F= 0-59

Grading Policy – 60% Tests/Quizzes                      Homework/Class work – 40%

**Quality points for AP are contingent on student testing.**

**Promotion/Retention Course Credit for BHS**

The criteria for promotion to grades in 9<sup>th</sup>-12<sup>th</sup> are as follows:

9<sup>th</sup> grade entrance: successfully pass 60% or more of all 8<sup>th</sup> grade course work and pass all ~~EOY~~ exams and/or successfully attend remediation sessions.

10<sup>th</sup> grade entrance: successfully pass 70% or more of all 9<sup>th</sup> grade coursework (5 or more credits) and pass all ~~EOY~~/High Stake Exams and/or successfully attend remediation sessions.

11<sup>th</sup> grade entrance: successfully pass 60% or more of all 10<sup>th</sup> grade course work (11 or more credits) and pass all ~~EOY~~/High Stakes exams and/or successfully attend remediation sessions.

12 grade: successfully pass 60% or more of all 11<sup>th</sup> grade coursework (16 or more credits) and pass all ~~EOY~~/ High Stakes exams and/or successfully attend remediation sessions.

Promotion from the

12<sup>th</sup> grade entrance: successfully pass 60% or more of all 12<sup>th</sup> grade coursework (22 or more credits) and pass all ~~EOY~~/ High Stakes exams and /or successfully attend remediation sessions. The 9<sup>th</sup> grade Algebra Exam must be passed prior to graduating high school.

Successful completion of a remediation program requires 85% or better attendance rate of remediation sessions and completion of 85% or more of the assigned coursework with a passing grade.

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Bearden School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the student's course completions and tests scores. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference 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 or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams, or do not meet the satisfactory passing level on all general end-of-year (EOY) tests shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

All students, unless exempted by the student's individualized education program (IEP), must successfully pass all general assessments they are required to take. To receive academic credit in a course requiring a student to take a general assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her AIP. A student is not eligible to graduate if he/she fails to receive academic credit in a course requiring a general assessment. Additionally, the lack of credit could jeopardize their grade promotion or classification.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Students who have missed 15 days of a course may be in jeopardy of not receiving credit. (see attendance pg. 17)

### **Credit Recovery**

Students classified as seniors who are deemed in jeopardy of not graduating could qualify for credit recovery. The principal and counselor, along with the teacher of the course in question, will formulate a plan of recovery allowing the student an additional opportunity for success. It will be recommended that Grades 9-12 be offered extended year programs as funds become available.

### **SCHEDULE CHANGES FOR HIGH SCHOOL STUDENTS**

Students may request schedule changes during the summer before the first day of school. Courses may not be dropped or changed after the 5th day of school. Any exception will only be determined by the Principal. College concurrent credit course requests for non-high school credit will be determined by the 10<sup>th</sup> week of class each semester. These requests will be approved by the principal and signed by parents if students are under 18 yrs. old. Courses dropped will result in tuition costs being repaid by the student/parent.

### **HOMEWORK POLICY**

The School Board believes homework to be an integral part of each student's education program. Homework is a reasonable extension of classroom assignments and varies according to individual student's grade level, abilities, and needs.

The objective of homework is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to a classroom work, well defined in advance by the teacher(s), understood by the student, corrected and returned to the student.

It is the student's responsibility to complete homework. It is the parent's or guardian's responsibility to support this portion of the educational program by encouragement and involvement with the student. 504 and IEP accommodations apply to assigned homework.

### **MAKE UP WORK**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up with his/her teacher(s). Each school shall establish a uniform timetable in which students must make up their work to receive credit.

1. A student may make up assignments for excused absences.
2. The time allowed to make up work missed is equal to the amount of time missed. For example, a student who is absent one day is allowed one day to make up work; a student who is absent three days is allowed three days to make up work. If a student knows they are going to miss a class, all effort must be made to get the class work completed ahead of leaving.
3. If a student is going to miss a class for any sports or school related function, class work that is already assigned and due **must be turned in prior to leaving campus**. Tests that have been scheduled must also be taken in advance or upon immediate return to class.

4. Students should NOT schedule vacation or miss any days during the Semester testing week! College/ Vocational students will do their best to schedule appointments, field trips, college visits, etc. on Fridays to reduce the days missed in attending SAU Tech's Monday—Thursday schedule.
5. Students are not allowed to make-up work for unexcused absences unless a written petition from the parent or guardian has been approved by the principal or his designee.

### **ALTERNATIVE LEARNING ENVIRONMENT**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Potential drop-out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

### **LIBRARY MEDIA CENTER**

The library media center plays a pivotal role in the educational process at the Bearden Schools. Students and staff are encouraged to utilize the facilities and collection of the media center for both academic and recreational purposes.

Materials are selected by the media specialists and the faculty with consideration given to requests of students. These materials are catalogued and arranged in a way which provides for easiest access and most effective use.

Books may be checked out for two weeks and may be renewed for one week as long as there has been no other request for them. A fine of five cents per day will be charged for books not returned on time.

Reference materials are not to leave the media center unless arrangements are made with the media specialist.

### **Basic Library Rules**

1. Quiet will be observed at all times in order to maintain an atmosphere conducive to learning.
2. All library materials are property of the Bearden Public School. Damaged or defaced materials or furnishings will be paid for by the student or the parent of the student responsible for damage.

### **BEARDEN SCHOOLS' COMPUTER AND INTERNET USE POLICY**

The Bearden School District makes computers and/or computer Internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a Bearden Schools Internet Contract for Students (p.66) is signed by both the student and the parent or legal guardian, is on file.

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

\*The Internet-Use Policy Contract is located at the end of this handbook.

### **FOOD SERVICE PRE-PAYMENT PLAN**

The Bearden School district does not offer credit (charges) for food items purchased in the school cafeteria (including noon lunch trays); payment for such items is due at the time the food items are received. Parents, who choose to do so, may pay in advance for student meals.

## CARE OF PROPERTY

Students are responsible for the care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure, abuse, or damage school property or equipment will be required to pay for repair or replacement of the items. In addition, students are reminded that damaging or destroying public property is a violation of the law, and they may be turned over to the authorities for prosecution.

## FREE TEXT BOOKS

The state provides free textbooks for K-12 students. This naturally necessitates certain rules and guidelines pertaining to the care of state-owned textbooks. Students should keep in mind that these books are lent to them. Therefore, each student will be held accountable for the care of the books issued to him. The following guidelines will be adhered to in the Bearden Schools:

1. At the end of the school year; all textbooks will be turned in. Those students who have lost books will be required to pay the full price of the book as determined by the price list issued by the State Department of Education.
2. All new books are projected to last five to six years. Therefore, the value of the book will depreciate approximately 1/5 of the original cost each year. Student who return books that have been abused (back off, loose backs, dirty or with writing in books) will be assessed a fine proportion to the damage. If you receive a new book this year, remember five other students will have to use the same book before it is replaced.
3. Textbooks will be assessed for damages, and fines will be due at the end of each semester.

## APPEARANCE AND DRESS CODE

The Principal/Teacher may determine if specific student dress is disrupting the educational process. The Bearden Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the district has a responsibility to promote an environment conducive to student learning. Certain standards of good taste in school dress must be enforced to avoid this deterioration of the learning climate. Dress and appearance must not present health and safety hazards or cause disruption of the education process. Students will be expected to dress neatly and modestly. **Sagging pants or dress showing cleavage are not permitted at any time (Act 835 of 2011). Students will be disciplined for violations including being charged for disorderly conduct.** Tunics worn over leggings/jeggings should be mid-thigh or longer, front and back. Leggings worn with T-shirts are not acceptable. At no time during the instructional day should breasts, buttocks, bellies, or backs be showing.

Holes in jeans are allowed with the following stipulations:

1. No holes larger than a quarter.
2. No holes above mid-thigh without leggings.

Any dress that is deemed as disrupting the educational process may be addressed.

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

### **Student Publications**

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

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

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

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that views expressed are not necessarily those of the School Board or the employees of the district.

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

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature publications, or materials (hereinafter "non-school materials"). Shall do so in a time,

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

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

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

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

### **SEARCH, SEIZURE, AND INTERROGATIONS**

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

Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student

will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A person search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

Dangerous items (such as firearms, weapons, knives, and controlled substances such as defined by Act 649 of 1989; as amended) and other items which may be used to substantially disrupt the education process will be reported and transmitted to the proper authorities.

### **Automobiles**

Student automobiles may be searched.

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

### **Video Surveillance**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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

The district shall retain copies of video recording for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

Video recordings shall be considered student education records and any release or viewing of such records shall be accordance with current law. Videos contain evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

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

### **Backpacks**

**No backpacks or purses are allowed in the classroom at BHS.** Food or drink is not to be transported to the classroom at BHS.

### **Drug/Alcohol Testing Policy**

Should there be reasonable suspicion that student is under the influence of alcohol, a controlled substance, or an illicit drug, a test for the substance will be required. This shall be defined as a personal search. Once reasonable suspicion has been established, the student (and a parent for students under age 18) will be informed of the circumstances under which the suspicion has been established.

The principal will explain the procedure for testing to the student and parent. School personnel under the supervision of the school nurse will administer the test. A parent may request that a drug testing laboratory or doctor administer the test. Should this occur, the parent shall assume responsibility for the expense of the test.

