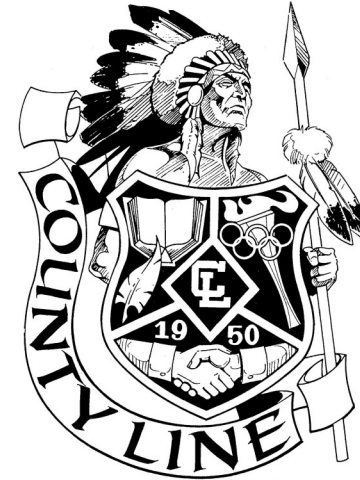


# COUNTY LINE HIGH SCHOOL



## STUDENT HANDBOOK

2017-2018

*HOME OF THE INDIANS*



# County Line High School

## Student/Teacher/Parent Compact 2017-18

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**PARENT/GUARDIAN’S RESPONSIBILITY**

(Any person who is interested in helping this student may sign this in lieu of the parent) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- \* Seeing that my child is punctual and attends school regularly.
- \* Supporting the school in its efforts to maintain proper discipline.
- \* Finding a quiet, well-lit place for schoolwork and making sure work is done.
- \* Helping my child learn to resolve conflicts in positive ways.
- \* Having high expectations for my child and encouraging my child’s effort.
- \* Staying aware of what my child is learning.
- \* Assisting my child in any extra practice that may be necessary for his/her success.
- Putting forth the effort to communicate regularly and mannerly with the school.

Signature: \_\_\_\_\_

**STUDENT’S RESPONSIBILITY**

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

- \* Attend school regularly.
- \* Come to school each day with pencils, paper, homework, and other necessary tools.
- \* Ask for help when I need it.
- \* Work hard to do my best by completing and returning homework assignments.
- \* Observe regular study hours.
- \* Conform to rules of student conduct, and help to keep my school safe.

Signature: \_\_\_\_\_

**COUNTY LINE HIGH SCHOOL RESPONSIBILITY**

It is important that students achieve. County Line High School shall strive to do the following.

- \* Provide materials and manipulatives for extra practice at home.
- \* Provide necessary assistance to parents so that they can help with the assignments.
- \* Encourage students and parents by providing information about student progress.
- \* Use special activities in the classroom to make learning enjoyable.
- \* Put forth the effort to communicate regularly and mannerly with the parents.

The principal supports this form of parent involvement and shall strive to do the following:

- \* Provide an environment that allows for positive communication between the teacher, parent, and student.
- \* Encourage teachers to regularly provide take-home activities that will reinforce classroom instruction and provide extra practice when needed.

School Signature: \_\_\_\_\_

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days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities held on the County Line Public School campuses or under the control of the County Line School District which occur outside the regular academic school day as defined in each school's handbook. The student may not drive or park on campus.

Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of thirty-day probation period will be considered a second positive test. **Exception:** A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

#### **Second Positive Test**

For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year from the date of the 2nd positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

#### **Third Positive Result**

For the third positive result, the student will be permanently suspended from participating in or attending any activity program and parking on campus for the remainder of his enrollment with the school. A third positive screen could come from third positive test from the random pool or a result of a re-screen at the end of a probation period.

#### **Unusual Circumstances**

Any student under probation for a positive test may not avoid the consequences by transferring to another school or home schooling during the time of probation. A student who transfers during the probationary period will have his/her time put on hold at the point of departure from the County Line Schools and resume upon his/her return. For example, if a student under a 30 day probation leaves after 15 days served and returns to the County Line Schools at some later date, he/she will still have 15 days of probation remaining.

#### **Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs or alcohol as a result of the random drug test. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

#### **Other Disciplinary Measures**

The district, by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the student handbook 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.

backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.

3. The student will not be outside of the presence of the observer and not have access to faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time the student will remain in the vicinity of the collection area and under the observation of the district staff.
7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

### **Analysis Process**

Testing protocol for chemical screen involves on-site collection of urine samples and immediate delivery to a SAMSHA certified laboratory for testing and GC/MS confirmation if needed with results provided to the school superintendent or his designee. Alcohol testing will be performed by a breath sample with confirmation if needed. The confirmation will be 15 minutes after the initial breath sample.

### **Results and Notification**

Test results will be reported to the superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

### **Records**

The superintendent or his designee in a separate, locked file will maintain all records concerning chemical abuse testing. The records will not be kept in a student's regular file. Only the superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents, legal guardians may obtain a copy of his chemical abuse upon written request.

### **First Positive Test**

Upon receipt of a positive test result for any student, 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, the student's principal, the student's head coach or sponsor.

Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility for the student and/or parent. The student will be placed on probation for thirty

## **ALMA MATER**

All hail to thee our County Line  
We shall ever praise thy name,  
And as upon life's road we go,  
Our love for you will ever proclaim;  
O Alma Mater County Line  
Ever fair and true we'll be,  
We're grateful for thy guiding hand,  
We'll come back to you again.

And as we rise to higher planes  
We'll remember all the days that  
We have spent at County Line,  
And learned to love that dear old name;

O Alma Mater County Line  
Ever fair and true we'll be,  
We're grateful for thy guiding hand,  
We'll come back to you again.

## **SCHOOL MASCOT**

Indians

## **SCHOOL COLORS**

Red & Gray

## **BELL SCHEDULE**

<b>Period 1</b>	<b>8:00-8:45</b>
<b>Break</b>	<b>8:45-9:00</b>
<b>Period 2</b>	<b>9:00-9:45</b>
<b>Period 3</b>	<b>9:50-10:35</b>
<b>Period 4</b>	<b>10:40-11:25</b>
<b>Period 5</b>	<b>11:30-12:15</b>
<b>Lunch</b>	<b>12:15-12:45</b>
<b>Period 6</b>	<b>12:50-1:35</b>
<b>Period 7</b>	<b>1:40-2:25</b>
<b>Period 8</b>	<b>2:30-3:15</b>

## **VISITORS**

County Line High School cordially welcomes parents, study groups, and other guests who wish to visit classrooms, programs of interest, or the facilities. Individuals or groups wishing to visit must make prior arrangements with the principal before each visit.

