

Valley Springs High School Handbook

To: Valley Springs Patrons, School Staff, and Students

The mission of the Valley Springs High School is to share in the community's responsibility for the development of each student into a citizen who can stand confidently, participate fully, learn continually, and contribute positively in his/her world.

For this mission to be accomplished, students must accept certain responsibilities. They must also have certain rights. It is the overriding objective of the school to encourage, in students and school personnel, respect and an understanding for their responsibilities and rights and an appreciation for the rules, which govern student conduct in school. It is hoped that these policies will foster meaningful democratic participation by students in school matters and respect for the opportunities provided for them to attain the best possible education.

In this regard this handbook is prepared so that staff members and students become familiar with and abide by a procedure, commensurate with our mission as a school. All staff members and students are urged to become familiar with and abide by the provisions of this important document. Any items misprinted or omitted from this document are the responsibility of the publisher and the Valley Springs School District shall not be held liable for such mistakes or omissions.

Sincerely,

**Ronnie Ruff
High School Principal**

**Judy Green
Superintendent of Schools**

This document has been prepared by following the format contained in the Table of Contents of the "Guidelines for Development of School District Discipline Policies." The document represents the Valley Springs School District's continuing attempt to comply with Act 104 of 1983, The Legal Rights and Responsibilities of Public School Students, and the accompanying administrative issues and options provided for under current state and federal law.

The Valley Springs School District's Buildings contain some asbestos materials; however the district has a Management Plan to safely control asbestos. This plan can be viewed at the administration office during normal business hours.

VALLEY SPRINGS BOARD OF EDUCATION

President	Thanh Ketchum
Vice President	Randy Moore
Secretary	Brent King
Members	Rick Still, Chris Graddy

ADMINISTRATION, FACULTY, AND OTHER PERSONNEL

Superintendent	Judy Green
Principal/Golf Coach	Ronnie Ruff
Counselor	Kellie Shanks
Administrative Assistant / Assist. APSCN Coordinator	Kim Trammell
Art	Laurie Jones
Agriculture	Tim Moore, Ches Taylor
Alternative/Volleyball Coach/Track Coach	Christie Popejoy
Athletics-Boys/Drivers Ed	Johnny Taylor
Athletics-Girls/Physical Ed	Kimberly Jenkins
Athletic Director	Chris Roberts
Business Education	Diana Branham
Business Education /Assistant Technology Coordinator/	Daniel Traylor
Business Education / Career Orientation	Cassie Estes
Choral Music/Instrumental Music/Tennis Coach	Wayne Root
English/Oral Communications	Bill Harness
English	Aimee Whitescarver
English/Social Studies/Oral Communications	Wesley Whittaker
English	Melanie Middleton
Family and Consumer Science	Kay Marchand
Gifted Education	Samantha Snow
Health	Chris Jones
Media Specialist	Kim Scott
Mathematics	Tammy Methvin
Mathematics	Tabitha Estes
Mathematics	Jessica Blair
Science	Angie Bogle
Science	Donna Macri
Science	Tony Foster
Social Studies	Melissa Kaeser
Social Studies	Jessica Helams
Special Education	Deanette Lynch
Speech Therapist	Arleta Kersh
School Nurse	Shannon Tennison
Study Center Supervisor	Anita Savage
Technology Coordinator	Michael Whitescarver
School Resource Officer	David Upton

HANDBOOK COMMITTEE: Ronnie Ruff, Tammy Methvin, Jessica Helams, Kay Marchand, Wes Whittaker, Aimee Whitescarver, Angie Bogle, Kim Trammell, David Upton.

CLASS AND CLUB SPONSORSHIP

9 TH Grade – HOME EC. ROOM.....	Jessica Blair, Bill Harness, Laurie Jones
10 TH Grade – BAND ROOM.....	Tony Foster, Melanie Middleton, Daniel Traylor
11th Grade – ART ROOM.....	Cassie Estes, Tabitha Estes, Kay Marchand
12 TH Grade – LIBRARY.....	Angie Bogle, Donna Macri, Aimee Whitescarver

ORGANIZATIONS

Art Club	Laurie Jones
Band.....	Wayne Root
Fire Marshalls	Ronnie Ruff
FFA.....	Tim Moore
FCCLA	Kay Marchand
Key Club.....	Kim Scott
National Honor Society.....	Kellie Shanks
Student Council.....	Jessica Helams
FBLA	Daniel Traylor, Cassie Estes
Tennis	Wayne Root
Track.....	Christie Popejoy
Softball.....	Chris Jones
Baseball.....	Dustin Witty
Volleyball	Christie Popejoy
Golf	Ronnie Ruff
Girls Basketball.....	Kimberly Jenkins
Boys Basketball	Johnny Taylor
Athletic Director	Chris Roberts

CLASS SCHEDULE

PERIOD 1	8:00 – 8:45
PERIOD 2	8:50 - 9:40
PERIOD 3	9:45 – 10:15
PERIOD 4	10:20 – 11:05
PERIOD 5	11:10 – 12:00
LUNCH	12:00-12:30
PERIOD 6	12:35 – 1:25
PERIOD 7	1:30 – 2:20
PERIOD 8	2:25 – 3:15

SCHOOL CALENDAR

August 8-11	Teacher In-service
August 11	Open House (4-6 p.m.)
August 15	First Day of School
September 5	Labor Day Holiday
October 14	End of 1 st Quarter (44 Days)
October 20	Parent/Teacher Conf (2-8 p.m.)
October 21	Teacher In-Service
October 24	Fall Break
November 23-25	Thanksgiving Break
December 21	End of 2 nd Quarter (43 days)
December 22-January 2	Christmas Break
January 3	Classes Resume
February 20	Presidents' Day***
March 10	End of 3 rd Quarter (48 days)
March 16	Parent /Teacher Conf (2-8 p.m.)
March 17	Teacher In-service
March 20-24	Spring Break
April 14	Good Friday
May 26	End of 4 th Quarter (48 days)

****This calendar includes 5 inclement weather days. After all inclement weather days are used, if a day of school is missed and school is in session on Friday of that same week, school will be in session on Saturday of that week at the Superintendent's discretion or extended days may be used. If inclement weather days are not used, school would be out earlier in May.**

***** If more than two days are missed by February 20th, this day would be a student day.**

ADMISSION REQUIREMENTS AND ALTERNATIVES

ACT 363 of 1993 provides for some alternatives to the birth certificate and social security number enrollment requirements. "Prior to a child's admission to an Arkansas Public School, a school district shall request the parent, guardian or other responsible person to furnish the child's social security number and shall inform the parent, guardian or other responsible person that, in the alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education.

"Prior to a child's admission to an Arkansas Public School, the parent, guardian, or responsible person shall provide the school district with one of the following documents indicating the child's age:

- (1)** A birth certificate
- (2)** A statement by the local registrar or a county recorder certifying the child's date of birth
- (3)** An attested baptism certificate
- (4)** A passport
- (5)** An affidavit of the date and place of birth by the child's parent or guardian or
- (6)** Previous school records.
- (7)** Military ID

ACT 574 of 1995 requires a statement that the student enrolling is not expelled from a previous school.

The Valley Springs School District is authorized under federal law to enroll nonimmigrant students.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Valley Springs School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

HOMELESS STUDENTS

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

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

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

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

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

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

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

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

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or Awaiting foster care placement;

- A. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- B. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- C. Are migratory children who are living in circumstances described in clauses (a) through (c).

ENROLLMENT POLICY

Compulsory enrollment requires all children 5 through 17 years of age, or 5 on or before August 1, 2016, with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

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

The Valley Springs School will follow the guidelines set forth in the law for dealing with students who fail to comply.

It is the intention of this district to encourage regular attendance by offering incentives for good attendance and by assessing penalties for excessive absences.

ACT 473 of 1989 Section 1 (a) requires that "The Board of Directors of each school district...shall adopt a student attendance policy...which shall include a certain number of excessive unexcused absences as a basis for denial of promotion or graduation. However, unexcused absences shall not be a basis for expulsion or dismissal of a student."

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

TRANSFER STUDENTS/HOME SCHOOL STUDENTS

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 cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

The Board of Education reserves the right, after 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.

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

Home School Students in order to be eligible for extracurricular activities, a home schooled student must be enrolled in and attend regularly one academic course.

ADMINISTRATIVE POLICIES

ABSENCES

Each student will have six (6) absences per class period each semester. A note must be presented to the high school office within five school days of the absence for the absence to become excused. Any absence in a semester without a note will be deemed unexcused. Any absence after the sixth absence must have professional documentation to be excused. An unexcused absence will result in a zero for the amount of work that is missed. A letter will be sent to parents after three unexcused absences. Should a student reach six unexcused absences in a semester, the student, parent(s) and prosecuting attorney will be notified that loss of credit will occur should the student have a seventh unexcused absence. Parents have the right to appeal the number of absences prior to the sixth day of unexcused absence. This policy is for each class taken in a semester. (ACT 1322 Should the student fail to follow the agreement, course credit will be withheld and a FINS petition filed with the proper authorities regarding the student's failure to comply with the mandatory agreement.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

Any student late to class will be counted tardy and must have a written pass from the office or from the teacher who detained the student in order to be admitted to class. If a student misses one-half (1/2) or more of a class period he/she will be considered absent for the period.

Students missing more than six (6) days must have a professional note to be eligible, for extracurricular trips in any class or organization.