If the test for the substance is positive, the parent can request a second test. If the second test is negative, the school shall pay the cost of the second test. Should the student or parent refuse to submit to a test, when there is reasonable suspicion to believe the student is under the influence of a prohibited substance, the student shall be suspended from school for 10 days and the principal shall recommend expulsion for no less than the remainder of the current semester and no more than one calendar year.

The Superintendent of Schools shall have the authority to review each case and to accept the recommendation of principal, change the punishment or modify the 10 day suspension.

Should the Breathalyzer test for alcohol or the test for drugs result in a negative result, all records of the event will be deleted from the personal records of the student. Should a test result in a positive reading, the policy for drug/alcohol abuse shall be followed.

## **PARENTAL RIGHTS, VISITS, AND CONFERENCES**

### **Visitation**

We encourage you to visit school whenever possible. Parents are required to check-in at the office and receive a visitor's pass prior to visiting a classroom. In most cases, we prefer the visit

take place in the office. We ask that the visits are minimal and not an extended stay. It is important that the learning process for all students is not disturbed.

**Please, do not expect the teacher to interrupt class to discuss individual problems. A conference for this purpose should be arranged ahead of time. Please call the school office to arrange a conference time.**

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

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

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

The District has the right to ask disruptive visitors to leave its school campuses. Principals and/or administrators are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Bearden Schools will host two (2) parent/teacher conferences per school year. One will be held during the 1<sup>st</sup> nine weeks and the second during the 3<sup>rd</sup> nine weeks. The conferences will be for the purpose of discussing progress reports and/or report cards. Dates will be posted on the school calendar.

### **Student Visitors**

Student visitors in the classroom can be disruptive to the educational process. **Student visitation is NOT allowed.**

## **LOCKERS**

Every Bearden High School student must have a locker. Once a locker has been assigned to the student, the locker assignment cannot be changed without permission from the principal. Lockers are rented from the school for \$10.00 each. If the student locker is not locked, Bearden Schools is not responsible for loss of its contents. A \$10.00 lock replacement fee will be required at the end of the school year if the lock is not returned in working condition.

## **STUDENT GRIEVANCES**

### **GRIEVANCE PROCEDURES RELATED TO TITLE VI, TITLE IX, SECTION 504, DISCRIMINATION COMPLAINTS OF STUDENTS AND EMPLOYEES**

#### **1. DEFINITIONS**

- a. **DISCRIMINATION COMPLAINT:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
- b. **STUDENT GRIEVANT:** A student of the Bearden School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
- c. **EMPLOYEE GRIEVANT:** An employee of the Bearden School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
- d. **EQUITY COORDINATOR:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the civil rights laws and other state and federal laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- e. **RESPONDENT:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for the procedures and policies those areas covered in the complaint.
- f. **DAY:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

#### **2. PRE-FILING PROCEDURES**

- a. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Equity Coordinator, and reasonable effort should be made to resolve the problem or complaint.

### 3. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- a. The grievant submits written complaint to the Equity Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. A written complaint must be submitted within 30 days of alleged violation.
- b. The Equity Coordinator notifies respondent within 10 days and asks respondent to:
  1. Confirm or deny facts,
  2. Indicate acceptance or rejection of student or employee's requested action, or,
  3. Outline alternatives.
    - a. The respondent submits answer within 10 days to Equity Coordinator.
    - b. Within 10 days after receiving respondent's answer, Equity Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Equity Coordinator also schedules a conference with the grievant, the respondent, and the principal or other designee.
    - c. A conference with the principal, grievant, respondent, Equity Coordinator, and other persons involved will be held
- c. The principal issues, within 10 days after the conference, a written decision to the student or employee, respondent, and Equity Coordinator.
- d. If the grievant or respondent is not satisfied with the decision, he/she must notify the Equity Coordinator within 10 days and request a conference with the Superintendent.
- e. The Equity Coordinator schedules within 10 days of request a conference with the grievant, respondent, and Superintendent.
- f. A conference with the Superintendent, grievant, respondent, Equity Coordinator, and other persons involved will be held.
- g. The Superintendent issues a decision within 10 days following the conference.
- h. If the grievant or respondent is not satisfied with the decision, he must notify the Equity Coordinator within 10 days and request a conference with the Board of Education.
- i. The Equity Coordinator notifies the governing board within 10 days after receiving request. The Equity Coordinator will schedule a conference with the governing board. The conference is to be conducted within 30 days from the date of notification to the governing board.
- j. A conference with the governing board or hearing panel established by the board, grievant, Equity Coordinator, and other persons involved will be held.
- k. The governing board issues a final written decision within 10 days after the conference regarding the validity of the grievance and any action to be taken.
- l. A Section 504 student grievant may request an impartial hearing when the governing board's decision involves the identification, evaluation, or educational placement of a handicapped person in an elementary or secondary education program.

### 4. GENERAL PROVISIONS

- a. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until the complaint is resolved shall be no more than 180 days.
  - b. Recourse Following Governing Board Decision:
  - c. Title VI Student Grievant: Office of Civil Rights
  - d. Title IX Student Grievant: Office of Civil Rights
  - e. Title VI Employee Grievant: Office of Civil Rights or the Equal Employment
  - f. Title IX Employee Grievant: Opportunity Commission depending upon the nature of the complaint.
  - g. Section 504 Employee or Student Grievant: Office of Civil Rights
5. Access to Regulations: The Bearden School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran upon request.
  6. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complain record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after the complaint resolution.

### **BEARDEN SCHOOLS STUDENT BEHAVIOR CODE**

- 1. Be on time and bring all of your materials.**  
(i.e. books, paper, pencils, and uniforms.)
- 2. Follow all school personnel instructions immediately.**  
(i.e. teachers, aides, administrators, bus drivers, custodians, and cafeteria workers.)
- 3. Participate in a positive manner during classroom and extracurricular activities and allow fellow students to do the same.**  
(i.e. do not interfere with your own or another student's learning and demonstrate good sportsmanship.)
- 4. No fighting, rude gestures, or put-downs.**  
(i.e. keep your hands to yourself and do not talk badly about other students)
- 5. Do not possess, use, order, or sell weapons, tobacco, alcohol, or drug products on school grounds or at school activities.**  
(i.e. do not bring cigarettes, drugs, or alcohol to school or ball games)
- 6. Wear appropriate clothing to school that does not interfere with the learning process.**  
(i.e. wearing hats, wearing sagging pants, cropped/short shirts, alcohol or drug product clothes or clothing with derogatory slogans or pictures on them. [Example: Hooters], sleeveless or see-through tops, tops with spaghetti straps, clothing with skin showing above mid-thigh, and sunglasses are all prohibited)
- 7. No gang involvement or gang recruitment activities on school grounds or at school activities.**  
(i.e. gang related clothing, throwing gang signs, drawing or writing gang symbols)
- 8. Follow procedures and rules in the student handbook.**

## **STUDENT CONDUCT NOT PERMITTED**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action including, but not limited to, suspension or expulsion from school. A violation occurs whether the conduct take place on the school ground at any time, off the school grounds at a school activity or function, or even en route to and from school.

### **Consequences for Breaking Rules**

**Minimum and maximum penalties for disciplinary infractions may range from counseling to expulsion. Penalties will be left up to the discretion of the principal based upon the severity of the infraction.**

**Rule 1: Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination** A student shall not fail to comply with reasonable direction or commands of teachers, principals, administrative personnel, superintendents, school bus drivers, and other authorized school personnel.

**Rule 2: Disruption and interference with school** No student shall:

1. Occupy any school building or properties or block any doorways or corridors of any school building or property with intent to deprive others of its use.
2. Prevent or attempt the convening or continued functioning of any school class, activity, lawful meeting, or assembly on the school campus.
3. Prevent students from attending a class or school activity.
4. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
5. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teachers; ability to conduct class or any other school activity.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any conduct intentionally cause the disruption of any lawful process or function.
7. Refuse to identify himself/herself, at the request of the teacher, school bus driver, principal, superintendent, school security officer, or other school personnel.
8. Encourage other students to violate any rule or school board policy.

**Rule 3: Miscellaneous rules**

1. No public display of affections.
2. Students who are caught sitting in cars will have their campus parking privileges suspended.
3. No tobacco products are allowed on school premises. Any student caught using tobacco products will be disciplined which would include corporal punishment,
4. Inappropriate student dress.
5. Truancy
6. Excessive tardiness

7. Any other immoral act will be prohibited.

**Rule 4: Fireworks**

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could be a danger to him/her or to other students that could cause damage to school property, or that could be disruptive to the learning climate of the school.

**Rule 5: Gambling**

A student shall not participate in any activity which may be termed gambling or wagering in which the stakes are money or any other object of value.

**Rule 6: Physical abuse or assault by a student on a school employee**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee or any other individual. Any gesture, vulgar, abusive or insulting language, taunting, threatening, harassing or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculate to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

**Rule 7: Physical abuse or assault by a student on a student or Fighting**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to another student. Fighting will not be tolerated. Horse-playing leads to fighting and is therefore strictly prohibited. Strict action will be taken on students for fighting. Participants may be paddled, assigned to in-school suspension or suspended. Parents may be called for a conference for each incident of fighting. Students are not allowed to encourage other students to fight. Those who incite fighting may be treated the same as those who actually fight.