Former students or friends of students currently attending County Line High School will only be allowed to visit students or teachers during school hours with the principal's approval.

## ATTENDANCE POLICY

It is the belief of the County Line School District that regular attendance is necessary in order to achieve educational success. The responsibility and compliance with state regulations rests with the student and his/her parent. Education is more than grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### Compulsory Attendance Law

According to Arkansas Compulsory Attendance Requirement every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by the residency policy, within the District shall enroll and send the child to District school with the following exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy have been met.
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

### Enrollment

All students who are legal residents of the County Line School District will be enrolled upon request unless disciplinary sanctions are in place, from the County Line School District or other school districts. A birth certificate, registrar statement, baptismal certificate, passport, affidavit, military ID, or previous school records, or other documentation, as provided by law, shall be required to enroll in school. A Social Security Num-

school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test".

#### Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent form after these dates.

#### Selection Process

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on the day, he/she will be tested on the next test date. The number of names drawn will be no less than (2%) nor greater than (15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

#### Testing Agency

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

#### Cost

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

#### Refusal to Consent to Testing

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, participate in any activities, or park on campus.

#### Refusal to Submit to Testing

Any participant who refused to submit to random drug testing and/or retesting is considered having tested positive.

#### Testing Procedure

All test results from the laboratory will be communicated to the superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign additional consent forms.

The following precautions will be taken, as appropriate, at the collection site:

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse,

## COUNTY LINE SCHOOL DISTRICT CHEMICAL SCREEN TEST POLICY

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

### **Purpose of a Chemical Abuse Policy:**

1. To allow the students of County Line Schools to know that the school is concerned about their total well-being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state law which restrict the use of such mood-altering chemicals.
4. To assist students of County Line Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of County Line Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

### **Scope**

The provisions of this policy apply to students in County Line Schools in grades seven through twelve. No students will be allowed to participate in school activities (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in County Line School District.

### **Definition**

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

### **Prescription Medication**

The existence of lawfully prescribed medication in the student’s sample is not a violation of this policy when taken in accordance with a physician’s recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor’s verification in a sealed envelope to

ber is not required for enrollment. A nine digit number will be assigned in lieu of the Social Security Number upon request. Alternative documents acceptable as indication of child’s age (5 by August 1): ACA 6-18-208 will be accepted. Students between the ages of 5 - 21 may be enrolled in public school: AR Code 6-18-202.

## **Withdrawal from School**

Students withdrawing from school must secure the appropriate forms from the counselor and have them properly completed before being considered officially withdrawn.

## **Absences**

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

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

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than three (3) school days prior to its presentation will **not** be accepted.

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student’s faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

**Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (7) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absences occurred or by regular mail with a return address not no later than the following school day.

Whenever a student exceeds (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operators license unless he/she meets certain requirements specified in the statute.

**While this handbook is comprehensive in nature, it does not necessarily address every situation that will occur during the school year. Those situations which arise are not included in the handbook, will be left to the discretion of the administration and governed by school board policy. The School Board reserves the right to make changes in this handbook during the course of the year as recommended and deemed necessary by the campus or district administration.**

**To be signed by all students:**

I understand and will abide by the terms and conditions set forth in this Handbook and the Internet agreement. I further understand that any violation of the regulations above is unethical and may result in disciplinary action or criminal offense. Should I commit any violation, privileges may be revoked, school disciplinary action may be taken, and/or legal authorities may be informed and charges may be brought.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be signed by the Parent or Guardian (If the student is under the age of 18, a parent or guardian must also read and sign this document.)**

As the parent or guardian of this student, I do hereby acknowledge having received the Student Handbook. By signing this page I also give my permission for my child to access the Internet and that I have read and agree to the terms of the Internet policy. I further acknowledge that I, as parent or guardian of this student, can be held responsible and liable for my student's behavior.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Cell Phone: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Work Phone: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

**To be signed by the Parent or Guardian (If the student is under the age of 18, a parent or guardian must also read and sign this document.)**

As parent or guardian of this student, I do hereby grant permission for my student(s) to be photographed for school publication (Web page, Yearbook, Newsletter, Facebook, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



process to all parties involved and the decision of the Board will be final.

Step #7: A complaint or grievance concerning compliance with Title VI (race), Title IX (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), may be submitted directly to:

Office of Civil Rights  
U.S. Office of Education  
1200 Main Tower Building  
Dallas, Texas 75202

These issues may be submitted to the Office for Civil Rights in conjunction with or without regard to this procedure.

The Arkansas Vocational Technical Education Division Affirmative Action Officer for complaints and grievances under Title VI, Title IX, and Section 504 of the Handicapped Act is:

Diane Farquhar, Personnel Administrator  
Vocational and Technical Education Division  
Arkansas Department of Education  
Capitol Mall West - Room 302-D  
Little Rock, Arkansas 72201-1083  
Telephone Number: (501) 371-2498

## DIRECTORY

Superintendent's Office.....	(479)
635 - 2222	
High School Principal's Office.....	(479)
635 - 2441	
District Fax Number.....	(479)
635 - 2087	
High School Fax Number.....	(479)
635-2452	
Counselor's Office.....	(479) 635 - 2113
Ext. 207	
Food Service Director.....	(479) 635 - 2113
Ext. 212	
High School Gym.....	(479) 635 - 2113
Ext. 209	

## Inclement Weather/School Closings

During times of inclement weather the school will send out a message to all guardians by way of phone, the local radio stations, and local television stations will be notified at the earliest possible time regarding plans of that school day.