Out of school suspension days are unexcused to the extent that students may not make up work for the time missed. The OSS days do not count against a student's number of days missed during the semester. Therefore, OSS days would not cause a student to be issued a letter for days missed or involvement of the Prosecuting Attorney for excessive unexcused absences.

IEP and 504 Plans supersede stated attendance policy when necessary.

EXEMPTION

As an attendance and academic incentive, some high school students may be exempt from taking semester tests, subject to the following conditions:

- (1) Students with an "A" average with no more than 3 excused absences.
- (2) Students with a "B" average with no more than 2 excused absences.
- (3) Students with a "C" average with no more than 1 excused absence.
- (4) A student must not have received ISS or OSS during the semester.
- (5) Students with a D/F for a quarterly grade or students whose electronic devices have been confiscated will not be eligible for exemption.
- (6) An unexcused absence will forfeit a student's ability to be exempt from semester tests.

Students may leave after their last test period is completed. They must have parent and school permission. **Students must take their test during the scheduled time.** Unless exempt under this policy, the student will report to all classes on semester test day.

*** Any student that would like to take the semester test in order to raise a grade may take semester tests without any penalty.**

ARRIVAL AT AND DEPARTURE FROM SCHOOL

Students should not plan to arrive at school before 7:50 AM. If students must arrive before 7:50 AM, prior office permission must be granted. Students should not loiter on school grounds after school is out.

CLOSED CAMPUS, CHECK IN/CHECK OUT

Valley Springs School is a closed campus. A student may only be released during the school day with the formal check in/check out system maintained by the school. Authorization of the school and the student's parent/guardian is required. When arriving at school, after classes begin, the student must check in at the high school office.

AFTER SCHOOL FUNCTIONS

A student must be present at school on the day in which he/she attends or participates in a school function that night unless advance approval is given by the principal.

STUDENT RECORDS

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.”
2. The Act also states that schools must provide parents of students, regardless of custody or visitation rights the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.
3. If the school wishes to release personally identifiable data from a student’s record, the school must first obtain written permission (consent) from the parents/guardians of the student before releasing such information.
4. Only in two specific instances is written permission not required:
 - a. Other school officials within the same school may request and receive a student’s records.
 - b. Officials of other school or school systems in which the student has enrolled may request and receive a student’s records.
5. When any student has reached the age of 18 and is attending an institution of post-secondary education, the law states that “the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and “required of the eligible student.”
6. The Valley Springs School District provided access to student records in compliance with the Family Education Rights and Privacy Act. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Directory information is identified as being a student’s date of birth, place of birth, and current address. The Valley Springs School District may release directory information without the prior consent of the student or the student’s parent or guardian if the following steps are taken:
 - a. Notice of intention to release information that states the type of information to be released must be given.
 - b. Student, parent, or guardian knows they have the right to refuse to permit release.
 - c. A 48-hour time limit is given for refusal to permit release.
8. Students, parents, or guardians may correct education records, which they believe are inaccurate, misleading or inappropriate by notification in writing of the objection to the principal or counselor. If the counselor and principal do not agree with the objection, the superintendent will rule following a review of the records in question.

TELEPHONE USE

It is necessary to limit calls to essential business by permission only. No student shall be permitted to use the telephone except for school business and emergency reasons. Students should use the school phone, during 5 minute breaks, not cell phones, unless calling during lunch.

FEES/REPLACEMENT CHARGES

The payment of any fee will not be required as a prerequisite to a student’s being permitted to receive instruction for credit in a course offered for credit toward graduation from Valley Springs High School, except those which college credits are received.

A \$1.00 fee per locker is required of each student. In the event of lost or damaged property replacement cost will be charged.

Each student is provided with free textbooks for the school year. Students must resume the responsibility of lost or damaged textbooks.

CAFETERIA

The mission of the Valley Springs School Cafeteria is to provide the student with low cost, healthy meals that meet the daily nutritional requirements of growing bodies. We feel we are an extension of the classroom in trying to teach young adults, by example, about healthy food choices.

We offer a full breakfast and lunch daily. The cost for lunch is \$2.25 for paid students, \$.40 for students on reduced lunch. Breakfast is \$1.50 and \$.30. Extra milk is \$.50. LUNCH PRICES ARE SUBJECT TO CHANGE.

Each student enrolled in Valley Springs School has a lunch account. All students must prepay in advance for meals. There will be no charging privileges. Payment will be accepted in the lunch line or paid to the Cafeteria Manager.

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit Cafeteria Manager a Certification of Disability for Special Dietary Needs Form completed by a Physicians, including those licensed by:

- o The Arkansas State Medical Board;
- o The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- o The Arkansas Board of Podiatric Medicine (Podiatrists);
- o Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- o Physician Assistants (PAs who work in collaborative practice with a physician); and
- o Dentists.

The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

UNAUTHORIZED PERSONS

1. All visitors must register with the office. Visitors will not be allowed to visit classrooms or contact students without office permission. Visits by parents of their student are encouraged and welcomed. All visitors will wear a visitor badge visible to any staff member. All staff and students will report any visitor to the office immediately, if a visitor does not have a visitor badge from the office.
2. Students from other schools are not allowed to attend classes with students at Valley Springs.
3. No person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities may enter or remain in the school, vehicle, or building or upon any school ground, roadway, or sidewalk.
4. Refusal of unauthorized persons to leave after being requested to do so by the principal or his/her designee is a basis for legal action.

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office, or they may call their student's cell phone during lunch.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

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

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

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

Contact by Professional Licensure Standards Board Investigators

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

STUDENT CONDUCT

- 1. Anti-Bully Policy.** The Valley Springs School District has an obligation to and is committed to providing a safe learning environment for each of its students. For the purposes of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found in violation of this policy if his conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully while in school, on school property, at school sponsored activities, on school buses, at designated school bus stops, at school sanctioned events, in school vehicles, or electronic acts using school equipment or nonschool equipment that results in substantial disruption may file a complaint by contacting a school counselor, a teacher, or the student's principal who will assist in getting help for the child. Any school employee who has witnessed or has reliable information that a pupil has been a victim of bullying shall report the incident to the principal. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action ranging from verbal reprimands to expulsion. Criminal charges may be filed for the most serious offenses. The disciplinary action used will be at the discretion of the student's principal. Students are prohibited from engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.
- 2. Hazing.** Hazing, or aiding in the hazing of another student is prohibited. 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 be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.
- 3. Boy/Girl Relationships.** Boy/Girl couples will refrain from open displays of affection such as holding hands, kissing, hugging, sitting on laps, etc., while in school or attending or participating in school functions.
- 4. Cheating.** Students are responsible for meeting all requirements of their programs, giving due recognition to all sources. A student will do his own work at all times.

1st Consequence "0" on work and 3 days ISS

2nd Consequence "0" on work and 5 days ISS

3rd Consequence "0" on work and 3 days OSS
- 5. Damage to property.** A student shall not cause or attempt to cause damage to school property. The school district will recover damages from the student who loses, damages, or destroys school property.
- 6. Distance Learning Lab.** Students taking courses in the interactive or distance learning program will be carefully screened for eligibility. Students may be excluded from this program for disciplinary reasons as well as academic reasons. Any student that mishandles the equipment or breaks other classroom rules may be dismissed from the class. Students enrolled in a college course through the distance-learning lab will lose money and credit for the course if they are dismissed.
- 7. Eating and Drinking in Buildings.** A student will not eat or drink in class except with permission by the teacher. A student will not bring pop inside the school buildings except with the expressed approval and direct supervision of a teacher.
- 8. Fireworks.** A student shall not possess, handle, or store fireworks of any kind.
- 9. Forgery.** No student shall forge any writing or attempt to employ as true and forged writing knowing it to be forged.
- 10. Gambling.** A student shall not participate in any activity, which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
- 11. Gangs.** Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity--whether genuine or a pretense--that is identified by school officials will result in a minimum (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for one calendar year or permanently. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

- 12. Medication.** Medication may be possessed and used by a student who has a prescription. (A Section IV A.A.) Students are prohibited from sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.
- 13. Injury to Others.** A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual. Violators will receive disciplinary actions up to and including out of school suspension.
- 14. Fighting.** Students fighting on school property will receive a minimum of 3 day out of school suspension.
- 15. Leaving School.** Valley Springs School is a closed campus. After arriving at school, no student should leave the school grounds. Students caught skipping school will be assigned ISS at the rate of 1 day per period missed.
- 16. Paging Device/Electronic Toys.** Possession of an electronic paging device, beeper, or similar communications device while on public school property is prohibited. Cell Phones, I-Pods, MP3 Players, MP4 Players, Radios, Walkmans, CD players, Laser pointers, and electronic toys are prohibited on campus as well. **Operating a vehicle on school grounds while using a wireless communication device is prohibited.**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan,. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Students are prohibited from possessing, viewing, distributing or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.