**Rule 8: Weapons, dangerous instruments and contraband**

A student shall not possess, handle, or transmit a razor, knife, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that can reasonably be considered a weapon or any contraband materials. A student, who is determined to have brought a weapon of any kinds to school or at any school function, will be expelled from school for a period of not less than one year. This is in compliance with the Gun Free School Act (GFSA) enacted October 20, 1994, part of the Improving America's School Act of 1994 (the reauthorization of the Elementary and Secondary Education Act of 1935 [ESEA], Public Law 103-382).

**Rule 9:        Narcotics, beverages containing alcohol and drugs**

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

Therefore, no student in the Bearden School District shall possess, attempt to possess, consume, distribute, sell, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about the school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol beverage, inhalants that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Students will be reported to proper authorities for possession of a controlled substance with intent to sale.

**Recommended consequences for possession of controlled substances:**

First time possession of user amounts of a controlled/illegal substance: 10 day suspension and minimum of 30 school days placement in the ISS program with student exit criteria of mandatory drug testing (parent’s expense), and the student meeting all academic requirements for release from the ISS program. Students will also be required to get drug counseling at their parent’s expense. During this 30 day placement, all students will not be allowed to participate in or attend or practice in after-school extra-curricular activities or clubs.

Second time possession for user amounts of a controlled/illegal substance: 10 day suspension and board recommendation of 1 calendar year expulsion. Charges will also be filed with local law enforcement authorities for possession of a controlled substance.

**Recommended consequences for possession with intent or proof of sale:**

First time possession of a controlled/illegal substance with intent or proof of selling to others (as determined by school officials and/or local law enforcement authorities): 10 day suspension and board recommendation of 1 calendar year expulsion. Charges will also be filed with local law enforcement authorities for possession of a controlled substance with intent to sell.

## **Definitions**

### **Chemical Substances**

Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, glues, and paint materials expressly prohibited by federal, state, or local laws.

### **Possession**

Possession includes having the drug on the person or in the immediate vicinity of the person or among the personal possessions (locker, car, etc.) of the individual.

### **Abusive Use**

The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

### **Rule 10:        Damage or destruction of school property.**

A student shall not cause or attempt to cause any intentional damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor under the age of 18 living with parents will be liable for damages caused by said minor.

### **Rule 11:        Theft**

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. Students shall make restitution for any property stolen by them and shall be subject to other disciplinary measures.

### **Rule 12:        Disturbing the peace**

1. A student shall not use abusive, obscene, or profane language when addressing another student, teachers, or other school employees. This type of behavior will not be tolerated, and violators will be subject to prosecution, in addition to suspension or expulsion.
2. A student shall not threaten, challenge, or fight.
3. A student shall not use abusive, violent, obscene, vulgar, insulting, or profane language, whether addressed to a specific party or to the public generally.

### **Rule 13:        Forgery and/or falsification of general information.**

A student shall not forge another person's name to any pass or student scheduling information or falsify telephone numbers and addresses on general information forms.

### **Rule 14:        Sleeping in class/illness**

A student shall not be allowed to sleep in class. A student who consistently falls asleep in class or becomes ill should go to the principal's office.

### **Rule 15:        Loitering by suspended students**

A student who has been provided with written notification of suspension will not be allowed to enter any school building or be present on any school grounds. During the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

**Rule 16: Cheating on tests or other work assignments**

A student shall not cheat on tests or other work assignments, nor shall a student aid other students in cheating on the same. **Plagiarism is cheating.** Students who violate this rule will receive no credit for the work involved.

**Rule 17: Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.**

**Rule 18: Hazing, or aiding in the hazing of another student**

Hazing is the act of harassing by physical or mental abuse (ridicule or criticism.) It also identifies the act of forcing another individual to perform acts for the purpose of belonging to a specific group or organization.

**Rule 19: Participate in gangs or gang-related activities**

Belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs, are prohibited.

**Rule 20: Sexual harassment**

Sexual harassment is defined as unwanted advances, of a sexual nature, toward another individual. It may include, but not limited to, physical contact or verbal, written, or electronic communication.

**Rule 21: Bus Behavior**

School buses and other district owned transportation are considered school property. Therefore, any student conduct restricted from occurring in school buildings is also restricted on a school bus or other conveyance. The driver is charged with the responsibility of maintaining order on the bus at all times. The driver will make recommendations to the building principal concerning disciplinary actions of disruptive students. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measure for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student’s parent or legal guardian.

**Rule 22: Any behavior not covered above**

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

## **BULLYING**

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

### **Definition**

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

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

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation at telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in the purpose.

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

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

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

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

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action including verbal warning up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Copies of this policy shall be available upon request.

## **ELECTRONIC DEVICE POSSESSION AND USE**

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device. The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. **Bearden Schools are not responsible for lost or stolen electronic devices and cell phones.**

Students using electronic devices in between classes, without permission, or inappropriately shall have them confiscated. Confiscated cell phones and other electronic communication devices may

be picked at the school's administration office by the student's parents or guardians. **The following fine(s) will be assessed for confiscated electronic devices including cell phones as follows:**

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> offense</b> | <b>Student picks up phone from principal's office after school and receives a written warning.</b>  |
| <b>2<sup>nd</sup> offense</b> | <b>Parent pick up phone from principal's office and signs cell phone/student usage agreement. This agreement will outline the citation amounts levied for continual misuse.</b> |
| <b>3<sup>rd</sup> offense</b> | <b>Parent picks up phone from principal's office – 10 dollar school fine levied.</b>  |
| <b>4<sup>th</sup> offense</b> | <b>Continued confiscations and misuse will result in loss of all phone privileges during the instructional day for the remainder of the year.</b>                               |

All excessive and repeated offenses may include fines being added \$10 per fine beyond the 4<sup>th</sup> offense and the possibility of suspension due to insubordination.

### **STUDENT ELECTRONIC DEVICE USE and INTERNET USE AGREEMENT**

The Bearden 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 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):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to 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.
2. Acceptable Use: The Student agrees that he/she will use 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.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [**Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy."** You may choose to tailor your punishments to be appropriate to the school's grade levels.]
4. "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 maintaining 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, address, 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.

5. 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.

6. No Expectation of Privacy: The Student and parent/guardian signing this document agree that if the Student uses 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.

7. 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.

8. Signatures: We, the persons who have signed this document, have read this agreement and agree to be bound by the terms and conditions of this agreement.  
(Forms to sign are in the appendices of this handbook.)

## STUDENT DISCIPLINE

The Bearden Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity. **Fines up to, but not limited to, \$25.00 may be imposed for any excessive and repeated offenses. Some offenses may be referred to legal authorities and fines may be charged.**

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Bearden School Board. The Board shall approve any changes to student discipline policies.

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

It is required by law that the principal, or the people in charge, report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

### **Discipline of Handicapped**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures as long as such treatment does not abridge the right to free appropriate public education. The Individual Education Plan (IEP) team of a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten days in a school year.

After an emergency suspension is imposed on a handicapped student, an immediate meeting with 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. There is a person designated as a grievance officer for Act 504.

### **Due Process**

The due process right of the students and parents are as follows:

1. Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reasons for the suspension shall be given to the parent or guardian of the pupil.
4. Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

### **Corporal Punishment**

The Bearden School Board recognizes the need for firmness in disciplinary action to deal with problems which occur in the classrooms and during other school activities, whether on or off school premises. Accordingly, the Bearden School Board authorizes the administration of corporal punishment as part of the disciplinary process.

Corporal punishment may be administered by any certified employee of the district to any pupil for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar, or insulting language, or other conduct that would tend to disrupt the educational process.

The Board directs that corporal punishment will be administered according to the following requirements:

1. It will be administered in the presence of at least one other certified school employee as a witness who shall also be present when the student **is advised** of the reason for the punishment. Note: **A.C.A. § 4.11.1**.
2. Refusal to take corporal punishment will result in the next higher step in consequences up to ISS, Out-of-School Suspension or recommendation for expulsion.

3. It will not be administered in the presence of other students, nor in spirit of malice or anger, nor will it be excessive.

### **Suspension**

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

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

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

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

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

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

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

- A primary call number
  1. The contact may be by voice, voice mail, or text message

2. An email address
3. A regular first class letter to the last known mailing address.
4. The district shall keep a log of contacts attempted and made to the parent or legal guardian.

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

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

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

### **Long Term Suspension**

In lieu of expulsion, a student may be suspended for a long period of time. A long term suspension which is more than 10 days shall come after the pupil has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

### **Emergency Suspension**

If severe conditions exist, students may be suspended indefinitely without notice, hearing, or the other rights provided herein being first given. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and Board to consider the case under their usual time. In all such cases, notice, hearing, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration to order permits.

### **Expulsion**

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

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

The hearing shall be conducted no later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

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

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

### **Discipline Grievances**

If any student and/or the parents of a student involved in a disciplinary ruling wish to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedures which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

1. Teacher
2. Principal
3. Superintendent
4. School Board of Education

### **PRIVACY OF STUDENT RECORDS/DIRECTORY INFORMATION**

A student's educational records are available for inspection and copying by his/her parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards education

records, including discipline records to schools that have requested them and in which the student seeks to enroll.

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

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

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

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

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

The form for objection to making directory information available is located in the back of the student handbook, or may be obtained from the principal's office, and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later

than ten (10) school days from the beginning of each school year or the date the students is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

We maintain three types of records:

1. Academic progress
2. Behavior records
3. Health records

The principal is the person in charge of the records in each building.