During times of bad weather when school is in session but some of the buses are unable to run, all students unable to attend classes because the buses are unable to run will be excused.

## School Business Days

Pursuant to Section 6-18-220, Arkansas State Law, students may take school business days to participate in FFA, FCCLA, FBLA, and 4-H programs without being counted absent. Students must receive permission from the principal prior to taking the days and will be responsible for making up all school work missed during his/her absence. Any days not approved by the principal will be counted as absent. Students should use discretion in selecting show days and avoid unnecessary absences.

## School Holidays

School holidays are normally scheduled on Labor Day, Thanksgiving, Christmas, Winter Holidays, Spring Break and Memorial Day.

Parents and students planning activities around school holidays need to be sure the student is present when school resumes following holidays. Allowance will not be made for students who miss school due to extended holidays.

Students and parents planning activities around Spring Break are reminded that inclement weather may result in the changing of Spring Break dates and should plan accordingly.

## College Days

Seniors may take two college days without being counted absent. The student must obtain permission from the principal's office at least one (1) day before the visit. A letter must be obtained from the college stating the day the student was on their campus.

## Suspension from School

Suspension days assigned by school officials will be counted as an unexcused absence in the students total absences. Any student suspended from school will have his/her parents notified by phone, email, or first class mail.

## Truancy

Truancy is defined as absences from class or school for any portion of a period or day without proper permission or documentation from home and/or school. Any willful or premeditated violation of the state's compulsory attendance law or regulations governing school attendance on the part of a student or parent is regarded as truancy. A student who continues to be truant from school will be officially warned, and subsequent legal charges may be filed against the parent or guardian. A truant student will be subject to disciplinary actions.

## Legal Notification

1. Upon notification by the school district that a student of mandatory school age is no longer attending school, the prosecuting attorney or city attorney will be notified that the student is no longer attending school.
2. According to section 3, subdivision 1 (d) of act 473 of 1989, whenever a student exceeds the number of absences allowed by the school district's attendance policy, and the school district notifies the prosecuting attorney, the student's parents or guardians are subject to civil penalty up to but not exceeding \$500. Section 5, subsection 2 (a) (1) says each school shall notify the department of finance and administration whenever a student fourteen (14) years of age or older is no longer in school.
3. The school district shall notify the Department of Finance and Administration whenever a student is no longer attending school. The Department of Finance and Administration shall suspend the student's learner permit or driver's license until the student re-enrolls and is successfully attending school.

## HOMEWORK

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

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

## Make Up Work

1. Students will be allowed to make up work missed during an absence.
2. It is the responsibility of the student to obtain make up work from the teacher on the first day the student returns to class.

1. The complaint shall be referred to the federal programs director,<sup>2</sup> who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.<sup>3</sup>
5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.<sup>4</sup>
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

## Student Grievance Procedures – Affirmative Action

The following steps will be used in any complaint or grievance.

Step #1: The complainant must present in written form, within five (5) working days, the complaint to the office of the superintendent, designated as the school grievance officer.

Step #2: The responsible person has a working week, five days (5), in which to investigate and respond in written form.

Step #3: If not satisfied, the complainant may appeal within five (5) working days to the School Board.

Step #4: Response by the School Board will be given within five (5) working days.

Step #5: If the complainant is not satisfied at this level, an appeal may be made within five (5) working days to the State Board of Vocational Education's appointed Affirmative Action Officer who will hear the complaint and render a decision within ten (10) working days.

Step #6: If the complainant is not satisfied with the decision of the Affirmative Action Officer, an appeal may be made to the State Board of Vocational Education which will hear the complaint at the next regular board meeting. The board meeting will afford due

ty Line School District will not assume any expenses incurred in counseling or attendance in a drug or alcohol program.

However, a request for assistance by a student after violating this regulation will not affect the imposition of disciplinary action.

Western Arkansas Counseling and Guidance Center located in Ozark, Paris and Fort Smith may be contacted for information concerning rehabilitation.

## **COMPLAINTS / CONCERNS**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act<sup>1</sup> may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

3. Students will have one day for each day missed to complete make up work. (This may be extended by the teacher)
4. If a test is scheduled when a student is present, he/she will be responsible for taking the test when the student returns to school. If the student is absent when the test was scheduled, one day for each day absent will be allowed to prepare for the test. It is the responsibility of the student to schedule a time with the teacher to take the test.

## **School Sponsored Activities**

Absences due to school sponsored activities will not count against the student and make up work will be provided. It is the responsibility of the student to obtain work missed from the teacher.

## **Late Arrivals**

Students who arrive late to school must report to the principal's office upon arrival. Students must obtain an admit from the principal's office before going to class. The student will be counted absent for that class if he/she is more than 15 minutes late to school. Teachers will not allow students to enter the class late without an admit from the office.

## **Early Dismissals**

Students will not be allowed to leave campus early for any reason unless the principal has received verbal, written, or in person notification from the parent or guardian. Upon principal approval, the student will be given an early dismissal note from the office stating the specific time the student may be released.

## **Tardy Policy**

County Line High School maintains a strict tardy policy. It is the belief of the administration and faculty that students are given sufficient time to arrive to class on time. If a student is tardy, he/she will be required to obtain a tardy ticket from the principal's office before going to class. Teachers will not allow students to enter the class late without a tardy ticket from the office. The office will keep a written record of all tardies. The policy will start fresh at the beginning of each semester.

First Tardy	Warning
Second Tardy	Noon Detention
Third Tardy	2 Days Noon Detention

After the third tardy discipline will be at the principal's discretion and can include any elements of discipline management.