However, use of cell phones and I-pods will be permitted during lunch. These items are not allowed between classes. Cell phones and I-pods are not to be used during class unless permission is granted by the teacher for academic reasons. A student may be permitted to use a cell phone with written consent from the administration and after normal school hours for extracurricular activities. Students using a cell phone or other communication device during the school day, without proper permission are subject to the following consequences:

- 1st offense – Confiscation of device for 5 school days and loss of exemption privileges**
- 2nd offense – Confiscation of device for remainder of the school year and 5 days of ISS**
- 3rd offense – 5 days OSS**

- 17. Running, Boisterous Play.** Students will refrain from running, pushing, shoving, and boisterous play in or near the school building.
- 18. Stealing.** A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school. A student shall not steal or attempt to steal property belonging to another student, employee, or person associated with the school.
- 19. Student Newspaper.** Students must refrain from printing anything in the school newspaper which might contain obscene language or libelous materials.
- 20. Violence.** No student shall use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally or unintentionally to cause a disruption. Act 888 of 1995 requires all felonies or other violent criminal acts be reported to the appropriate local law enforcement.
- 21. Vulgarly, Indecency.** A student shall abstain from vulgar, indecent or immoral acts.
- 22. Weapons and Dangerous Instruments.** No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm 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 mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

A student shall not possess, handle, or transmit a knife, (any bladed instrument that is capable of inflicting serious physical injury or death by cutting or stabbing), explosives, pistol, rifle, shot-gun, pellet gun, or any other object that can be considered a weapon or dangerous instrument.

A student shall not possess, handle or store contraband materials while on school property, school buses or at a school-sponsored event. ACT 567 of 1995 requires that students who bring weapons upon a school campus be expelled for not less than one year. In compliance with ACT 1150 of 1999 upon readmitting a student after an expulsion for a weapons violation the parent or guardian will sign a statement acknowledging their awareness and understanding of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

- 23. Roller blades/Skateboards.** Students shall not roller blade, roller-skate, or skateboard on school grounds at anytime, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairwells leading to school building entrances. Students on roller blades or roller-skates shall remove such equipment before entering school grounds. Students or skateboards shall

dismount before entering school grounds. Students choosing to carry roller blades, roller-skates, or skateboards onto school grounds shall promptly store such equipment in lockers or other approved storage areas.

- 24. Tobacco.** Students are not permitted to possess, smoke or use tobacco or electronic cigarettes, in any form on the school grounds, in school buildings, when riding school buses to and from school or school-sponsored trips. Students caught using or possessing tobacco in any form are subject to the following consequences:

1st Offense- Corporal Punishment or ISS

2nd Offense- 3 day's suspension with mandatory parent conference before student may return to school

3rd offense- 5 days suspension with mandatory parent conference before student may return to school

- 25. Illegal Substances.** A student shall not possess, buy, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas, or beverage containing alcohol or intoxicant of any kind. (See Drug Policy below)

- 26. Removal from Class.** In compliance with Act 1281 of 1999, if a teacher removes a student from class twice during any nine week grading period, the principal may not return the student to the teacher's class unless a conference is held for the purpose of determining the cause of the problem, and possible solution, and with the following individuals present:

(a) Principal (b) the teacher (c) the school counselor (d) parents of the student (e) the student if appropriate.

DRESS AND GROOMING

1. Student Dress. The purpose of this policy is to help prepare the students of Valley Springs Schools in their transition from student to employee. Students are expected to maintain a neat and clean appearance during the school day and at all School activities. As a general rule, any student who wears an article of clothing or manner of hair style or make-up determined by teachers and principals to be disruptive of the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed. The primary guide in determining what is or is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or school.

2. Clothing Not Allowed. In addition to the general guidelines given above, the following is a list of specific clothing that will not be permitted:

- a. State law prohibits, clothing which partially or totally exposes the student's undergarments.
The waist and top portion of boxer shorts and briefs, bra straps and bra sides should not show.
- b. Clothing should not be worn if it is revealing to the point of distraction. For example, halters, bare midriffs, low cut blouses, see-through blouses, bicycle shorts, and clothing that is too tight should not be worn.
- c. Shirts must have sleeves. No tank tops, tube tops, or muscle shirts. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position. Midriffs should not be visible with arms raised above the head.
- d. Skirts and shorts must be knee length. (Top of knee cap). Leggings/tights may be worn with dresses, skirts, or shirts of appropriate length. Leggings do not serve as patches for jeans with holes above the knee.
- e. No student may wear clothing with holes above the knees.
- f. No clothing should be worn that advertises any product or activity that is considered damaging to a person's health: for example, tobacco, alcohol, drugs, vulgarity, obscenity, profanity, sexually explicit or suggestive messages, etc.
- g. No hats, caps, and /or sunglasses will be worn in the building. Bandannas are prohibited on campus at all times.
- h. Chains will not be worn on clothing or carried to school.
- i. Intentional sagging or excessively baggy clothing will not be permitted.
- j. All students shall wear shoes to school and to school-sponsored or school-related activities.
- k. Pajamas and house shoes or slippers are not allowed.
- l. All tattoos must be covered and hidden from view.
- m. Single discreet piercings on the side of the nose and earrings will be permitted, unless distracting to others. Piercings of eyebrows, lips, etc....are not allowed.

This is not an all-inclusive list. Clothing and accessories deemed inappropriate or inconsistent with acceptable workplace attire will be prohibited by administration.

3. Consequences:

- a. **1st offense** – Warning. Student will be allowed to change clothes and parents will be called.
- b. **2nd offense** – Detention. One day of detention will be assigned.
- c. **3rd offense** – ISS. One day of ISS will be assigned.
- d. **4th offense** – Determined by administrator.

BUS CONDUCT

1. Responsibility. While the Valley Springs Public School offer, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only after the child boards the bus does he become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

2. Behavior. Since the bus is an extension of the classroom, children are expected to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Specifically, they should:

- a. Follow bus driver's directions
- b. Stay in seat
- c. Keep all parts of your body in the bus.
- d. No pushing, shoving, cussing, or fighting at any time.
- e. No eating, drinking, smoking, dipping, or spitting.
- f. Keep hands, feet and objects to yourself.
- g. Students are required to obtain a note signed by their parent, before riding a different route or getting off at another stop other than their own. In the case of an emergency, parents may call the school with their request. If a bus driver refers a student to the principal the following procedure will be followed.

1st consequence -- If the principal feels that an infraction of the rules caused an unsafe situation, the child will receive 3 swats or 3 days suspension from the bus.

2nd consequence -- The student will be suspended from the bus for 5 days.

3rd consequence -- The student will be suspended from the bus for the remainder of the semester.

All other school rules apply while students are on the bus.

MOTOR VEHICLES (PRIVATE)

1. Traffic and Vehicle Regulations - a 15 mph speed limit on vehicles is enforced on the Valley Springs School campus at all times for the safety of school patrons. Drivers will observe safety and courtesy in their driving habits, park in the designated parking area, and will not sit in, loiter near, and are not to return to their vehicles for any reason unless given permission to do so by the principal's office, nor drive their cars during regular school hours without permission. Driving in a reckless or hazardous manner at any time on the school campus is definitely prohibited.

2. Vehicle Registration - All student drivers must present a valid driver's license, proof of insurance, purchased a school issued parking permit at the cost of \$4.00, and filled out school registration forms in the principal's office, before students may bring vehicles on campus. Vehicles driven to school shall be parked in the area designated for student parking. If a student drives more than one car to school, he/she must have both vehicles registered in the principal's office and obtain permits for each car. Any misuse of a vehicle will result in loss of vehicle use on the Valley Springs School campus. It is understood that there is no expectation of privacy in vehicles on school campus. Drivers of vehicles parked on school campus will be held accountable for illegal substances or any other item prohibited by the Districts policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

3. ATV - All terrain vehicles are not permitted on campus.

BEHAVIOR NOT COVERED

The Valley Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

DISCRIMINATION/504 COMPLIANCE

The Valley Springs School District offers all educational opportunities without regard to race, color, national origin, sex, or handicap. Grievance Officer for Title IV and Title IX is Kellie Shanks, Phone: 429-9200 ext. 218. Building Coordinator for section 504 of the Rehabilitation Act is Kellie Shanks, Phone: 429-9200 ext. 218. District Coordinator is Brenda Landrum, Phone: 429-9200 ext. 221.

504 CHILD FIND NOTICE

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free appropriate public education to disabled students. If a student or parent believes that they may qualify for services under Section 504 they are encouraged to contact the 504 Building Coordinator. For additional information about the rights of parents and eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the Middle School Building Coordinator, Kellie Shanks, at 429-9218. The District 504 Coordinator is Brenda Landrum. She can be contacted at 429-9221.

DISTRIBUTION AND DISPLAY OF LITERATURE/PETITIONS

Individuals who wish to distribute petitions; (literature, publications, announcements, newspapers, posters, and communications) must obtain the expressed permission of the school administration before distribution and must comply with the regulations established concerning the time, place, and manner of distribution of materials.

INTERNET USAGE/ACCESS

The use of the Internet to access information can be a valuable tool for students. However, students are to follow district guidelines and directions by the instructor or face suspension or cancellation of their accounts. Other disciplinary policies may apply as appropriate.

MARRIED STUDENTS

Marriage while still in high school is definitely not encouraged. Nonetheless, when marriage is entered into while still in school attendance and prior notification is given the school administration, students will be granted up to five school days as a period of adjustment to their new married state.

FUNDS OF CLASSES AND ORGANIZATIONS

All class, organization, and activity funds are to be deposited in the business office. They will be credited to the proper accounts and receipts given. Funds may not be withdrawn without the approval of the sponsor.

PERIOD OF SILENCE – ACT 576

All public schools shall observe a one (1) minute period of silence at the beginning of the day.