### **PROOF OF SCHOOL ENROLLMENT OR GRADUATION TO OBTAIN A MOTOR VEHICLE OPERATOR'S LICENSE**

#### **(ACT 831 OF 1991)**

Any student less than eighteen (18) years old on October 1 of any year shall provide proof of high school graduation or equivalent or enrollment and regular attendance in a public, private, or parochial school or proof that such a person is being provided home schooling before being able to make application for a learner's permit or for an operator's or chauffeur's license. Every application shall be made upon a form furnished by the office and accompanied by the required fee. Regular attendance is compliance with the established written policy of the school district.

#### **HARDSHIP WAIVER FROM THE REQUIREMENT OF SCHOOL ENROLLMENT OR GRADUATION TO OBTAIN A MOTOR VEHICLE OPERATOR'S LICENSE (ACT 716 OF 1991)**

Any person less than eighteen (18) years old who is unable to meet the requirement as specified above may petition the Office of Driver Services that he/she be issued a restricted operator's permit for employment related purposes. A copy of the rules from the Department of Finance and Administration are on file in the school office.

#### **Student Vehicles**

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel, and purchase a parking permit may drive their vehicle to school. Vehicles driven to school shall be parked in the areas designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel. Students are encouraged not to allow other students to drive their vehicles.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. **The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.**

## STUDENT ACTIVITIES

### General

The activity program is an important part of the overall school program and should be considered as such. Only those activities which can make a contribution to the education and/or character development of students are included in this program.

### Student Organizations/Equal Access

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

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

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

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

### Eligibility

In order to participate in any athletic program, the student is required to meet the Arkansas Activities Association (AAA) Eligibility Requirements for academic accomplishments. Other clubs and organizations will follow their state rules and regulations for participation.

Any student participating in any athletic program must have a physical examination by his/her family physician and a signed letter from his/her parents giving permission to participate.

Athletes are to be present for the AAA mandated amount of a school day in order to be eligible to participate in athletic events on that day.

Please access [www.ahsaa.org](http://www.ahsaa.org) for specific eligibility requirements.

When a student misses two or more unexcused absent days in the same week as a school activity or event, the student will not be allowed to participate or attend events which are held during school hours without permission from their respective principal. These extracurricular events and activities include, but not limited to, athletic events and activities, clubs, organizations, etc.

### **Accounting/Central Activity Fund**

All student activity money and other school money must be deposited with the bookkeeper in the principal's office. The organization's sponsors or treasurer may make deposits and receive receipts for the money. Sponsors can obtain approved purchase order in the principal's office and withdrawals from accounts will be made only after an invoice or sales ticket has been submitted. Before a monthly school board expenditure report is submitted, the sponsor and principal will verify that all accounts balance with the bookkeeper's records.

### **BES/BHS Elections**

Student elections of any kind will have ballots counted and verified by the administration and/or their designees.

### **Student Council**

#### **Bearden Elementary School**

The Bearden Elementary School Student Council is composed of students who have been elected from grades 1 – 6. Student council members are expected to be good citizens and set a good example for our school. As members, they will do what is best for the Bearden Elementary School student body.

The council seeks to accomplish the following: “to develop good citizenship; to promote harmonious relations throughout the school; to improve school morale; to assist in the management of the school; and to provide for the general welfare of the school.”

Student Council procedures are as follows:

1. Elections will be held in the early fall of each school year.
2. Periodic meetings will be held during the activity period or after school.
3. All members are expected to attend every meeting, help with activities, and participate in fundraising activities.
4. A behavioral contract is to be signed and adhered to by every member.

#### **Officers: BES: President, Vice President, Secretary, Reporter and Representatives**

1. Fourth through sixth grade students running for office must turn in a petition signed by 3 teachers/principal.
2. Only those students in sixth grade may run for **President**.
3. Candidates must give a short speech in front of the student body just prior to the elections.
4. Every student enrolled in BES (grades 1 – 6), that is present on the main campus on election day, is eligible to vote.
6. One representative from each classroom will be elected for grades 1 – 6.
7. The sponsors and principal, at their own discretion, may appoint one or more “members-at-large” at any time during the school year. These members may include, but are not limited to, those who ran for office and did not win.

## **Bearden High School Student Council**

The student council serves as a forum for free expression of student opinion and as a channel of cooperation between faculty and students.

The council seeks to accomplish the following: “to develop good citizenship; to promote harmonious relations throughout the school; to improve school morale; to assist in the management of the school; to provide for the general welfare of the school.”

Student Council members must maintain a

- 2.5 GPA.

Any student wishing to run for a student council office must:

- have a petition signed by 15 students, 2 teachers, and the principal.
- Candidates must give a short speech in front of the student body.

Officers of the council are president (who must be a senior), vice-president, secretary, treasurer, parliamentarian and reporter. One representative from each club and two representatives from each grade will be elected to make-up the membership of the council. The student council will regulate and supervise elections each spring. Officers can be removed from office at the discretion of the sponsors and the administration.

## **MR. AND MISS SENIOR BHS (12th grade) AND MR. & MISS JR. HIGH BHS. (9th grade)**

Any Senior Student who meets the character and scholarship requirements set forth in this booklet may compete for Mr. or Miss Senior B.H.S. Any Freshman Student who meets the requirements may compete for Mr. or Miss Junior High B.H.S. Since Mr. and Miss Senior B.H.S. and Junior High B.H.S. are representatives of Bearden School, students competing for this honor must have the following qualification:

1. Average or above average scholarship (2.00 or better grade average)
2. Satisfactory School Attendance
3. No more than three (3) days of In-School Suspension or any Out-of-School Suspension

Students competing for Mr. and Miss Senior or Junior High B.H.S. will be screened by the principal and counselor. The screening will check attendance, discipline, and scholastic grade point. A list of scholastically eligible students will be made up in the principal's office, and a copy will be posted in the Commons. A student who wishes, may have his/her name removed from the list. Mr. and Miss Senior and Junior High B.H.S. will be determined by popular vote from the student body. Grades 7-9 will vote for Mr. and Miss Junior High BHS of the Freshman class. Grades 10-12 will vote for Mr. and Miss Senior High BHS of the Senior class.

## **BHS Who's Who**

Who's Who will be determined by popular vote from the student body. Grades 7-9 will vote for Who's Who of the Freshman class. Grades 10-12 will vote for Who's Who of the Senior class. Specific topics or titles for Who's Who will be selected and approved by the administration

and/or their designees. Student input will be encouraged and may be accepted. (see addendum approved earlier in the year)

### **Homecoming and Queen-of-Courts Selection Process**

Since Homecoming court is representative of BHS students, competing for this honor must meet the following qualifications:

- AAA guidelines, including residency and grade point average (2.0)
  - Seven (7) or fewer absences in any class
  - A student enrolled at BHS for one complete year prior to the election.
  - Good disciplinary record – No ISS or OSS placement
1. Each class 10<sup>th</sup> – 11<sup>th</sup> will elect two Maids to the Court.
  2. The senior class will elect four Maids to the Court.
  3. The Queen and Maid of Honor will be selected from senior girls by the senior class.
  4. Election will be held with an approved ballot of names.
  5. A student who does not want to be considered may decline the nomination.
  6. A student who knows she does not meet the guidelines should report to a class or student council sponsor that she does not qualify so that an embarrassing situation can be avoided.
  7. A student may only serve on the Homecoming Court once a year. If a student is on the Court for football, they may not be on the Court for basketball.
  8. Any additional interpretation of these guidelines will be by the class sponsors and principal.

### **Arkansas Boys State/Girls State Selection Process**

As juniors, two male and two female students are selected from Bearden High School to participate in Arkansas Boys State and Arkansas Girls State. The selection process allows for students to sign up with the high school counselor indicating their interest in attending this six-day summer retreat. It is announced in the BHS Daily Bulletin for students to sign up. Afterwards, teachers are given a list of the students' names and asked to choose two male and two female delegates to represent Bearden High School. All teachers vote independently and the decision on who will be attending is made by selecting the two female and two male students who received the highest number of votes. AR Boys State is located at the University of Central Arkansas's Campus in Conway. AR Girls State is located at Harding University in Conway. Both retreats are six-day training courses in study and practical application of problems of self-government from which the highest type of leadership will reap the benefit, not only for the delegate, but also for their school and community.

The Bearden American Legion sponsors the four students chosen by the school faculty to attend AR Boys State and AR Girls State by paying the monetary fees for students. If one of the delegates selected does not attend, an alternate is asked to attend. The male or female student with the third highest number of teacher votes is selected as the alternate. If the original student who is selected to attend the summer retreat, does not attend and the spot is unfilled- then that student is responsible for repaying the sponsors (as the delegate's fees are nonrefundable.)

## **Announcements**

A Student Council Member or Principal may read the bulletin daily, or hard copy sent to each classroom.

## **School Newspapers and Unofficial Publications**

No Arkansas law exists which would prohibit students from establishing and maintaining a student or school newspaper, if this publication is to report school news.

Students have the right to editorialize. Students must refrain from printing anything, which might contain obscene language or libelous materials.

## **Clubs**

All clubs at Bearden Schools have been classified under three main types: honor clubs, service clubs and special interest clubs. As the need for a club arises, the student council helps to get it organized and fit it into the school program. No student may hold office in more than two organizations.