## Illness at School

If a student becomes ill while at school, he/she should report to the principal's office and they will contact the school nurse. Any student who is too ill to attend classes will be sent home. No student may leave school until he/she has been cleared with the nurse and/or principal. Failure to comply with this procedure will result in disciplinary actions.

## STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected, should not require disciplinary action. For the information of all students, however, infractions to avoid and possible disciplinary actions are presented as follows. The violations of a rule will occur whether the conduct takes place on the school grounds at anytime, off the school grounds at a supervised activity, function, or event, or en route to or from school.

## DISCIPLINE

It is the belief of the administration that the most effective discipline is self-discipline. Students in high school will be treated as young ladies and gentlemen and are expected to prove to be such through both their actions and their responses to the school society.

The principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, **all staff members are responsible for discipline in the building and on school grounds. Staff members will have full authority and responsibility to correct student behavior whenever such corrections are necessary.**

It must be understood that disorder and disruptions of the school process will not be tolerated, and persons attempting such actions will be held accountable. Any student interfering with normal instructional processes or associated school activities of County Line High School by any act or deed, or who violates any other rule or regulation of this district, shall be subject to appropriate disciplinary measures as outlined in this handbook.

According to Act 742 of 1997 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 students 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.

The superintendent will determine if the parents or guardians have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS, the superintendent will report the student's illness to the Department of Public Health.

When a student is confirmed as infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Team composed of a minimum of the parents of the student, public health personnel, and school personnel. School personnel may include the superintendent or the superintendent's designee, counselor, and for elementary students', the home room or grade teacher. The Health Review Team will make recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting.

The Health Review Team will determine if the student's health poses an immediate and present danger to the student, the school staff, or other students if the infected student is placed in a regular classroom environment. If the Health Review Team determines that such a danger is present, other alternatives for educational placement may be considered.

A student with AIDS may be temporarily removed from the classroom by the school superintendent if and when communicable diseases are occurring in the school population in order to protect the infected students from extraordinary risk.

If the Health Review Team determines that the student's health does not pose an immediate danger to the student, school staff, or to other students, the Health Review Team may conduct a periodic evaluation of the infected student's progress as circumstances warrant.

This policy is based on information currently available concerning HIV and related illnesses, and is subject to change as new or additional information is available through research.

## Drug Free School Policy

In an effort to create a healthy environment for students and in compliance with the provisions of public law 101-226, the County Line School System prohibits the possession, use or distribution of illegal drugs and alcohol by its students on school district property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, or controlled substances during school hours, school activities, or on school grounds constitutes conduct unbecoming a student and is prohibited. A student will not report to school, or any activity, after having used any prohibited drug or alcohol.

Violations of any part of this policy will result in disciplinary action, including suspension or expulsion. The superintendent or principal will communicate all available information promptly to the proper law enforcement agencies and offer full cooperation in an investigation.

Students are encouraged to seek treatment and counseling for drug problems. The Coun-

the dance. Dances are not open to the general public.

4. Students bringing dates who are not students of CLHS are responsible for the actions of their dates. If problems should arise, a CLHS student whose date is involved will not be allowed to bring another non-CLHS person to any future dance.
5. Uses of tobacco and alcoholic beverages or any form of an illegal drug is prohibited at all school functions. Students who, in the judgment of the certified personnel on duty at any dance, are under the influence of alcohol or drugs will not be admitted to the dance and must leave the school grounds immediately. Students caught using, or who are under the influence of drugs or alcohol at any school dance will be suspended from school for a minimum time prescribed for use of drugs or alcohol or under the influence of either or both, as outlined in the student policy handbook and must leave the dance and school grounds immediately.
6. There will be no loitering on school grounds during the time any dance is scheduled.
7. Students involved in any disorderly conduct or any conduct which may be out of line in the judgment of any certified person chaperoning the dance will be asked to leave the dance and school premises. The student's money will not be refunded.

## **AIDS Policy for Students**

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school age child who resides within this district and who is qualified under law to attend school.

It is the policy of the Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS will be within the school's capabilities.

## **Acquired Immune Deficiency Syndrome (Regulation)**

In accordance with the policy of the Board of Education, this regulation will govern the placement of students infected with the Human Immunodeficiency Virus (HIV) which can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.

The knowledge that a student or the student's parents or guardian advise a member of the staff that a student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent. Any student who has been confirmed through medical examination to be HIV positive or has its related illness will immediately inform the office of the superintendent of the condition.

If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardians as soon as possible.

## **Assemblies/Halls/Cafeteria/School Grounds**

All students attending assemblies will behave in a manner which will not distract from the program or keep others from enjoying the full benefits of the assembly program. While in the cafeteria, students should walk, not cut in line, be courteous to all, clean their eating area before leaving the table, dispose of trash in the appropriate manner, and display good manners and appropriate behavior at all times. While in the halls students should not horseplay, eat or drink (except during designated break times), congregate in groups and/or block the flow of traffic, (especially at the intersections), or loiter in restrooms, the auditorium, or other designated areas as instructed by the staff or administration.

## **Student Identification**

All students are required to identify themselves upon request of any school personnel while on school property and at all school-sponsored functions home and away.

## **DISCIPLINARY PROCEDURES/OPTIONS**

The following is a list of general student rules and disciplinary alternatives. The discipline management alternatives include three levels. Each level has an increasing degree of severity in both the offense and the consequence. Discipline management alternatives are not required to be followed in any specific order and the principal reserves the right to correct student behavior by any appropriate disciplinary measures outlined in this handbook.

The minimum discipline consequence will be a verbal reprimand. The maximum discipline consequence will be a recommendation to the Board of Education for expulsion from County Line High School.