MILITARY DEPENDENTS – ACT 514

Beginning with the 2013-2014 school year, schools will be required to report if a student is a military dependent and resides in the household of a person who is on active duty or serving in the reserve component of a branch of the United States Armed Forces.

EMERGENCY INFORMATION

1. Fire Drill

- a.** There will be at least one fire drill each month when all persons will evacuate the school to a point of 150 feet from the buildings.
- b.** The signal for a fire drill will be a series of short blasts of the school bell.
- c.** When the signal is given, WALK (don't run) out the assigned exits, leaving behind books, coats, purses, etc.
- d.** Teachers will see that all lights are turned out and that windows and doors are closed as they leave the buildings behind their students. Teachers will be responsible for accounting of students under their supervision. Teachers will take class roll books with them for this purpose.
- e.** Evacuation of the buildings will be accomplished in the following manner:
 - (1)** Main Science Lab will exit through the northeast doors.
 - (2)** Rooms 3 & 4 will exit through the southeast doors.
 - (3)** Library will exit through the library doors and the west breeze-way entrance.
 - (4)** Rooms 5 & 6 will exit through the southwest doors.
 - (5)** Room 7, 8, and 9 will exit through the northwest doors.
 - (6)** Old Gym will evacuate through the southeast front door.
 - (7)** Home Economics, Business Education, and the Technology classroom will exit through the east door.
 - (8)** Agri Building will exit through the east door.
 - (9)** Albright Hall Third Floor, except Room 303, will exit through the east door.
 - (10)** Albright Hall Basement (Study Center) will exit through the west door.
 - (11)** Albright Hall Basement (Spanish Room) will exit through the south door.
 - (12)** Lunchroom will exit through the south doors. Lunchroom supervisors will be the last to leave.
 - (13)** New Gym will exit through the east exits.

(14) Band, Art, and Choral Music will exit through the north door.

FIRE MARSHALLS

Fire Marshall	Ronnie Ruff
Senior Fire Marshal.....	Trey Breedlove
New Gym.....	Dalton Horn
Old Main.....	Quintcey Morton
Library/SH/Front Office.....	Logan Simmons
Fine Arts.....	Colton Scrivner
Old Gym.....	Tate Salmon
Albright Hall	Colton Crow, Tel Potter

2. Tornado Drill Procedure

a. Due to the persistent threat of tornadoes in our area of Arkansas, the responsibility for a Tornado Preparedness Plan in our school is to be assumed by the school staff under the leadership of the Fire Marshal Program of the Department of Education.
b. Communications and Tornado Alarms: The superintendent and the principal will be alert to weather conditions and monitor the local radio station for the threat of tornadoes. On the issuance of a tornado warning for this area, the alarm will be sounded and students and school employees will move to the Tornado Plan Areas designated below. The signal for the tornado drill or tornado warning will be a constant blast of the electric bell system and/or manual siren.

(1) High School Main Building: Students and teachers will move to the hallway or in an area near inside walls, preferably the southwest area where solid walls may assist. Tornado position is to be achieved.

(2) Library: Students and teachers are to move to the southwest area where solid walls may assist. Tornado position is to be achieved.

(3) Agri Building: Students and teachers will move to the shop storage area and tornado position will be achieved.

(4) Albright Hall Second and Third Floors: Students and teachers will move from the upper floors into the first floor and assume tornado position.

New Gym: All students and teachers will move into the room

Behind the coaches' offices and assume tornado position.

(6) Old Gym: All students and teachers in the gym will move to the visitors locker room (southwest corner) and assume tornado position.

(7) Lunchroom: Students and teachers will move near the west wall assume tornado position.

(8) Home Economics and Business Education and Technology: should move to the Technology Classroom and assume tornado position.

(9) Art and Band: should move to the Business Department room and assume tornado.

(10) Vocational Science Room: Students and Teachers will move to the Science lab.

3. Earthquake Drill Procedure

The following earthquake drill is an example of standard response actions to take in classrooms. The complete earthquake drill includes post-earthquake building evacuation to a safe, open-space area. In the event of an actual earthquake, building evacuation takes place after the ground stops shaking.

Following the teachers command, students will:

1. Immediately TAKE COVER under desks or tables, and TURN AWAY from windows.
2. Remain in sheltered position for at least 60 seconds.
3. Be silent and listen to instructions.

During the earthquake drill, teachers will:

1. Talk calmly to students
2. Review procedure for evacuating classroom in the same manner as fire drill.

SEARCH, SEIZURE AND INTERROGATIONS

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

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

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

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

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

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

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

Personal Search

- a.) A search of a student's person will be limited to a situation in which the administration has reasonable cause that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.
- b.) Dangerous items and other items which may be used to disrupt substantially the educational process will be removed from the student's possession and will be reported and transmitted to the proper authorities.
- c.) Students will be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon, such as a gun or knife, is being concealed.
- d.) This policy shall govern the search of any car or vehicle parked on or adjacent to school property.
- e.) An adult witness will be present when a personal search is conducted.

SEXUAL HARASSMENT

Purpose: It is the policy of the Valley Springs School District to maintain a learning and working environment that is free from sexual harassment.

Authority: It shall be a violation of this policy for any member of the District staff to harass a student through conduct of communications of a sexual nature as defined below. It shall also be a violation of this policy for a student to harass another student through conduct or communications of a sexual nature as defined below.

Definitions: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student constitute sexual harassment when:

- a.) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b.) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual or

c.) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Procedures: Any person who alleges sexual harassment by any staff member or student in the district may use the District's complaint procedure or may complain directly to the building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension or expulsion consistent with the Student Discipline Code.

ASSAULT

ACT 706 states that provisions shall be made for dealing with students who assault other students or school employees. Behavior that may result in expulsion include, but are not limited to the following:

1. Willfully and intentional assaulting or threatening to assault or abusing any, teacher, principal, superintendent or other school employee of the school system
2. Using or offering alcoholic beverages or drugs
3. Bringing firearms or weapons to school

ACCIDENTS

All accidents occurring on the school grounds or under the school's supervision should be reported immediately to the principal or superintendent. Everyone is asked to follow normal first-aid rules until proper supervision can arrive. The Valley Springs School is not financially responsible for accidents that may occur on campus.

VIDEO AND AUDIO SURVEILLANCE

The Valley Springs School District 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. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary. 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 grounds 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 recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and /or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law. Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to the appropriate disciplinary action and referred to the appropriated law enforcement authorities.

ADMINISTRATION OF MEDICATIONS IN SCHOOL

PURPOSE

"It is the policy of the Board that no drug or medicinal preparation, except for medicines or medications approved for first aid by the Arkansas School First Aid Guidelines, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current valid doctor's prescription and instructions, as well as written request from the child's parents, are received by the school."

GUIDELINES FOR IMPLEMENTATION OF THE POLICY

- A.** Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the name of the drug, the dosage and time to be given, and the recommended interval between doses.
 - B.** A Medication Administration Release Form to be signed by parents should be used. This form should include: request for medication to be given, student's name, grade, medication and dosage plus time to be given; what the medication is for; and emergency numbers in case child has a reaction to the medication.
 - C.** All medication should be in the original container with child's name on label. (Pharmacists should provide second container to be sent to school upon request.) Drugs should not be mixed in a container.
 - D.** No medication to be given three (3) times daily or less will be administered at school unless directed by a doctor.
 - E.** No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed and this is a form of prescribing.
 - F.** Secondary students (grades 9-12) can be responsible for taking his/her own medication without supervision by school personnel.
- To do this the student must have authorization of the physician and parent. It is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken.**

HEAD LICE POLICY

In order to insure proper health standards for the entire student population, Valley Springs School has adopted the following procedure to be followed in detecting and eliminating head lice from school.

Parents of students who have head lice, nits, or possible scabies will be notified to pick the student up immediately. When student is readmitted, a written statement must be signed and dated by the parent/guardian and returned to the nurse. Student must be nit free and be retreated 7 to 10 days after first treatment.

IMMUNIZATION/HEALTH SCREENINGS

- 1. Immunizations** – Each student shall have the immunizations required by law to attend Valley Springs Schools. It is the parent's or guardian's responsibility to see that the child's immunization records are updated and on file with the Valley Springs School before enrolling. Any request for exemption from required immunization, either for a bona-fide medical or religious reason, must be reviewed for approval by the director of the Arkansas Department of Health and not by the Valley Springs School.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against: Poliomyelitis; Diphtheria; Tetanus; Pertussis; Red (rubeola) measles; Rubella; Mumps; Hepatitis A; Hepatitis B; Meningococcal disease; Varicella (chickenpox); and any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:
Licensed physician; Health department; Military service; or Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- Proof of immunization showing the student to be fully age appropriately vaccinated;
- Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.
- It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

2. **Health Screenings** - The school provides hearing and vision screenings on a regular basis at no cost. A scoliosis screening will also be conducted yearly by the school according to guidelines under ACT 44 of 1987. Exemptions include religious objections and that a child is under the care of a physician. Should a parent not want the child to be screened (under the above exemptions), he/she must notify the school three days in advance of the announced screening date.

HANDICAPPED STUDENTS

1. Discipline

- a. Handicapped students are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free public education.
- b. The Individualized Education Plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- c. 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.
- d. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
- e. The suspended student should be offered alternate educational programming for the duration of the exclusion.