## **Senior Beta Club**

The Bearden chapter of the National Beta Club promotes the ideal of scholarship, leadership, service, and character as set forth in the national guidelines. Membership is open to students in grades ten through twelve who have a grade point of 3.5 or higher (a cumulative grade point in grades nine through twelve). Students seeking membership must complete the application; submit national dues of \$13 and local renewal dues of \$7, and be approved by at least three members of a five-member panel. Scholastic requirements will be waived for foreign exchange students who wish to join.

Members who fall below a 3.5 GPA have a one nine-week period in which to meet the scholastic requirements; otherwise, they will be dropped from membership. Members who miss more than two meetings without an excused absence will be dropped. In addition, the principal may remove a student from membership for disciplinary or moral reasons. If at a later time, however, the student meets the requirements, he/she may re-apply for membership and pay the \$5 renewal fee.

In Senior Beta Club, members must participate in at least two service projects per semester, one of which must be Adopt-A-Highway. Freshmen are not allowed to attend the state convention but are eligible for the spring field trip. Officers must be seniors if possible and must be elected by a majority vote. A student may serve as an officer only once. Members must remain active and in good-standing for four years in order to receive the stole at graduation. Members with three years active participation will receive a double braided, black and gold cord, two years active participation will receive a gold cord, and one year of active participation will receive a pin at graduation.

## **Junior Beta Club**

The Bearden Chapter of the National Junior Beta Club promotes the ideals of scholarship, leadership, service, and character as set forth in the national guidelines. Membership is open to students in grades seven, eight and nine who have a grade point average of 3.5 or higher in the following core subjects: math, reading, language arts, science, and social studies. Invitations to

new members are extended according to the student's spring semester grade of the previous year. Students seeking membership must complete an application and pay national and local dues as prescribed. Members who fall below a 3.5 GPA will be placed on probation until they again meet the required semester grade point average. The principal may place a student on probation or remove a student from membership for disciplinary or moral reasons. If at a later time, however, the student meets the requirements, he/she may re-apply for membership.

A fall induction service will be held to present new members to the faculty, parents and student body. New members will receive their pin and certificates and will be honored at a reception for the members and their parents or guardians.

Activities will vary throughout the year and may often include, but not limited to, "Earth Day Clean-up," Nursing Home visits, campus beautification, and support a charity.

**FBLA-** Future Business Leaders of America

**FCCLA-**Family and Consumer Sciences Education

**Vision Statement**

Family and Consumer Sciences education empowers individuals and families across the life span to manage the challenges of living and working in a diverse global society. Our unique focus is on families, work, and interpersonal relationships.

**Mission Statement**

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through—

1. Character development
2. Creative and critical thinking
3. Interpersonal communications
4. Practical knowledge
5. Vocational preparation

**FCA & Youth Alive**

Both FCA and Youth Alive are student organized and student directed. The purpose of each organization is to provide character development and spiritual growth for students. All students are welcome to join.

**Library Club**

Library Club members are trained to assist the librarian and to create better library service. As a service organization, library club members are dedicated to maintaining excellence in the library for the students. The club meets once a month unless a special meeting is called.

**Yearbook Staff**

The purpose of the yearbook staff is to record the events of the school year. Because positions are awarded competitively, students will not be allowed to drop the class without penalty. The

sponsor and principal will determine the penalty. The only exception will be conflicts with a student's course of study.

### **Junior Class Prom Sponsorship**

Only students classified as Juniors or Seniors will be allowed to attend prom and bring a guest. Guest must be approved by the principal. The guest must be under 21 and at least classified as a 9<sup>th</sup> grader. Juniors will be required to pay class dues, which will be determined by the class sponsors. They will also be required to work a certain number of hours or workdays (i.e. fundraisers, concession stand duty, prom decorations, etc.) determined by the class sponsors. There will be a prom committee that will research possible prom themes and decorations, which they will present to the entire junior class for a vote. Class Sponsors will reserve the right to dismiss students from prom for not following prom decorum.

To be classified as a JUNIOR, a student must have earned 11 credits. Students must have the minimum required credits to participate in respective class functions (i.e., such a JUNIOR/SENIOR Prom, class elections, class meetings, etc.) A student's classification will NOT change DURING the school year, only at the END of the year.

### **Graduation Ushers**

Junior ushers will be used by high school administration to assist with graduation organization/duties and have the honor of ushering the graduating seniors during the Graduation Ceremony. Four ushers will be chosen by class rank, taking the four highest grade point averages of the Junior class. In the event there is a tie of grade points when selecting the four highest GPA's, then all students tying will be selected.

**\*Insignia/regalia worn during the graduation ceremony must be school approved.**

### **Fire Marshalls**

This is a group of students, who are appointed by the principal, assist in seeing that all buildings are cleared, that doors and windows are closed, and, in general, supervise monthly fire drills. Meetings are held with the sponsor once a month.

### **Cheerleader Requirements**

The purpose of the cheerleading squad is to promote and uphold school spirit, to develop a sense of good sportsmanship among the students, and to better relationships between schools during all athletic events.

The faculty and a panel of judges will select the cheerleaders. Cheerleader uniforms are voted on by the cheerleaders with final approval resting with the coach, parents, and principal. Each cheerleader buys her own uniform, shoes, etc.

**Games:** Cheerleaders shall perform at all pep assemblies and all football games, both at home and away, and at home basketball games only.

**Trips:** Cheerleaders must travel to and from an away game on a school bus provided by the school. Permission to come back with parents (parents or close relatives only) must be

accompanied by a note from the parents and must be approved by the sponsor. If no bus is provided, transportation will be provided or approved by the coach.

**Practices:** Everyone must attend each practice. During the school year, practice will be after school as directed by the sponsor. During the summer, practice is set up two weeks prior to school. The length and intensity of the practice will be determined by the squad and the coach.

**Requirements:** All cheerleaders must maintain a “C” average in their school courses and must have a physical examination prior to summer practice.

**Conduct:** Cheerleaders should be good leaders and conduct themselves properly at all times for they are official student representatives of the school. They should show maturity and sound judgment. They should not display bad habits such as smoking, alcoholic drinking, using vulgar language, and abuse of social media. These will warrant their dismissal from the squad. They should display good sportsmanship at all times. Conduct in the classroom should be a good example to other students. An unsatisfactory in citizenship will not be acceptable, and one’s standing with the school administration must be acceptable. Each girl must be able to work with the coach and other members of the squad.

### **Assemblies**

Students will sit by grade at all assemblies. Students are expected to be courteous and polite while in attendance. **Students who misbehave will not be allowed to attend any school related extra-curricular activities for an indefinite period of time as determined by the principal.**

### **Homecoming Activities for Bearden Elementary School**

Students will be allowed to attend the homecoming coronation while at school. Elementary School students will be ushered to the coronation at high school and then back to BES campuses. The parade will be observed following coronation and then students will return to class for dismissal. Students who are riding floats in the parade must bring a note from their parent/guardian giving them permission ride. Students, who are being checked out early, **MUST** be signed out in the principal’s office by a parent or guardian unless they have a parent’s note saying another **ADULT** is being responsible for them. Students will not be allowed to check out from the coronation ceremonies while in attendance at the high school.

### **Field Trips**

All students, who participate in a school-sponsored trip, must ride the school bus with the other students and participate in the activities with his or her classmates. Exceptions can be made only through the principal and must be done in writing prior to the field trip date. Any student, who has had more than three (3) unexcused absences within one semester, will not be allowed to participate in a field trip activity unless otherwise approved by the principal and verified by the classroom teacher/trip sponsor. Excessive discipline referrals may also prevent a student from participating in a field trip activity.

## **SAFETY AND BUS REGULATIONS**

It is the responsibility of students and faculty to promote safety on the school grounds, in the building, on the buses, and in school situations in general. If a student discovers an unsafe condition, he is to report it to the office at once.

If a student receives minor cuts or bruises, he should be brought to the nurse's office for first aid. If injured seriously, however, he should not be moved and aid should be sought.

### **Bus Regulations**

New Federal statutes require student loads not to exceed bus capacities or the "Seat for Every Child Law". State statutes require a mandatory audit every three years in regard to state aid on students who reside two or more miles from the school they attend. The following board policy items have been adopted:

1. Bus only students who reside two or more miles from the school they attend.
2. Reduce loads to maximum bus capacity or below.
3. Streamline routes to conserve money, time, and fuel by setting up equidistant stops, eliminating door-to-door pickups, and by eliminating side trips from main bus arteries.
4. Buses shall be routed to provide the best service for the greatest number of students. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing.
5. All school bus stops shall be at least one-fourth of a mile apart except in the case of routes on the principal highways. The superintendent is authorized to suspend this policy if, in his judgment, the safety factor indicates additional stops. More stops may be made during inclement weather.
6. The superintendent is authorized to plan bus routes within the policies of the board on transportation and to change routes at any time when, in his judgment, better service can be provided for a greater number of students by such change.
7. When possible, all bus stops should be located at points where the bus can be seen for a distance of at least 300 feet, and preferably 500 feet. No bus stop is to be changed without the approval of the superintendent.

### **Policies for Students Riding the Bus**

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. If the bus is missed, do not attempt to hitchhike or walk to or from school. While loading or unloading, enter or leave the bus orderly and properly

While riding the bus, the students are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus.