Any student suspended from school will have his/her parents notified by phone, email, or first class mail.

### **Level I**

Level I student misbehavior is considered to be any violation of standard and customary classroom/campus rules. Level I disciplinary alternatives consist of normal or standard disciplinary actions that are designed either to teach that student positive alternative behavior or to impress upon the student consequences of negative behavior.

1. Violations of any and all classroom/campus rules set by the classroom teacher, staff, or administration before or during the school year.
2. Electronic Communication Devices
  - a. Cell Phones – Students are **not** permitted to have **cellular phones in use during class time unless approved by Principal**. Students must have them out of sight when the bell rings. Students may use cell phones on

campus after school hours for extracurricular activities.

- i. Cell phones will be confiscated if visible and in use during the school day. They will be held in the office and can be picked up at the end of the day.
- ii. On the second offense a parent or guardian will be required to come to the principal's office to pick up the phone.
- iii. On the third offense and each offense thereafter the phone will be confiscated and held for three days. The phone will be picked up by the parent or guardian.

b. Compact disk players, radios, pagers, i-pods, MP3 players, etc. are not permitted during the school day except during lunch break. These items disrupt the educational process and will be confiscated and held until a parent or guardian comes to pick up the item.

c. To protect the security of state originated tests, 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,. 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.

3. Public display of affection
4. Dress code violations
5. Minor transportation conduct violations
6. Student parking violations

## Level I Discipline Management Alternatives

Level I discipline management alternatives will include but are not limited to the following:

- A. Verbal reprimand
- B. Student conference
- C. Confiscation of items (cell phone, CD players, etc.)
- D. Parent Contact/Conference
- E. Teacher assigned lunch detention
- F. Withdrawal of privilege
- G. Discipline referral to principal
- H. In school suspension

**Level I discipline management alternatives are not required to be followed in any specific order.**

## Level II

Level II student misbehavior is considered more severe. At this point, the infringement of the misbehaving student's serious and/or persistent misconduct on the rights of other students begins to be a consideration. Level II disciplinary alternatives may consist of

participation in athletic and non-athletic activities that are interscholastic in nature.

2. Eligibility will be determined by the grades earned during the immediate previous semester.
3. Students participating in school clubs and organizations must meet the membership requirements of that organization as stated in that organization's constitution and bylaws as well as all Arkansas Activities Association guidelines.
4. There will be no limit to the number of extracurricular activities a student may wish to participate in as long as all eligibility requirements are met.
5. All seventh-grade students will be eligible their first semester. Eligibility beyond the first semester will be determined by their grade-point average and the Arkansas Activities Association guidelines for eligibility.
6. Students participating at the district, sub-district, regional or state levels must meet all eligibility requirements. Students attending state conferences must meet all eligibility requirements.

## School Dance Policy

All dances must meet the following guidelines and any other guidelines adopted at a later date.

The Board of Education has approved, in advance, two school-sponsored dances for County Line High School students. These are the Homecoming Dance and Junior/Senior Prom. Any dances in addition to these already approved will have to come before the principal and the board for approval in advance.

1. All dances will be school sponsored.
2. All dances must be sponsored by a recognized school organization.
3. All dances must be scheduled at least two weeks ahead of time.
4. The times the dance begins and ends will be set by the principal.
5. All dances will be chaperoned by certified school employees.
6. Proceeds from a dance will go to the sponsoring organization to pay for all
7. The sponsoring organization will be responsible for cleaning the facility used for the dance before the next school day begins.

Students attending school-sponsored dances must comply with the following requests and any other requests deemed necessary, which may be made at a later date and relayed to all students.

1. Students must pay the required fee to enter the dance.
2. Students who leave before the dance is over doing so with the understanding that they will not be allowed back into the dance and their money will not be refunded. Students must leave the school premises upon leaving the dance.
3. All dances will be for students and their dates. Out of school dates must be approved by the administration. Dates must be signed up in the office prior to

material to the School Board for their review of the action of the Principal and Superintendent at the next regular meeting of the School Board.

2. Students who edit, publish or distribute, handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

3. Libelous and obscene matter is prohibited in all publications.

4. Unauthorized commercial solicitation will not be allowed on school property at any time.

## Search and Seizure

School authorities may search a student's locker, vehicle or make a personal search of the student when there is reasonable cause to believe that the student is secreting evidence of an illegal act of contraband materials or other school rule violation.

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.

Search and seizure procedures will conform to school board policy.

## Extracurricular Activities Policy

Extracurricular and Co-curricular activities are important components of the total educational program. Student participation in these activities should not interfere with, or detract from student participation in the rest of the total educational program.

Whenever feasible, these activities should be scheduled so that they will not interfere with the instructional time needed for the student to successfully complete the academic requirements of the student's educational program.

School administrators are expected to make every effort to insure classroom interruptions will be kept to a minimum.

Interscholastic events will be scheduled according to the guidelines as outlined by the Arkansas Activities Association.

Requirements for participation in extracurricular activities are as follows:

1. Meet all Arkansas Activities Association guidelines governing eligibility for

more severe consequences. **All level II misbehavior and discipline consequences will be handled by the administration.**

1. Persistent Level I violations of classroom/campus rules.
2. Persistent or major transportation conduct violations
3. Disorderly conduct
4. Disrespect toward others
5. Fighting/Physical aggression
6. Assault (including use of weapon replica)
7. Gambling
8. Sexual harassment
9. Hazing
10. Stealing
11. Possession or use of weapon replica or stink bombs
12. Criminal Mischief
13. Using profane or abusive language/gestures
14. Possession or use of tobacco products
15. Possession of lighters, pipes, needles, or any other drug related paraphernalia
16. Truancy ( This also includes leaving class without permission, being in restricted areas during class time, and failure to obtain a hall pass)
17. Insubordination
18. Vandalism
19. Burglary
20. Extortion
21. Laser pointers
22. Counterfeiting
23. Major transportation violations
24. Bullying (see Anti-Bullying policy)
- 25.