2. Grading.

- a. Handicapped students enrolled in regular classes will be graded in the same manner as the other students unless modifications are specified in the IEP.

- b.** Special education or resource room grades shall be noncompetitive based on the Individual Education Plan and/or to what degree the student is achieving in relation to capability.
- c.** Noncompetitive resource room grades will be considered as competitive toward honor roll, class rank, and other scholastic honors.
- d.** All special education students will receive a regular report card.

3. Special Education Diplomas and Transcripts

- a.** Students in self-contained special education classes shall receive the same diploma as other students with the IEP performance standards used as a basis for the diploma rather than the regular curriculum.

4. Special Education Curriculum/Graduation Requirements

The special education student's IEP committee shall assign each handicapped child course credit for resource room content substituted for certain regular courses. Children assigned to this option will be required to complete the same number of credits for graduation as a regular student, but the IEP committee shall be authorized to substitute certain courses plus resource room credits in lieu of required courses.

5. Child Find Notice

- a.** Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free appropriate public education to disabled students. If a student or parent believes that they may qualify for services under Section 504 they are encouraged to contact the 504 Building Coordinator. For additional information about the rights of parents and eligible students, or for answers to any question you might have about identification, evaluation and placement into Section 504 programs, please contact the High School Building Coordinator, Kellie Shanks, at 429-9218. The District 504 Coordinator is Brenda Landrum. She can be contacted at 429-9221.

NOTIFICATION OF PUPIL RIGHTS

Valley Springs School District's Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or others distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Valley Springs School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Valley Springs School District will directly notify parents of these policies at least annually at the start of each school year and after any students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of such activities and surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Valley Springs School District's Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1)** The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records, may be inspected.
- (2)** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ACADEMICS

GRADING, TESTING, AND GRADE REPORTING

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

Teachers will arrive at the student's grade by the use of at least one weekly test and/or other accepted procedure. A comprehensive test will be given at the end of each quarter and semester. The grading scale is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=59 or below. **For GPA calculation the following scale will be used A=4, B=3, C=2, D=1, F=0; for AP, the weighted scale is as follows: A=5, B=4, C=3, D=2, F=0.**

Progress reports will be sent to parents/guardians after the fifth week of each quarter. All parents and students are encouraged to access (HAC) Home Access Center for grade updates and assignments. Students will receive these activation codes from the high school office.

Grades at the quarter and semester are posted from each teachers class roll. Grade cards are printed from the computer and mailed to a student's parent/guardian for the 1st Quarter, 2nd Quarter, 1st Semester, 3rd Quarter, 4th Quarter and 2nd Semester. Parent/Teacher conferences will be held at the 7th week of the first semester and the 11th week of the second semester, with progress reports being distributed at that time. Parents are encouraged to attend these conferences, after which, any remaining progress reports will be mailed. All fines and charges must be cleared to receive grade reports. Parents should sign and return grade cards to the school except the final grade card for the year.

HOMEWORK POLICY

The objective of homework is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well-defined in advance by the teacher, understood by the student, corrected and returned to the student, and non-punitive. It is the student's responsibility to complete homework. It is the parent's responsibility to support this portion of the educational program by encouragement and involvement with the student.

The types of homework assignments and length should vary according to the student's grade level.

1. Grades 9-12 (60 minutes to 90 minutes as needed.)
 - a. Homework refines the ability to apply, analyze, synthesize, and evaluate facts and concepts.
 - b. Homework enhances comprehension of complex subject matter independently.
 - c. Homework sustains acceptable academic skills.
 - d. Homework sustains self-creativity.

MAKE-UP POLICY

It is the responsibility of the student to find out what work has been missed and to make arrangements with the teacher to make up work. The student will be allowed to make up work from an excused absence if he/she makes arrangements with the teachers to do so immediately upon returning to class. When one day of school has been missed the student will be expected to take any previously planned quiz or test on the day the student returns. Otherwise, the student will be allowed one day for each day missed to get the make up work done. The kind of make-up assigned will be left to the discretion of the teacher, although it should be appropriate.

Students with disciplinary suspensions will be denied make-up work for credit.

A student who misses classes for a school sponsored or school-sanctioned activity (such as 4-H participation in county and state events, or college day) will not be considered absent. The student is to arrange with his teachers for make-up work in advance and be prepared to resume work with the rest of the class upon his/her return.

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

4. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
5. Teachers are responsible for providing the missed assignments when asked by a returning student.
6. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
7. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
8. Students shall have one class day to make up their work for each class day they are absent.

9. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
10. Students are responsible for turning in their make-up work without the teacher having to ask for it.
11. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
12. There is no makeup work for unexcused absences.

LIBRARY

The library is open during regularly scheduled class periods. Students are dismissed to the library using the printed "library pass." All books, except overnight materials, are checked out for two weeks. No magazines are checked out.

If a student keeps a book(s) out of circulation for an extended period of time, further library check outs will be denied to that student until the overdue book(s) has been returned or the library has been compensated for the book(s).

If a book is damaged, a binding fee will be charged. A replacement fee will be charged for excessive damage or loss library materials.

ALTERNATIVE SCHOOL

The Valley Springs School District, in an effort to provide for all the needs of the students establishes an alternative educational environment for students who have a need for this type of educational environment.

The purpose of the Valley Springs Alternative School is to establish an alternative educational program for students grade 1 through 12, who have been identified by the professional and administrative staff as being educationally at risk.

COLLEGE COURSES/CONCURRENT COURSES

A student, who has successfully completed the eighth grade, may attend college at a community college or four-year institution. Students, who successfully complete the college courses, will receive dual credit for such courses. However, courses used toward completing state graduation requirements must be approved in advance.

STUDENT CLASSIFICATION

High school students will be classified as to grade or class as follows:

Passed eighth grade promotes to 9th Grade

Minimum of Five (5) Academic Credits promotes to 10th Grade

Minimum of Eleven (11) Academic Credits promotes to 11th Grade

Minimum of Seventeen (17) Academic Credits promotes to 12th Grade

REQUIREMENTS FOR GRADUATION

1. A total of at least 23 units earned in grade nine through twelve shall be required for high school graduation. Only one of these units may be physical education.
2. A unit of credit shall be defined as the credit given for a course which meets for the equivalent of a regular school period each day for a full school year.
3. Students are to complete the following curriculum to meet state graduation requirements.

4 English (I, II, III, & IV)

4 Math (Algebra I & II, Geometry, Pre Cal w/Trig, Algebraic Connections, Algebra A and B)

3 Science (Biology, Chemistry, Physical Science, Environmental Science, Anatomy/Physiology and or Physics)

3 Social Studies (American History-required, World History, Civics/Economics)

1/2 Oral Communications

1/2 Health, 1/2 PE, 1/2 Fine Arts

***1 Computerized Business Applications (CBA) (is a required graduation credit for Valley Springs School District, except for students enrolled in an IEP for Math.)**

****1 Digital Learning Course for 2018 and below.**

6 Electives

TOTAL 23 UNITS

***This is required of the 2016 and 2017 classes only.**

****Classes 2018 and below are required to take at least one digital learning course for credit to graduate.**

3. The physical education requirements must be met by all students enrolled in grades 9-12, unless a doctor's certificate indicating a student is physically unable to participate is presented to the principal's office.
4. The remaining units required for graduation are to be selected from approved electives. All correspondence and summer course work done while enrolled at Valley Springs must be approved by the administration in writing in advance of enrollment in such work in order that it counts toward graduation requirements.
5. Graduation Fees and Service: A graduation fee is charged graduating seniors of Valley Springs High School equal to the cost of their cap and gown. Optional graduation services offered through the school include graduation rings, invitations, cards, and memory books. Other graduation materials may be ordered in the fall of the senior year and received by the student well in advance of graduation exercises.
6. Beginning with the class of 2013, Computerized Business Applications (CBA) is required as a graduation credit by the Valley Springs School District to better prepare students in technology for future career choices. Except for IEP Math Students.
7. **Each student must attain 23 credits to walk at graduation. Correspondence courses for make-up work or to achieve early graduation must be completed by April 15th.**
8. **Beginning with the class of 2018, CBA will no longer be a required graduation credit.**
9. **Beginning with the class of 2018, all students must complete at least one on-line course to be eligible for graduation.**

Early Graduation:

- (a) Any student, who is enrolled in a public high school in Arkansas, that has earned the number of credits required by the local school district for graduation, shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such credits are earned. Students with 17 credits at Valley Springs School are considered a Senior with senior privileges.
- (b) Candidates for early graduation must inform the counselor of their intentions to graduate early. This must be done in the spring semester of their sophomore year.
- (c) Candidates for early graduation shall be considered members of the Jr. class who are graduating early and shall not have the rights and privileges reserved for members of the senior class.
- (d) Candidates for early graduation shall be considered only after four (4) years of English and Math are successfully completed. This may be accomplished only in their Junior year at Valley Springs High School or by completing College courses.

RANK-IN CLASS AND GRADE POINT CALCULATION

1. Rank-in-class and grade point average is calculated for three and one-half years (grade 9, 10, 11, and the first semester of the senior year).
2. Rank-in-class and grade point average are based on semester grades only.
3. Rank-in-class is placed on records and student transcripts as a fraction with the numerator being the student's rank from the top of the class and the denominator being the number of students in the class. Grade point average is also posted on transcripts to the nearest hundredth.
4. Rank-in-class uses the following scale for determining grade point average: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points. Exception to this will be advanced placement courses or state approved honor courses which will use the following scale: A= 5 points, B= 4 points, C= 3 points, D= 2 points, F= 0 points. Quality points will be assigned after taking the AP Exam for that course of study and the instructor must have the proper AP training.