Knives or sharp objects of any kind are not allowed. Neither are firearms, pets, or other living animals allowed.

Do not tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not move while it is stopped, except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.

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. Keep aisle of the bus clear of books, lunches, coats, etc. Do not put feet in aisle.

If you must cross the road or highway to enter the bus, try always to be on the correct side of the road waiting on the bus. If you should arrive at the bus stop just as the bus approaches, you should wait until the bus has come to a complete stop and the driver has signals for you to cross in front of the bus. (Unless the driver directs you differently)

Pupils cannot ride any bus except their own. Permission for another student to ride must be secured from the principal, with a signed note by the parent/guardian. This must be done the morning prior to riding a bus other than the student's assigned bus.

This is not intended to cover all bus regulations but is a very general guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

The following actions will be taken concerning students who become discipline problems while riding school buses:

1. Driver conference with student.
2. Student conference with proper school official and driver, if necessary.
3. Revoke student's privilege of riding bus for a given period of time.
4. Suspension of student from school, if necessary, after parent conference.

There shall be no eating or drinking of any kind on the bus except with permission from the sponsor of a school trip. The sponsor shall be responsible for returning the bus clean as judged by the superintendent. A charge of \$10.00 will be assessed and charged to the sponsoring school organization failing to clean the vehicle properly.

## **EMERGENCY DRILLS**

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

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

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

### **Fire Drills**

During fire drills it is necessary for you to:

1. Close all windows and doors.
2. Form a single line with your classmates as you leave the room.
3. Walk quickly, but not to run.
4. Walk in an orderly fashion and avoid crowding and pushing.
5. Remain silent so that any instructions can be easily heard and your teacher can check roll.
7. Remain with your class as you go to your designated area.
8. Walk silently back into the building and return immediately to your assigned classroom and return to work.

### **Tornado Procedures**

In the event that a tornado is nearby, the school will be notified by the safety personnel. The building principal will announce the tornado over the public address system or by runners in the event of the power failure. Normally, the school can expect a 5 to 15 minute warning before a tornado arrives. If students are alerted that a tornado is nearby, then they should be ready to act quickly as directed by the teacher.

## **TERRORIST ACT POLICY**

In the event that our community has sustained a terrorist attack, students will be instructed to follow directions as outlined by the school district's Crisis Management Plan.

## **ANNOUNCEMENT FOR SCHOOL CLOSING**

Whenever there is any doubt about having school because of weather or any other reason, every attempt will be made to notify the public:

1. Through the principal's office.
2. Over the radio stations KAMD and Y95 (Camden) and KBJT (Fordyce).
3. On television, if possible, channels 7 and 11.
4. The "Connect Five" computerized phone system if possible.

## **WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. The problem of obesity and inactivity is a public health issue. The responsibility of addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, board of education believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity. Therefore, the district shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students. In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to, but not be limited to, the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools.

## **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance at the beginning of each school day in the classroom and at other assemblies. Only those students who have a religious objection will be excused from such practice upon written request.

## **HIGH SCHOOL CREDITS**

Student classification by credits at Bearden High School is as follows:

1. To be classified as a FRESHMAN, a student must have successfully completed the eighth grade with passing grades in 85% or more of their 8<sup>th</sup> grade classes.
2. To be classified as a SOPHOMORE, a student must have earned 5 credits.
3. To be classified as a JUNIOR, a student must have earned 11 credits.
4. To be classified as a SENIOR, a student must have earned 16 credits.

Students must have the minimum credits as outlined above to participate in respective class functions (i.e., such a JUNIOR/SENIOR Prom, class elections, class meetings, etc.). A student's classification will NOT change DURING the school year, only at the END of the year. Unless approved by the principal due to special circumstances.

A student must complete 22 credits to graduate from Bearden High School. Of those 22 credits, the mandatory "core curriculum" courses that must be passed include:

4 credits of English,  
4 credits of Math,  
3 credits of Science,  
3 credits of Social Studies,  
½ credit of Physical Education,  
½ credit of Oral Communications/Speech,  
½ credit of Health (or Weights & Nutrition),  
½ credit of Economics  
½ credit of Arkansas History  
½ credit of Fine Arts (Art, Band, Choir, Drama, and Fine Arts Music.)

**Beginning with the entering 9<sup>th</sup> grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**  
*(Comparable concurrent credit may be substituted where applicable.)*

### **Honor Graduates**

Students that graduate with a 3.5 grade point in Smart Core/collegiate curriculum or higher at Bearden High School will be considered honor graduates. Honor graduates will be required to complete their senior year at Bearden High School. Honor graduates will be in good standing with school administration and not have any disciplinary actions pending against them upon graduation. Honor graduates will receive a gold honor cord to wear upon graduation and their name will be denoted as an “Honor Graduate” in their graduation program.

### **Valedictorian or Salutatorian**

Honor graduates with a 4.0 or higher grade point average in Smart Core/collegiate curriculum upon completion of their senior year at Bearden High School will be selected as the Valedictorian(s). The Valedictorian will be required to complete at least three courses chosen from (AP courses, College Algebra, Pre-Cal, Chemistry, Physics, Human Anatomy, Freshman Composition I/II.) In the event there is more than one student with a 4.0 cumulative GPA or higher, then those students will share the honor of Valedictorian (i.e., being named “Co-Valedictorians.) The Valedictorian will also be required to complete at least two entire years from 9 – 12<sup>th</sup> grade at Bearden High School. The honor graduate(s) with the next highest grade point average in Smart Core/college curriculum upon the completion of their senior year at Bearden High School will be selected the Salutatorian(s). In the event there are two or more students tying in their GPA, they will be named “Co-Salutatorians.” The Salutatorian will be required to complete at least two courses chosen from (AP Courses, College Algebra, Pre Cal, Chemistry, Physics, Human Anatomy, Freshman Composition I/II.) The salutatorian will be required to complete at least two entire years from 9 – 12<sup>th</sup> grade at Bearden High School.

The Valedictorian and Salutatorian will be in good standing with school administration and not have any disciplinary actions pending against them upon graduation. Students that graduate from the Arkansas Math and Science School that live in the Bearden District will not be eligible for Valedictorian or Salutatorian. \*In the event that there is not a graduating senior with a 4.0 or higher, the honor graduate student with the highest grade point will be Valedictorian and the honor graduate with the second highest grade point will be Salutatorian.

Valedictorian and Salutatorian status will be denoted on the high school Graduation Program as students having “High Honors.” Valedictorian(s) and Salutatorian(s) will be asked to give speeches at the Graduation Ceremony. All speeches must be previewed by administration prior to the Graduation Ceremony. No speech may be given without prior approval. The students having the above titles of honor will be listed in alphabetical order on the Graduation Program, and in that order, given the opportunity to address their graduating class and those attending the ceremony.

#### **Advanced Placement (AP) Courses: Fees**

To complete an AP course, a student is required to be enrolled in the course for the entire school year and take the AP Exam for the course. If a student is absent on day of testing for non-school related reasons, it is the students’ responsibility to pay for the retest.

#### **AP Courses/ADE Approved Weighted Courses: Quality Points**

**Quality points for AP are contingent on student testing.** Students that complete an AP course or ADE Approved Weighted Course with an A average will receive 5.0 credit and students that complete an AP course with a B average will receive 4.0 credit. A student will not receive the extra quality point added to their cumulative GPA if they choose to not take the AP Exam or submit their AP Art Portfolio. The extra AP Quality Point is added after the student takes the exam at the end of the course/school year. (i.e., Students that do not take the AP exam with an A average will receive 4.0 credit and students that do not take the AP exam with a B average will receive 3.0 credit.) College level courses such as World History, College Algebra, Composition I and II may be weighted courses upon approval by ADE each year. (see concurrent credit policy below)

#### **Arkansas Math and Science Students**

Students that graduate from the Arkansas Math and Science School that live in the Bearden District will be recognized as a Honor Graduate if they completed the 9th and 10th grade at Bearden High School and graduate from AMSS with a 3.5 or higher GPA. These graduates will be in good standing with both school administrations and not have any disciplinary actions pending against them upon graduation. These graduates will be responsible for purchasing their own honor cord if desired.

#### **Bearden Concurrent Credit Policy**

Any Bearden student finishing the eighth grade can take a college course for concurrent high school credit provided an institution approved by the Arkansas Department of Higher Education is offering the course. If the student wants to replace a required high school credit course they

must get pre-approval from the high school administration for credit replacement. See Student/Parent Agreement.

## SATURDAY SCHOOL

Saturday School will be held from 8:00 a.m. – 12:00 p.m. It will be supervised by a certified staff member. Parents are responsible for transportation to and from Saturday School. Students will be assigned to Saturday School based upon poor classroom behavior, excessive tardies, excessive make-up work or absenteeism. Students that do not attend Saturday School will be assigned to ISS, suspended, or recommended for expulsion.

## GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

## SMART CORE CURRICULUM

### English – 4 units

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

### Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

### Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)
- Two units from the following three options:
- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

### Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

### Oral Communication – ½ unit

### Physical Education – ½ unit

### Health and Safety – ½ unit

### Economics – ½ unit (may be counted toward Social Studies or Career Focus)

### Fine Arts – ½ unit

### Career Focus – 6 units

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

*(Comparable concurrent credit may be substituted where applicable.)*

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

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

**The Smart Core and career focus units must total at least twenty-two (22) units to graduate.**

Bearden School District requires 22 credits to graduate.