## Level II Discipline Management Alternatives

Level II discipline management alternatives will include but are not limited to the following:

- A. Parent Contact/Conference
- B. Confiscation of items
- C. Discipline referral
- D. Restitution or restoration
- E. Withdrawal of privileges
- F. Exclusion from extra-curricular activities
- G. In school suspension
- H. Suspension
- I. Corporal punishment
- J. Alternative school
- K. Police referral

**Level II discipline management alternatives are not required to be followed in any specific order.**

### **Level III**

Level III student misbehavior is considered the most severe. At this point, the misbehaving student's serious and/or persistent misconduct violates the rights of other students and staff. Level III disciplinary alternatives consist of more severe consequences and may be considered illegal. Any illegal activity will be brought to the attention of the appropriate local and state authorities. **All level III misbehavior and discipline consequences will be handled by the administration.**

1. Persistent level II misbehavior
2. Aggravated assault
3. Sells, gives, delivers, possess, uses, or is under the influence of marijuana, controlled substance, dangerous drug, alcohol, volatile chemicals, or medications.
4. Aggravated sexual assault
5. Sells, gives, delivers, possess, or uses any contraband material, dangerous weapon, firearm, knife or any object considered a weapon or dangerous instrument.
6. Indecent exposure
7. Arson
8. Engaging in any conduct that constitutes a felony on school property
9. Retaliation against school employee on or off school property
10. Terroristic threat

### **Level III Discipline Management Alternatives**

Level III discipline management alternatives will include but are not limited to the following:

- A. Suspension (Out of School or In School)
- B. Referral to alternative school
- C. Police referral
- D. Restitution or restoration
- E. Expulsion

**POSSESSION OF A FIREARM WILL RESULT IN AN AUTOMATIC ONE (1) CALENDAR YEAR EXPULSION FROM COUNTY LINE HIGH SCHOOL.**

**POSSESSION OF ANY DRUGS OR ALCOHOL WILL RESULT IN AN AUTOMATIC TEN (10) DAY SUSPENSION AND POSSIBLE EXPULSION FROM COUNTY LINE HIGH SCHOOL.**

**Level III discipline management alternatives are not required to be followed in any specific order.**

## **Interpreting Records**

A school staff member competent in interpreting student records will be present to explain the meaning and implications of the records, and will initial the request form. The student and his or her parents or legal guardian will have the right to make a written objection to be filed within seven (7) days after reviewing the record.

## **Hearing to Challenge Content**

The person or persons making the objection will have an opportunity for a hearing to challenge the content of their child's school record with the principal and other staff members who furnished or entered the data in the student's record. The next level of appeal would be for a hearing to convene before the County Line Board of Education.

## **Freedom of Speech and Assembly**

1. Students are entitled to verbally express their personal opinions. Such verbal expressions will not interfere with the rights of others, the conduct of the classroom, or with the educational process. The use of obscenities is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There are appropriate times and places for such assemblies and for the expression of opinions and beliefs. Any conduct which may interfere with the operation of the school or classroom is inappropriate and prohibited.

## **Freedom to Publish**

1. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. A student who wished to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution. The principal will, within 24 hours thereafter, either accept or reject said material for distribution in writing, and if he or she rejects the same, will state the reasons for such rejection in writing. If the student is aggrieved over such rejection, the student will have the right to appeal such rejection to the Superintendent by presenting to the Superintendent a copy of such written material proposed to be distributed together with a copy of his or her written statement of the principal rejecting the same. The Superintendent will, within 48 hours, either approve or reject such material for distribution. If the student is dissatisfied with the decision of the Superintendent, the student will have the right to present such



of Education concerning alleged failures of the district to comply with the requirements of 93.380.

## Transfer of Records

1. A student's records may be transferred to officials of a school to which the student intends to enroll, upon condition that the student's parents be notified of the record of transfer, receive a copy of the record "if requested," and have an opportunity for a hearing to challenge the content of the record.
2. A student's records will be made available in compliance with a judicial order, or pursuant to any lawfully issued subpoena. Parents and students must be notified of all court orders or subpoenas in advance of compliance by the school district.
3. Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

## Anonymous Data

The school may provide anonymous data from its records for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his unique characteristics is negligible.

## Access to Pupil Records

The school "may" without the consent of parents or students, provide access to a student's cumulative record to:

1. Other school staff members within the County Line School District who have a legitimate educational interest. All school personnel, desiring access to pupil records, will sign a written form which will be kept permanently on file indicating specifically the educational interest they have in seeking this information.
2. Authorized representatives of the United States or State educational authorities which may be necessary in connection with the audit and evaluation of federally supported educational programs or enforcement of the federal legal requirements which relate to such programs. Data collected by such officials with respect to individual students will not include information which would permit the personal identification of students or their parents.
3. In connection with a student's application for, or receipt of, financial aid.

## Anti-Bullying Policy

The County Line Anti-Bullying Policy is pursuant to Act 681 of 2003.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- A. Emotional.....Being unfriendly, excluding, tormenting (eg. hiding books, threatening gestures).
- B. Physical.....Pushing, kicking, hitting, punching or any use of violence
- C. Racist.....Racial taunts, graffiti, gestures
- D. Homophobic.....Because of, or focusing on the issue of sexuality
- E. Verbal.....Name calling, sarcasm, spreading rumors, teasing

County Line High School prohibits bullying while students are in school, on school property, in school vehicles, on school busses, at designated school bus stops, at school sponsored activities, or at school sanctioned events.