VALEDICTORIAN/SALUTATORIAN

VALEDICTORIAN: All students with a G.P.A. of 4.0 or above will be eligible for valedictorian if he/she has achieved all A's (each semester) and completed 6 out of 9, of the following courses, must be taken to achieve valedictorian: 1) AP English III and IV, 2) AP Calculus, 3) AP Government or AP US History, 4) two years of the same foreign language, 5) Chemistry, 6) Physics, 7) AP Biology. In the event that no student has all A's, the student with the fewest number of B's would be named valedictorian. If no student has a 4.0 GPA the student with the highest-grade average who meets the above requirement shall be the valedictorian. Any variations from the above requirements must have written approval from the administration.

Beginning with the Class of 2017, trigonometry will no longer be a valedictorian requirement.

Beginning with the Class of 2020, two years of the same foreign language will no longer be a valedictorian requirement.

SALUTATORIAN: The salutatorian shall be the next highest grade average to the valedictorian and who has completed the courses above and in the event that no student has all A's, the student with the fewest number of B's would be named salutatorian.

A student must have attended Valley Springs School their last two years (4 full semesters) to be eligible for the valedictorian or salutatorian title.

All Valedictorians will have the ranking of one (1).

Students who transfer credit from home school or non-accredited private schools that would apply toward graduation will not be eligible for the valedictorian or salutatorian title.

CURRICULUM

1. Gifted and Talented Program: Gifted and Talented students participate in classes in which they receive instructional services different from those normally provided in the regular classroom. Students have the opportunity to work at the level of their abilities and in their area of interest or talent.

2. Course Offerings: **Computer Science;** **Drivers Education;** **Fine Arts-** Band, Choral Music, Art, and Survey of Fine Arts; **Foreign Language-** Spanish; **Language Arts-** English I, II, III, IV, AP English III, AP English IV, Oral Communications, Journalism, Drama; **Mathematics-** Algebra I, Algebra II, Algebra III, Algebraic Connections, College Algebra, Geometry, Calculus, Pre-Calculus; **Science-** Biology, Chemistry, Environmental Science, AP Biology, Physics, Anatomy/Physiology, Physical Science; **Social Studies-** American History, World History, American Government, AP Government, Contemporary History, Street Law, Psychology; **Special Education;** **Workforce Education** - Agri, Business, Consumer Science.

3. Schedule Changes: Schedule changes must be completed the first week of any semester. No changes after these dates will be allowed. Parental notification is required for all schedule changes.

Valley Springs School District is mandated by the Arkansas Department of Education to offer certain classes. Reading, writing, and mathematics shall be incorporated into all curriculum areas. The following courses shall be taught annually for a total of 38 units of study.

Language Arts – 6 units

4 units English

1 unit Oral Communication or ½ unit Oral Communication and ½ unit Drama

1 unit Journalism

(Other options as approved by the Department of Education)

Science – 5 units (Active student participation in laboratory experience is required for a minimum of 20% of instructional time.)

1 unit Biology

1 unit Chemistry

1 unit Physics

(Other options as approved by the Department)

Mathematics – 6 units

1 unit Algebra I

1 unit Geometry

1 unit Algebra II

1 unit Pre-Calculus Mathematics to include Trigonometry

(Other options as approved by the Department)

Foreign Language – 2 units of the same language

Fine Arts – 3 ½ units

1 unit Art

1 unit Instrumental Music

1 unit Vocal Music

½ unit Survey of Fine Arts or an advanced Art or an advanced Music course

Computer Applications with emphasis on current applications – 1 unit

Social Studies – 4 units

1 unit American History with emphasis on 20th Century America

1 unit World History

1 unit Civics/Economics

½ unit Arkansas History if not taught in grade 7 or 8

(Other options as approved by the Department)

Health and Safety Education and Physical Education – 1 ½ units

1 unit Physical Education

½ unit Health and Safety Education

Career and Technical Education – 9 units of sequenced career and technical education courses (programs of study) representing three (3) occupational areas. In addition to the currently approved programs, districts may develop and request approval for innovative programs of study based on community and student needs.

The course offerings should include appropriate Advance Placement (AP) courses. Weighted credit/additional quality points for designated AP courses will be contingent upon the teacher completing training as required by the Department and the student taking the applicable AP examinations. AP courses do not count toward the required thirty-eight mandated by the state.

Additional foreign language courses such as Level III and IV of the same foreign language should be included.

ACADEMIC IMPROVEMENT PLAN

An Academic Improvement (AIP) will be developed by school personnel and the parents of any student not meeting state requirements. These students are: students who fail to achieve at the proficient level on state mandated criterion referenced tests (Benchmark Exams, End-of-Course Exams, and the Eleventh Grade Literacy Exam). **Students will be retained or not receive course credit if they fail to participate in their AIP as required in the plan developed by the committee.** Questions regarding a student's AIP should be addressed to the Principal.

RULES GOVERNING PUBLIC SCHOOL END-OF-COURSE ASSESSMENTS AND REMEDIATION

A. General End-of-Course Exams

1. **Algebra I**
2. **Geometry**
3. **Biology**
4. **Literacy**

Students not scoring *Proficient* must have an AIP and participate in remediation in order to receive credit for the course.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units' students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

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

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

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

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit
- Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Physical Education: one-half (1/2) unit

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.

Health and Safety: one-half (1/2) unit

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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 state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Physical Education: one-half (1/2) unit

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.

Health and Safety: one-half (1/2) unit

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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 state curriculum frameworks through course sequencing and career course concentrations where appropriate.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units' students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. The additional required unit may be taken from any elective offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

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

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or

- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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 state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit

- World history, one (1) unit
- American History, one (1) unit
- Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Physical Education: one-half (1/2) unit

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.

Health and Safety: one-half (1/2) unit

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

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 state curriculum frameworks through course sequencing and career course concentrations where appropriate.

PARENT INVOLVEMENT PLAN SUMMARY

Valley Springs High School recognizes that the responsibility of student success in education is the shared responsibility of the school and parents. To support the education of students, the school and parents must work together to ensure the success of their students. Valley Springs High School acknowledges that engaging parents is essential for student improvement and therefore foster and support parental involvement. The Valley Springs High School Parent Involvement Plan was developed to ensure our commitment to parental involvement in accordance with Act 603 of 2003 and the No Child Left Behind Act of 2001.

The Parent Involvement Plan involves parents of students at all grades in a variety of roles. The administrators and faculty realize the importance of regular and meaningful two-way communication between home and school. To encourage such communication, the school has scheduled two parent-teacher conferences, one during the fall semester and one during the spring semester. The high school also conducts an Open House at the beginning of each school year and has various other avenues and activities for parents to communicate with staff such as email, Home Access Center, and CAPS conferences.

The high school has set up a Parent Center in the vestibule of the counselor's office to encourage, enrich, and support parents in their efforts to be more involved in their student's education. The Parent Center contains books, magazines, and other informative materials regarding responsible parenting. The high school schedules activities such as Freshman Orientation, Financial Aid Workshop, and CAPS conferences to help parents plan their student's future education.

The Valley Springs High School supports the development, implementation, and regular evaluation of the Parent Involvement Program by designating a certified staff member to serve as parent facilitator to help provide training for staff and to promote and encourage a welcoming atmosphere as required by the State Board of Education's Standards of Accreditation of Arkansas Public Schools. A parent survey is distributed at the beginning of each school year for parents to evaluate the program and to promote volunteerism.

Parents may access and view the complete Parent Involvement Plan through the school website www.valley.k12.ar.us and a printed copy is available on request.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

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

Extracurricular Eligibility

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

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENROLLMENT shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE’s Standards for Accreditation of Arkansas Public Schools.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

ACADEMIC REQUIREMENTS: Senior High

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Purpose: The various clubs and activities offer an attractive and education climate to round out and fortify the student's classroom program.

Who May Participate: All students have the right to join various clubs and will not be restricted from membership on the basis of race, sex, or other arbitrary criteria.