## CORE CURRICULUM

### English – 4 units

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

### Mathematics – 4 units

- Algebra I 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 4 unit requirement.

### Science – 3 units

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

### Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

### Oral Communication – ½ unit

### Physical Education – ½ unit

### Health and Safety – ½ unit

### Economics – ½ unit (may be counted toward Social Studies or Career Focus)

### Fine Arts – ½ unit

### Career Focus – 6 units

*(Comparable concurrent credit may be substituted where applicable.)*

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

*(Comparable concurrent credit may be substituted where applicable.)*

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

**The Core and career focus units must total at least twenty-two (22) units to graduate.**

Bearden School District requires 22 credits to graduate.

**Notes:** Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.

### **Smart Core Curriculum Policy**

- A. The Bearden Public Schools Smart Core Curriculum Policy was developed with the involvement from parents, administration, curriculum coordinator, staff and students.
- B. The process for the review of Smart Core/Core curriculum and course of study for graduation is designed to ensure informed understanding of the Smart Core curriculum and courses necessary for graduation. The process is as follows:
  - 1. Smart Core Curriculum: An Orientation/Presentation of the Smart Core/Core Curriculum must be held for parents and students prior to the beginning of the 7<sup>th</sup> and 9<sup>th</sup> grade in the form of a parent night. Parents that do not attend the parent night will schedule an individual conference with the building administration. All students that do not have a signed waiver must participate in the Smart Core Curriculum. A review of the Smart Core/Core Curriculum must be held for parents and students in the 8<sup>th</sup> grade and 11<sup>th</sup> grade during a parent night, parent-teacher conference, or conference with building administration.
  - 2. Graduation Course Requirements: an Orientation/Presentation of the Course Requirements for graduation must be held for parents and students prior to the beginning of the 9<sup>th</sup> and 11<sup>th</sup> grades. All 8<sup>th</sup>-11<sup>th</sup> grade parents' must be provided a schedule of course offerings and graduation requirements 20 days prior to students registering for the next school year.
- C. Building Administration must continue to notify parents and students about the Smart Core Curriculum beginning in grade six (6) and continuing through grade twelve (12). This notification will be in the form of correspondence, handouts, parent nights, parent-teacher conferences, open-house, radio/TV announcements, parental involvement meetings and individual conferences.
- D. Parents must be provided the opportunity to choose between the Smart Core Curriculum and the Core Curriculum for their student. Parents must review and sign the parent waiver to the Core Curriculum (Smart Core Informed Consent Form) indicating their choice.
- E. The following documentation procedures and methods used to inform parents and students include: written correspondence, handouts, parent nights, parent-teacher conferences, open-house, radio/TV announcements, parental involvement meetings, IEP Conferences, Counselor meetings, student handbooks and individual conferences.
- F. Parents must review and sign the optional parent waiver form (Smart Core Informed Consent Form) to the Core Curriculum prior to their child entering the 7<sup>th</sup> and 9<sup>th</sup> grades. Parents must review and sign the optional parent waiver form (Smart Core Informed Consent Form) prior to changing from one curriculum to the other.

- G. All graduating seniors beginning the year of 2008 will have a Smart Core Informed Consent Form attached to their permanent transcript. All students in grades 7<sup>th</sup>-9<sup>th</sup> for the 2004-2005 school year requesting transcripts or transferring schools will have a Smart Core Informed Consent attached to their transcript or report card.
- H. The process for reversing course of study from one core to another is as follows. Parents /students must request change of course of study with building administration. Parents must review and sign the optional parent waiver from (Smart Core Informed Consent Form) prior to changing from one Core Curriculum to other. The new required course of study must be completed by the end of the senior year. Building administration will make the final decision on changing core curriculum. \* **Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.**
- I. Bearden School District will provide training on Smart Core/Core Curriculum to teachers, administrators, and counselors regarding this policy. Training will include reviews of state guide-lines, Informed Consent Forms, parental-involvement and student handbooks. Documentation of training will include staff sign-in sheets.
- J. Bearden School District's Smart Core Curriculum Policy will be included in the School Board Curriculum Section, building's student handbooks and filed with the Arkansas Department of Education.
- K. All Students transferring in from another school/district parent's must fill out a Smart Core Informed Consent Form. Students transferring to another district will have a Smart Core Consent Form attached to their report card or official transcript.

Bearden High School requires 22 credits to graduate.

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

***Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.***

## SMART CORE CURRICULUM

### English – 4 units

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

### Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

### Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)

Two units from the following three options:

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

### Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

### Oral Communication – ½ unit

### Physical Education – ½ unit

### Health and Safety – ½ unit

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

### Fine Arts – ½ unit

### Career Focus – 6 units

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

*(Comparable concurrent credit may be substituted where applicable.)*

***By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.***

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Arkansas Department of Education—August 7, 2013

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student’s right to Smart Core and are placing him or her in the Core Curriculum.*

**CORE CURRICULUM**

**English – 4 units**

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

**Mathematics – 4 units**

- Algebra I 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 4 unit requirement.

**Science – 3 units**

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

**Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

**Oral Communication – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

*(Comparable concurrent credit may be substituted where applicable.)*

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**School Official Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Arkansas Department of Education—August 7, 2013

Bearden Elementary/High School  
Parent/Student/Teacher/Principal Compact

Date \_\_\_\_\_

To improve student success and provide a safe and productive learning environment, we must ALL do our part. Please become an active participant in BES/BHS achievement.

**PARENT/GUARDIAN AGREEMENT**

(Any person who is interested in helping this student may sign in lieu of the parent.)

I want my child to achieve! Therefore, I will encourage him/her by doing the following:

- \*See that my child is punctual and attends school regularly.
- \*Support the school in its efforts to maintain proper discipline.
- \*Establish a time for homework and review it regularly.
- \*Provide a quiet well lighted place to study.
- \*Stay aware of and become involved in my child's learning.
- \*Read for my child and let my child see me read.
- \*Provide encouragement for my child's efforts.

Signature \_\_\_\_\_

**STUDENT AGREEMENT**

It is important that I work to the best of my ability! Therefore, I will strive to do the following:

- \*Attend school regularly and be on time.
- \*Come each day prepared with proper supplies & complete homework assignments.
- \*Observe regular study hours.
- \*Conform to rules of student conduct and dress code.

Signature \_\_\_\_\_

**TEACHER AGREEMENT**

It is important to me and for the students that they achieve! Therefore, I will strive to do the following:

- \*Provide proper classroom instruction that can allow students to meet educational goals.
- \*Provide proper homework assignments for student to master basic skills and content.
- \*Provide necessary assistance to parents so they can help with assignments.
- \*Encourage students and parents by providing information about student progress.
- \*Use special activities in the classroom to make learning enjoyable.

Signature \_\_\_\_\_

**PRINCIPAL AGREEMENT**

I support this form of parent involvement. Therefore, I will strive to do the following:

- \*Provide an environment that allows for positive communication between the teacher, parent and student.
- \*Provide the teachers with proper training and supplies necessary for productive classroom instruction.
- \*Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

Signature \_\_\_\_\_

## Kindergarten Checklist

### Literacy

Quarter	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Literacy Grade</b>				
Name 26 letters (no more than a three second pause)				
Letter Naming Fluency (read <u>10</u> letters in one minute)				
Word use (uses a given word in a sentence)				
Recognize and produce rhyming words				
Write first/last name (begins with a capital followed by lowercase)				
Write using a combination of pictures and random letters				

Name 52 letters (no more than a three second pause)	*			
Letter Naming Fluency (read <u>20</u> letters in one minute)	*			
Identify the number of syllables in a word	*			
Read 10+ high-frequency words	*			
Identify 13+ letter sounds	*			
Write using a combination of pictures and some letter sounds	*			

Letter Naming Fluency (read <u>30</u> letters in one minute)	*	*		
Read 20+ high-frequency words	*	*		
Identify 20+ letter sounds	*	*		
Identify the long and short sounds for the five major vowels	*	*		
Print many upper- and lowercase letters	*	*		
Write using letter sounds and some high-frequency words with some sentence structure	*	*		

Letter Naming Fluency (read <u>40+</u> letters in one minute)	*	*	*	
Read 40+ high-frequency words	*	*	*	
Spell simple words phonetically	*	*	*	
Identify opposites (antonyms)	*	*	*	
Write independently using beginning, middle, and ending sounds; high-frequency words; and sentence structure	*	*	*	
Read emergent-reader text with purpose and understanding Developmental Reading Level (Kindergarten students are expected to be between levels 2 and 6 by the end of the 4 <sup>th</sup> quarter)	*	*	*	

### Math

Quarter	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Math Grade</b>				
Count 0-20				
Count forward from any given number instead of having to begin at 1				
Count and represent a number of objects with a written numeral 0-10				
Given a number from 1-10, count/draw that many objects				

Identify numbers 0-10				
Write numbers 0-10 in correct order				
Identify shapes (_circle, _square, _rectangle, _triangle, _oval, _rhombus, _hexagon)				
Describe objects using names of shapes and describe relative positions of these objects using terms such as above, below, beside, in front of, behind, and next to				
Identify whether the number of objects in one group is greater than, less than, or equal to the number of objects in another group				
Compare two numbers between 1 and 10 presented as written numerals				