Any person or persons filing a complaint will not be subject to any form of retaliation or reprisal in any form.

County Line High School prohibits **cyber-bullying** directed towards students or staff members of County Line School District (use of email, websites, or other electronic device) in any form.

Bullying is considered a level II offence. Any report of bullying activities will be investigated by the administration.

Faculty or staff members observing bullying conduct by any student shall report this behavior to the administration in writing immediately.

## Behavior Not Covered Above

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. The principal or his designee reserves the right to issue consequences per policy for such offences.

## DEFINITIONS AND/OR EXPLANATIONS OF DISCIPLINE TERMS

### Corporal Punishment

Corporal punishment may be administered by any administrator or designated certified staff member of the district to any pupil for disruptive or unmanageable conduct, insub-

ordination, profane, violent, vulgar, or insulting language or any other conduct that would tend to disrupt the educational process. The board directs that corporal punishment, when deemed necessary, will be administered according to the following requirements:

1. It will be administered in the presence of at least one certified teacher as a witness who will be advised in the presence of the student the reason for the punishment.
2. It will not be administered in the presence of other students, in a spirit of malice or anger, and will not be excessive.
3. It will be administered to the lower posterior only.
4. Refusal to take corporal punishment will result in suspension from school for three (3) days.
5. A written discipline report signed by the administrator or certified staff member administering the corporal punishment stating the reason for the punishment and the signature of the witness will be prepared.
6. Any time corporal punishment is administered to a student, written notification will be sent to the student's parent/guardian.

## **In School Suspension (ISS)**

In an attempt to provide an alternative to out-of-school suspension, County Line has instituted the use of in-school suspension. In-school suspension provides the students an opportunity to continue regular classroom assignments, as well as be counted in attendance at school during that time.

The following guidelines will be used when a student is assigned to in-school suspension:

1. Only the principal may assign students to in-school suspension.
2. Students may not be released from ISS to participate in any extracurricular events such as ball games, band practice, personal business, etc. held during the school day. The ISS consequences are for the entire assigned period. Nothing may take precedence over in-school suspension.
3. Students may be assigned part of a class period (drop-in), one class period, or a full day. There is no limit on the time a student may be assigned to ISS. The length of time will be determined by the principal based on the magnitude of the offense.
5. If a student refuses to serve an in-school suspension, an out-of-school suspension will be assigned and the parent notified.
7. Any violation of the ISS rules may result in additional disciplinary measures.
8. Students who are absent during their ISS assignment will serve the assignment upon returning to school.

## **Collect and Maintain Records**

To promote the educational progress of students it will be the policy of the County Line board of Education to collect and maintain an accurate cumulative record of relevant data on each student enrolled in the County Line Public Schools.

## **Responsibility for Records**

The counselor will be responsible for the collection and management of the records for his or her school and will have overall responsibility for maintaining and preserving the confidentiality of student records in his or her school. The counselor is responsible for reviewing the records from time to time and for deleting any outdated information they may contain. He or she is also responsible for granting or denying access to such records.

## **Parent's Right to Inspect and Review**

The parents or legal guardian of a student will have the right to inspect and review any and all official records, files, or data directly related to their children, including all materials that are incorporated into each student's cumulative folder.

Whenever a student has attained eighteen years of age, the permission or consent required of, and the rights accorded to the parents of the student, will thereafter only be required of and accorded to the student.

All persons, parents or legal guardians, agencies, or organizations, desiring access to the records of a student will be required to sign a written form which will be kept permanently with the file of the student. The specific interest that each person, agency or organization has in seeking this information will be indicated on the form.

## **Provision of the Family Educational Rights and Privacy**

As a parent or a student more than 18 years of age, you have the right to inspect your educational records. You have the right to a hearing should you choose to challenge the contents of such records to insure that the records are accurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation by the parents respecting the contents of such records. Your request to inspect such records will be complied with as soon as we can arrange it and in no case more than 45 days from the receipt of your request. The same time limits apply for a request for a hearing to challenge the content of such records.

The principal in each building has a copy of the district's policy on student records which you may examine. You have the right to file a complaint with the Federal Office

## **ADDITIONAL COUNTY LINE POLICIES AND PROCEDURES**

### **Internet Use Policy, Terms, and Conditions**

The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. Use of the Internet will be kept under close supervision by school personnel. However, this does not guarantee that an industrious student will not access materials that would not be deemed appropriate. With this in mind, ultimate responsibility of proper use of the Internet lies within each individual user. Users must understand that access to the Internet through County Line Schools is a privilege, which carries personal responsibility and liability. This privilege can be revoked at any time.

Terms and Conditions:

Specifically, the use of the Internet must adhere to the following:

1. Must be used for educational purposes which positively contribute to the learning process
2. Must not be used for illegal purposes
3. Must not be used to transmit threatening, obscene, or harassing materials
4. Must not be used in such a way as to interfere with or disrupt other network users

Users should keep in mind the following points:

1. Never reveal your personal address/phone number nor the personal address/phone number of anyone else.
2. All electronic mail is not guaranteed to be private. Students should understand that files on a network are considered district property and are subject to inspection and control.
3. Users are not allowed to tamper with software/network settings or to attempt to copy software which is the property of County Line School District and/or the Internet.
4. Users must not download or install any commercial software, shareware, or freeware onto computers, unless given written permission from the supervising staff member.

All users must obtain permission from the supervising instructor before accessing the network. Any user who does not adhere to these terms and conditions will have his/her privileges revoked immediately. In addition, any user identified as a security risk or having a history of tampering with other computer systems may be denied access to the internet.

All students will be required to sign the student internet use agreement.

### **Short Term Suspensions** (10 days or less)

The administration is authorized to suspend students from school for a period of up to ten (10) days for disciplinary reasons.