The Valley Springs School System provides the opportunity for students to participate in a variety of extracurricular organizations and activities. Sponsorship of these activities is provided by the professional school personnel. Events such as parties, banquets, or other activities for special recognition or honoring of these groups shall only be organized by their respective sponsors and with school approval. Students are expected to follow all school rules for student conduct at extracurricular events. **Students must be present ½ day to be eligible to participate or attend extracurricular events.**

EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS:

1. Art Club is an organization that promotes interest in and appreciation of graphic and visual arts.
2. Athletics include baseball, basketball, golf, softball, track, tennis, and volleyball teams that compete at the inter-school level.
3. Junior Band and Senior Band are available for instrumental music students.
4. **Cheerleader.** Valley Springs Athletics will be represented by one cheerleading squad. The selection process would be based on academic merit, cooperative attitude, and physical abilities.
 - a.) All cheerleaders must try out each year.
 - b.) The Inter-school Activity Eligibility policy applies to all cheerleaders.
 - c.) Cheerleader try-outs will be conducted during the spring semester of each school year.
 - d.) The selection process includes: (1) ability and performances; (2) scholarship; and (3) personality, cooperation, attitude, reliability, and leadership.
5. **Homecoming Queen:** The election of the Valley Springs Homecoming Queen will be based solely on the vote of the student body, Grades 7-12. Voting is closed at noon on the day of Homecoming.
6. **Miss Valley Springs Beauty Pageant:** is held each year and is sponsored by FCCLA. Judges are recommended by FCCLA members and their parents and/or school faculty. Final selection of judges is made by the FCCLA sponsor. Preschool age students must be residents of the school district or children of employees of the school district and school age children must be enrolled in the Valley Springs Schools to enter the pageant. If a girl leaves the Valley Springs School District or transfers to another school district, she must forfeit the title. The first runner-up would assume the title. Married students are ineligible to compete for Miss Valley Springs title. If a student marries during the year she holds the title of Miss Valley Springs, she will automatically forfeit the title. The first runner-up would assume the title. **A student who wins a title will not be eligible to compete in that division again.**

8. **National Honor Society** is an organization whose purpose is to bring the achievements of outstanding high school students to the attention of their classmates, their parents, and their community. Membership in this chapter will be based upon scholarship, service, leadership, and character. In order to qualify for National Honor Society, a student must not miss more than ten days of the previous year unless under the immediate care of a physician. The selection of a student shall be done by a committee of five high school faculty members. The following selection point system will be used as a guide:

I. Scholarship 40 points possible _____

GPA 3.75 and up	40 points
3.50-3.74	35 points
3.25-3.49	30 points
3.00-3.24	25 points

II. Service and Leadership (Grades 9-12) Previous Year/Years Only

Student Council Officer	5 points
Class Officer/specify	5 points
Organization Officer/Specify	5 points

Activities-Choir, Cheerleaders, Sports, Competitive (Specify), Annual Staff, Newspaper Staff, Student Council Representative, Membership in any active school club, teacher and office aide, band, senior scholars (Officers may not receive additional points for membership in the same organization or extra curricular activity.) one point each Citizenship (subtract 25 points for suspension of student during the year prior to induction) ACT 980 of 1991 requires that a student must be enrolled in a course of study containing the minimum core of high school courses recommended for preparation for post-secondary education as set forth by the State Board of Higher Education to be eligible for membership.

STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. 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; and
6. Nonschool 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.

Fraternalities, 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 be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

ATHLETIC EVENTS

During athletic events in our gymnasium, Valley Springs students are to remain inside the gym until the event is over. If students must leave, they should leave campus and not return. All necessary facilities and refreshments are provided within the gymnasium for all visitors and students. Students must obey school rules of conduct at all athletic events.

DANCES

Dances are allowed only on very special occasions and by special permission from the administration and the School Board. When attending a school-sponsored dance, students must strictly adhere to the rules set forth by the administration for that dance. In general, students will:

1. Sign up for themselves and their dates in advance.
2. Dress and behave appropriately for a school function.
3. NOT arrive late.
4. NOT bring alcoholic beverages or drugs of any kind onto the premises
5. NOT attend after having consumed alcoholic beverages or drugs of any kind
6. Leave campus immediately after leaving the dance.
7. NOT return to campus after leaving the dance
8. FOLLOW ANY OTHER RULES IMPOSED BY THE ADMINISTRATION FOR THAT PARTICULAR DANCE.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities as a part of the educational process.

While extracurricular and non-instructional activities have appropriate value in the school program, the district will discourage and control interruptions of instructional time and related absences. Academic progress is the main purpose of our education system.

The Arkansas Activities Association and the Arkansas Department of Education clerks requirements for interscholastic activities.

Senior High: A student must have passed four academic courses the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.

NOTE: A student must also meet the ADE regulation of a 2.0 GPA.

An academic course is defined as those courses that meet the following criteria---is a definable course for which class time is scheduled and which can be credited to meet minimum requirements for graduation; is taught by a teacher required to have state certification in the course, and has a course content guide approved by the Arkansas Department of Education.

NOTE: P.E. may be considered an academic course for one full credit within the 21 minimum credits required for graduation by the ADE's educational standards and for eligibility purposes the first time(s) a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

1. A student may satisfy the requirement by successfully completing a course(s) failed or course(s) needed or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements.

NOTE: If the identical course(s) is taken in the summer or by correspondence the better grade(s) may be substituted for computing the GPA for the previous semester.

2. Special Education (Handicapped)-A student must have earned passing grades in four courses of his I.E.P. for the previous semester.

3. A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

DISCIPLINE PROCEDURES

TYPES OF DISCIPLINE

Penalties for violations of the Student Conduct rules or Administration Policies will range from verbal reprimands for minor offenses to expulsion for major offenses. **Corrective measures for discipline problems shall be determined by the principal, or his designee, the classroom teacher, or other appropriate educational staff member, except where school board action is required.**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

LEVELS OF DISCIPLINE

Increasing levels of discipline will be used as corrective measures. However, for severe infractions, any lower level of discipline may be bypassed for more appropriate discipline.

TARDIES:

Tardy Ladder

Third tardy in any class = one day of detention

Fourth tardy = 1 day ISS + Parental Conference

Fifth tardy = Social probation

Sixth tardy = Corporal Punishment (if permitted)

Seventh tardy = 3 days of OSS

1. **Level One: Warning.** The teacher may deliver a verbal warning or the student's name may be written on the board with a system of checks to be employed for increasing measures of discipline.

2. **Level Two: Detention.** A student may be assigned detention in a supervised Detention Room.

DENTENTION ROOM RULES

a. Detention will be held every Monday through Thursday beginning 5 minutes following the dismissal for the day.

b. Detention will be assigned in increments of 30 minutes.

c. When assigned detention, a teacher will fill out a form in triplicate stating the reason for detention and forward the form to the principal's office. One form will be given to the student, one will be returned to the teacher, and one will be filed in the principal's office.

- d. The student will take his/her copy of the form home to be signed by his/her parent/guardian and return with it to detention on the day on which detention is assigned.
- e. The student will begin serving his/her detention the day after assigned. Students arriving after the 5 minute break will not be admitted.
- f. A student will not miss detention for any reason except an excused absence from school unless excused by the principal.
- g. If a student misses detention, an additional 30 minutes will be assessed for each day that he/she has missed. If a student misses detention after accumulating 60 minutes, he/she will receive one day's in-school suspension.
- h. A student must bring and do school work only in order to receive detention credit. Any disruption such as talking or failing to stay on task as determined by the monitor will also cost detention credit.
- i. A student's parent is responsible for his transportation home after he is released from detention. The school is NOT responsible for the student after his/her release from detention.

3. Level Three:

a. Social Probation - Suspension from Extracurricular Activities. If appropriate, a student's privilege to participate in all or certain extracurricular activities and school sponsored events may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Each suspension must be reviewed and approved by the principal and/or superintendent.

b. Corporal Punishment. Corporal punishment may be used for behavior, which interferes with the education of others, disrupts the orderly operation of the school, and threatens any individual's well-being, or knowingly violates school rules. Attention to alternative discipline procedures will be given before imposition of corporal punishment.

GUIDELINE FOR ADMINISTERING CORPORAL PUNISHMENT

1. The punishment shall not be excessive or unduly severe.
2. It may be used only after other alternative, including but not limited to counseling, have failed, or in unusual circumstances.
3. Corporal punishment will be administered by a certified employee in the presence of at least one other certified employee.
4. Corporal punishment will not be administered in the presence of other students, with malice or anger, or in excess.
5. Before corporal punishment is administered, the student should be advised of the rule and infraction for which he/she is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his position. School officials are not required to conduct formal hearings prior to corporal punishment.
6. Refusal to accept corporal punishment may result in suspension or other disciplinary measures.
7. The principal will be notified when corporal punishment is administered and a written report filed in the principal's office, a copy of which will be sent to the student's parent/guardian.

Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools.

In 1977, the United States Supreme Court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eighth Amendment to the United States Constitution.

4. Level Four: In School Suspension. The primary goal of ISS is to provide continuity of the educational process of students who violate school rules or neglect their responsibility involving the rights of others.

Students are generally assigned ISS on a short term basis ranging from 1 to 15 days. Students who are in ISS will not be counted absent from school. ISS rules include the following:

- (1) Students will report to ISS before the 1st tardy bell.
- (2) Extra assignments may be given to the students by the ISS supervisor, teacher, or principal.
- (3) The ISS supervisor has the right to inspect materials and books brought to ISS for study purposes. Unauthorized materials may be collected.
- (4) Students are to bring all material necessary to complete their assignments.
- (5) Students may not talk to anyone or get up from their seats without permission.
- (6) Students must have all assignments completed before they return to the classroom.
- (7) All regular school rules apply to ISS.
- (8) Students must follow instructions of the ISS supervisor.
- (9) Students who do not follow ISS rules will be assessed additional disciplinary actions.

5. Level Five: Suspension. State laws and State Board of Education regulations permit local school officials to suspend students who are unwilling to behave in an acceptable manner. Due process must be provided.

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- 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.

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the 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;
- The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

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

During the period of their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/administrator conference.

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

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

Suspensions initiated by the Superintendent may be appealed to the Board.