Count to 50	*			
Count by 10s to 100	*			
Count and represent a number of objects with a written numeral 0-20	*			
Identify numbers 0-20	*			
Write numbers 0-20 in correct order	*			
Identify solid shapes (_cone, _sphere, _cube, _cylinder)	*			
Understand that each successive number name refers to a quantity that is one larger (adding 1)	*			
Classify objects into given categories	*			
Represent addition with objects, fingers, drawings, acting out, or equations	*			
Solve addition word problems and add within 10 using objects or drawings to represent the problem	*			

Count to 75	*	*		
Identify shapes as two-dimensional (lying in a plane, flat) or three-dimensional (solid)	*	*		
Analyze and compare two- and three-dimensional shapes and describe their attributes (sides, vertices/corners, sides of equal length)	*	*		
Describe measurable attributes of objects such as length and weight	*	*		
Compare the length, weight, and capacity of two objects and identify which object has more of/less of the attribute (longer/shorter, heavier/lighter, smaller/larger)	*	*		
Represent subtraction with objects, fingers, drawings, acting out, or equations	*	*		
Solve subtraction word problems and subtract within 10 using objects or drawings to represent the problem	*	*		
Compare two numbers and/or two groups of objects and using symbols identify which is greater than, less than, and equal to	*	*		

Count to 100	*	*	*	
Model and draw shapes using clay or toothpicks	*	*	*	
Compose simple shapes to form larger shapes	*	*	*	
Decompose numbers to 10 into pairs in more than one way	*	*	*	
For any number from 1-9, find the number that makes 10 when added to the given number	*	*	*	
Fluently add within 5	*	*	*	
Fluently subtract within 5	*	*	*	
Compose and decompose numbers 11 to 19 into tens and ones (place value)	*	*	*	

**OBJECTIONS TO PUBLICATION OF DIRECTORY INFORMATION**  
***(File this form with your school IF YOU DO object.)***

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Bearden School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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

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

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

**Please check one option:**

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

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

Deny disclosure to Potential employers\_\_\_\_\_

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

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

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

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but does permit the student's directory information TO BE INCLUDED in the school's yearbook and other school district digital publications. i.e. social media (school sanctioned)

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

\_\_\_\_\_  
Bearden School Official

**BEARDEN / SAU TECH  
College / Career Prep Program**

**4 August 2014  
Student / Parent Agreement**

**Purpose:** Introduce and prepare BHS seniors for college / career courses and programs that they plan to pursue after graduating high school. Seniors that choose the career prep program will attend courses Monday—Friday at the SAU Tech 1—3<sup>rd</sup> period. College prep students will attend classes on Monday—Thursday at SAU Tech Career Academy 2—4<sup>th</sup> periods.

**Funding:** Career Prep Courses are paid using district / State Workforce Vocational Student funding at a rate of approximately \$3,200 per student. College prep courses are paid using district / State / Federal Funds at a rate of approximately \$108 per hour / 13 hours approximately \$1404 per student and \$160 for books / supplies. (2014-2015 school year costs)

**Changing / Dropping Classes:**

Vocational students that wish to change programs or withdraw from a program will begin initial counseling with the high school principal and high school counselor. Once a change in program decision has been made, then the vocational program coordinator Mr. McCleane, will be informed and students will be counseled. Once SAU Tech and Bearden High School agrees to the program change, the student will be moved into another vocational program or removed from the program by **August 22<sup>nd</sup>**. Students that are not achieving a C or better may be removed from the program for academic reasons, and those who have poor classroom behavior may be removed from the program at any time. However, these mid-term / 9 weeks / or semester grades and will remain part of the students transcript and be figured into the new courses assigned. If there is not a class available, an alternative school placement in ALE or ISS may be considered. Currently, it is not the practice of our district to have vocational students / parents repay funds for dropped or withdrawn vocational courses. **Parents must also be notified and approve of program changes if students are under 18 years of age.**

College Prep students that wish to change classes or withdraw from a class will begin initial counseling with the high school principal and high school counselor. Once a change in program decision has been made, then the college program coordinator, Mr. Robert White, will be informed and students will be counseled. Once SAU Tech and Bearden High School agrees to the program change, the student will be changed to another college / career program or removed from the program by mid-term of each semester. Students that are not achieving a C or better may be removed from the program for academic reasons after the first nine weeks. Students who are having poor classroom behavior may be removed from the program at any time. However, these mid-term / 9 weeks / or semester grades will remain part of the students transcript and be figured into the new courses assigned. If there is not a class available, an alternative school placement in ALE or ISS may be considered for those periods that they attended SAU Tech. **The district policy for college prep program is that students / parents repay funds for dropped or withdrawn college courses.** Parents must be notified and approve of course / program changes if students are under 18 and if tuition / fees are to be repaid. A contract will be drawn up and signed by parents and students setting up a repayment plan prior to dropping or withdrawing from classes and approved by the principal and superintendent. **If payment is required, it must be made before your senior will be allowed to participate in graduation.**

**Non Con-Current Credit:** If a student wants to participate in the college prep program and not receive con-current high school credit for the course. The student will submit a request to the high school

principal for approval no later than the **tenth week** of each semester. Then the student can still continue to receive college credit for the course; however, the student's course will be recorded as a non-credit course for high school and not show up on their permanent transcript. Parents must be notified and approve of non-con-current credit courses. Students will not be charged recovery fees for college courses that they complete and that are recorded as part of their SAU Tech college transcript. Students **may not** be considered for **some college** institutional freshman college scholarships if they carry more than 12 non-concurrent college hours. Concurrent credit hours will not be held against students. **A form will be sent home with each college student at mid-term to be signed and returned. If the form is not returned by the deadline, the student will receive concurrent credit.**

**Study Hall:** College Prep students will have a mandatory study hall on Friday's during 2<sup>nd</sup>—4<sup>th</sup> period at SAU Tech remediation lab or a study hall on Bearden's campus (principal will decide). During this study hall students will need to complete homework / classwork assignments for college or regular classes. Ms. Butler (SAU Tech Career Counselor) will have periodic career counseling events scheduled during this time period to assist students in career planning.

**Bus Schedule / Attendance: ALL STUDENTS WILL RIDE THE BUS TO AND FROM VO-TECH & COLLEGE!!!!** Vocational students will depart from BHS campus Monday through Friday at 7:50am and return from SAU Tech Vo-tech (10:10am) and arrive on BHS campus at approximately 10:30am—10:35 am. You will need to be on time for the bus. It will not be able to wait on you like it has in the past. A Vo-tech bell will ring at 7:45 each morning and you should began loading the bus at that time. The bus will pull out of the parking lot when the 7:50 bell for school to begin rings. If you miss the bus, you must report to Mr. Hudson upon arriving at school. College Prep students will depart from BHS campus Monday through Thursday at 8:50am and attend college courses from 9:30am—10:45am. Students will depart from SAU Tech at 10:50am and return to the BHS campus at approximately 11:15am—11:20am. Students that are taking remedial courses (below 19 ACT courses) or whose grades are falling behind in courses will attend SAU Tech on Friday's. These students will report to SAU Tech's Compass Lab and work on improving their ACT scores / grades. It is very important that seniors do not miss vocational or college courses. Doctor's appointments, field trips, etc. need to be scheduled on Friday's for college prep course students or after lunch. Vocational students' activities or absences need to be scheduled after lunch. It is harder to make up college / vocational course work than regular course work on BHS campus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

## STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Bearden 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 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):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned ~~technology~~ electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use 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.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "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 maintaining 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, address, 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.

5. 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.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses 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.

7. 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.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# BEARDEN SCHOOL DISTRICT

**AdvancEd Accredited**

**100 Oak Avenue. Bearden, Arkansas 71720. Phone 870-687-2236**

School Year: 2016-2017

Dear Parents and Students:

According to Arkansas Department of Education Standards, we must have on file a signed statement from the parents or guardians of each student enrolled in the Bearden Public School District indicating that you and your student(s) have received the student handbook containing the Bearden School District's policies regarding students.

**We encourage you to read this handbook with your child.**

Your signature indicates that you have received the Bearden High School and Elementary School Student Handbook.

\_\_\_\_\_  
Parent or Guardian Name (printed)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **STUDENT HANDBOOK**

It shall be the policy of the Bearden School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the handbook will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

# **WARNING NO WEAPONS AT SCHOOL**

**IF YOU SHOULD  
UNINTENTIONALLY TAKE A  
KNIFE (OR OTHER WEAPON) TO  
SCHOOL, TURN IT IN TO  
SCHOOL OFFICIALS**

**VOLUNTARILY AND  
IMMEDIATELY WITHOUT FEAR  
OF BEING PENALIZED.**



# Bearden High School

## Bell Schedule



7:45	Vo-Tech Bell
7:49	First Bell
7:54-8:44	First Period
8:48-9:38	Second Period
9:42-10:32	Third Period
10:36-11:26	Fourth Period
11:30-12:15	Fifth Period (7-9)
11:30-12:20	Fifth Period (10-12)
12:15-12:50	LUNCH (7-9)
12:20-12:50	LUNCH (10-12)
12:54-1:44	Sixth Period
1:48-2:38	Seventh Period
2:42-3:30	Eighth Period

Activities at Bearden Schools are under Video Surveillance.