SUSPENSION PROCEDURE

a.) A teacher may temporarily dismiss for disciplinary reason any student from class. In compliance with Act 1281 of 1999, if a teacher removes a student from class twice during any nine week grading period, the principal may not return the student to the teacher's class unless a conference is held for the purpose of determining the cause of the problem, and possible solutions, and with the following individuals present: 1) principal, 2) the teacher, 3) the school counselor, 4) parents of the student 5) the student if appropriate. Failure of the parents to attend the conference provided shall not prevent if from being held nor prevents any action being taken as a result of that conference

b.) The teacher shall, when feasible accompany the student to the office and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.

c.) The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.

d.) The principal is authorized to suspend a student from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.

- e.) Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
- f.) If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
- g.) When the principal considers that a suspension is proper, he will send the student home with a suspension notice requesting a student/parent/principal conference.
- h.) Additionally, the parent will be mailed a copy of the suspension notice that includes the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
- i.) The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- j.) When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student/parent/principal conference.
- k.) If, in the conference, no decision is reached by the principal for the reinstatement of the student or if any suspended student or his/her parent/ guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
- l.) The superintendent of schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report. The decision of the superintendent shall be final.
- m.) If the superintendent initiates the suspension process, the decision may be appealed to the board. If the student or his parents so request, a hearing shall be scheduled before the school board within five days. After the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter or modify the suspension.
- n.) A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
- o.) A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.
- p.) Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly education processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

6. Level Six: Expulsion from School. Expulsion is a permanent denial of access to the Valley Springs Public School System. Expulsion may be effected and rescinded only by the School Board.

Behavior that may result in expulsion includes:

- (1) Willfully and intentionally assaulting or threatening to assault or abuse any employee or student of a school system.
- (2) Using, offering for sale or selling alcoholic beverages or illicit drugs.
- (3) Bringing firearms or other weapons on campus.
- (4) Repeat violation of school rules.

EXPULSION PROCEDURE

- a.) The principal may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- b.) If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board.
- c.) The School Board may expel a student for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptable disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
- d.) Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
- e.) The superintendent or designee shall give notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
- f.) The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.
- g.) In every case of a hearing held by a School Board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- h.) The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- i.) The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- j.) Normally, formal cross-examination will not be permitted.
- k.) During the course of the hearing if the board determines that the credibility of any of the witnesses is at issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue.
- l.) Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
- m.) The student may observe all evidence offered against him/her.

- n.)** Members of the Board may question any witness.
- o.)** At the conclusion of the hearing, the Board may discuss the matter and dispose of it by a vote.
- p.)** If the Board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of schoolwork. The Board shall briefly state its findings in writing within ten days after the hearing.
- q.)** The Board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
- r.)** If a student wishes, the record will be transcribed and a copy furnished the student. Copies of all statements used, as evidence will be included with the record.
- s.)** The school administration has the responsibility to present the evidence to the Board, and the administration is entitled to open and conclude the hearings.
- t.)** The president of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.
- u.)** When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the Board believes the following conditions exist:

(1) A group hearing will not likely result in confusion.

(2) No student will have his/her interest substantially prejudiced by group hearing.

If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing will be ordered for that student.

The responsibility for a student's conduct rests with the parents/legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the school board necessary to ensure the safety and well being of all students. This administration will take whatever steps are necessary to enforce the policies of the school district including, if necessary, the involvement of the appropriate law enforcement or juvenile authorities.

DUE PROCESS

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

1. Due Process is afforded to students in disciplinary causes of some magnitude such as:
 - a. Suspension
 - b. Expulsion
 - c. Statements removed from student's records
 - d. Clearing one's reputation
2. The United States Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.
3. Due process procedures must be known to all students and must comply with all state and federal laws. A signed statement of receipt of the Student Handbook shall serve as notice of due process procedures.
4. The principal shall promptly send written notice of the facts warranting a request for expulsion to the superintendent, the parent/guardian, the student, and each member of the School Board. The superintendent shall notify the parent or legally responsible adult and the student of their right to a hearing before the School Board in a written notice delivered to them at least five days before such a hearing. (For reasonable cause parents may request of the superintendent an extension of the date of the hearing, in no case to exceed ten days.) Included in the notification shall be the following:
 - a. The time and place of the hearing, the basis for the expulsion request, the substance of the evidence to be presented, and the procedures to be followed.
 - b. That the student may be represented by parent(s) or other legally responsible adult(s).
 - c. That evidence and testimony shall be permitted.
 - d. That written decision of the School Board shall be sent to the parent (s) or other responsible adult (s) and to the student within three days of the hearing.
5. Where parents (s) notify the School Board, in writing, that they do not desire a hearing, they may so waive their right, and the expulsion may proceed. However, the failure of the student or representative (s) to attend or participate in the hearing shall not prevent the conduct of the hearing.
6. Students may present complaints to teachers or administrative officials. Teachers and administrators shall make themselves available to hear those complaints.
 - a. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be afforded a meeting with the principal or his/her designee. The principal's decision is binding, unless overruled.
 - b. If the student is not satisfied that the complaint has been resolved satisfactorily, the student or his/her parent (s) may schedule a meeting involving parent, student, and principal. A letter summarizing the setting forth the results of this meeting and all subsequent meetings at levels c and e (following) shall be provided the parent (s) by the appropriate school authority.
 - c. If the parent (s) or the student is not satisfied that the complaint has been resolved at level b (above), a meeting with the superintendent may be requested in writing immediately. The request must state the reasons for dissatisfaction. The superintendent shall be afforded five working days to resolve the complaint after the conclusion of said meeting.
 - d. Any complaint not resolved after level c shall be reported to the School Board in a letter immediately.
 - e. A complaint not resolved by the superintendent within five working days may be submitted to the School Board for review and final disposition with as little delay as possible.
7. The due process rights of students and parents are as follows:
 - a. Prior to any suspension, the high school principal or his designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.

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

The responsibility for a student's conduct rests with the parents/legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the school board necessary to ensure the safety and well being of all students. This administration will take whatever steps are necessary to enforce the policies of the school district including, if necessary, the involvement of the appropriate law enforcement or juvenile authorities.

DRUG POLICY

MANDATORY DRUG TESTING STUDENT DRUG TESTING POLICY VALLEY SPRINGS SCHOOLS

MISSION STATEMENT:

The Valley Springs School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Valley Springs Board of Education is determined to help students by providing another option for them to say "No". Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

DEFINITIONS:

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

Activity Programs: Any Activity that meets the guidelines of the Arkansas Activities Association or is a student organization at Valley Springs School. These activities are listed below:

Art Club	Golf	Senior Scholars
Band	Key Club	Softball
Baseball	Library Club	Spanish Club
Basketball	Math Club	Spanish Honors
Cheerleading	Math Club	Speech-Debate
Chess Club	Mock Trial	Student Council
Choir	Newspaper	Tennis
Christian Club	NHS	Track
Cross Country	Pep Club	Trap Shooters
Drama Club	Photography Club	Volleyball
FBLA	Quiz Bowl	Yearbook
FFA	Rapid Response	YEN
FHA	Robotics	
Fire Marshalls	Science Club	

Other activities which are included in the testing group are clubs or organizations which may be formed at a later date or any other extracurricular activity such as proms, dances, class field trips, etc. Any student operating or possessing a vehicle on campus is also considered a participant of an extracurricular activity.

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

POLICY STATEMENT: Valley Springs School District ("the district") is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS: Consent: Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program absent such consent. Parents or guardians shall have ten (10) school days to sign and return FORM A to their student's respective office to assure the student's eligibility to participate.

Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

Student Selection: At the option of the district, all students in activity programs may be drug tested at the beginning of the school year. In addition, random testing will be conducted during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs in the district at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION: Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be required to remain at the testing location and drink fluids until they are able to provide a sample.

TESTING AGENCY: The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters. Personnel may use a quick result testing device in addition to laboratory testing.

PRESCRIPTION MEDICATION: Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

SCOPE OF TESTS: The drug screen, tests for one or more illegal drugs. The superintendent or his designee shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS TO RESULTS: The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT: Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.

FIRST POSITIVE RESULT: For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Valley Springs Schools for a period of twenty days. The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents. On day twenty-one the student will be able to be retested (at the expense of parent-guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations and activities relating to Valley Springs Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The duration to be determined by the intervention program (A maximum of six months.) A student may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

SECOND POSITIVE RESULT: For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.

THIRD POSITIVE RESULT: For the third positive result, the student will be suspended from participating in activities for the remainder of his enrollment with the school (may be appealed to the board).

NON-PUNITIVE NATURE OF POLICY: No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian, will be notified as soon as possible by the district.

OTHER DISCIPLINARY MEASURES: The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities. Please refer to the Student Handbook in the Discipline Procedures Section. Level Six: Expulsion, for other disciplinary actions regarding drugs.

Sportsmanship Code

We treat all opponents as friends and guests.
We accept all decisions of officials without questions.
We never try to rattle an opponent such as a player
attempting a free throw.
We do unto others as we would have them do unto
us.
We never hiss or boo.
We never utter abusive remarks from the sidelines.
We seek to win by fair and lawful means according
to the rules.
We try to win without boasting and lose without
excuses.

A good sport is ALWAYS a Winner!

Alma Mater

Oh, dear Valley Springs,
Here's to you
May we ever and always be true
Gladly our praises we sing
Throughout the ages may they ring
And all through our lives we recall
The place that we love the best of all
Oh, dear Valley Springs,
Here's to you!
Dear Valley Springs, Dear Valley Springs
We cheer forever!