Unless the official imposing the suspension has personally witnessed the infraction, he will conduct such an investigation into the matter as he deems necessary, including an interview with the subject student.

Before imposing a suspension, the school official will, in an informal conference, advise the student orally or in writing of the nature of his/her misconduct and, if he or she denies the misconduct, an explanation of the evidence the school authorities have will be presented, at which time the student will have an opportunity to present his/her version of what has happened as a means of defense or mitigation.

The informal administrative conference normally will be held prior to the removal of the student from school, except where the student's conduct and presence pose danger to persons or property or a threat of material disruption to the educational process, in which case the students will be removed as soon as possible.

The school official suspending a student will notify the custodial parent or guardian by phone, email, or mail of the suspension; notice will include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school, and if a review may be provided. Such notice will be mailed on the day the suspension is imposed to the parent or guardian at the address reflected on the records of the school files.

A student may be recommended for expulsion upon receiving three (3) suspensions in one school year.

When a pupil has been notified that he or she is suspended from school, the student will remain at school until school is dismissed unless otherwise directed by the principal or superintendent.

The principal, upon suspending a student, will notify his/her parent/guardian. Parent/Guardian notification will be by the school's discipline form given to the student or by telephone or mail.

### **Long Term Suspension**

A suspension, not amounting to an expulsion for the remainder of the semester but being more than ten (10) days, is authorized. This long term suspension, however, will come only after the pupil has been afforded notice, opportunity for a hearing, and the same procedural right as for expulsion.

### **Emergency Suspension/Expulsion**

Notwithstanding the policy concerning suspension and expulsion procedures, students

may be suspended indefinitely without notice, hearing, and the other rights provided herein being first given, where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in **rare** instances such as riots are taking place or when emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notice, hearings and other rights will be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

**Any student suspended will not be allowed to attend any school sponsored function, ball game, concert, etc. during the suspension dates, whether a participant or not.**

**Any student who is suspended will not be allowed to attend field trips during the semester of the suspension, and will be required to take all semester tests.**

## **Expulsion**

The principal of a school may recommend that a pupil be expelled from school with loss of credit and will make said recommendation to the superintendent in writing, which will include a written statement of the charge or charges against the pupil. If the superintendent concurs with the recommendation, they will schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester, the remainder of the school year or permanently, for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or cause with unreasonable danger to other students and the faculty members. 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.

The superintendent or his designee will give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent or guardian if the pupil is a minor or to the pupil if he or she is an adult. Such hearing will be conducted no earlier than three calendar days nor more than seven calendar days following the date of the notice except that the superintendent and the pupil and the pupil's parents or guardian may agree in writing to a date not conforming to this limitation. The notice will also state charges against the pupil in clear and concise terms, the names of witnesses who will appear against the pupil, and a brief statement concerning the nature of their testimony.

Hearings may be waived by the student and parents in writing. The student or their representative determines if the hearing is open or closed. In every case of a hearing held by a School Board regarding the expulsion of a pupil, the president of the Board, or, in his/her absence, another member selected by the Board, will preside at the hearing. Students will be entitled to representation by a lawyer or lay counsel. The superintendent or his designee will present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or

## **The following is a list of clubs and organizations offered at County Line High School:**

### **Cheerleaders**

In order to qualify for membership in the cheerleader squad, students must have been selected by a team of judges (designated by the sponsor) after having participated in the tryouts. Students participating as cheerleaders must meet the eligibility standards as specified by the Arkansas Activities Association. Students not meeting these eligibility standards will not be able to participate as a cheerleader.

### **Future Business Leaders of America**

The Future Business Leaders of America is an organization centered around the Business Department and is open for members for those students enrolled in a business course.

### **Student Council**

The Student Council is made up of two representatives from each class, and a president, vice-president, secretary and reporter. The purpose of this organization is to build leadership and act as a go-between for the students to the principal and faculty. In order to become an officer a student must have a 3.0 grade point. The president and vice-president must be seniors and have been members of the Student Council for three years. The secretary-treasurer and reporter must be in the 10<sup>th</sup> grade or above and have been a member for at least one year.

### **Beta Club**

Membership in the Beta Club is open to all students from 10<sup>th</sup> through 12<sup>th</sup> grade who possess and maintain a 3.5 grade point average in all studies, are enrolled in the Smart Core curriculum, and show leadership ability and good character.

### **National FFA Organization**

The National FFA Organization is an organization for students who are enrolled in or have been enrolled in classes in Vocational Agriculture. The Vocational Agriculture teacher serves as sponsor.

be basic expectations and contributions which must be made as a member of that organization. Members of all clubs or organizations must abide by all rules and regulations adopted by that organization.

All student clubs or organizations will organize in the fall during the first two to three weeks of school. Meetings will be scheduled and approved by the principal.

Organizations wishing to meet at school during out-of-school hours must make the appropriate arrangements with the principal in advance.

## **Solicitations and Fund Raising**

All fund raising activities must be cleared through the principal's office. Only school-sponsored groups who have been approved will be allowed to engage in fund raising or the selling of anything on school grounds.

## **Signs, Posters, and Bulletin Boards**

Any notices, posters, or stickers that are to be displayed in the building or on bulletin boards must have the approval of the principal. Failure to obtain approval will result in the removal of the displayed articles and possible disciplinary action.

## **Directory Information**

During the course of the school year many students are recognized through their participation in various organizations or for special achievements or awards. When reporting this information for the school year, athletic events, local or state papers or any other source which may request this information, the following will be considered "Directory Information" for these purposes:

1. Student's name
2. Student's age
3. Student's grade
4. Organizations participating in or a member of
5. Awards, special recognition or honors
6. Weight and height of a member of athletic teams
7. Name of Parent/Guardian
8. Hobbies
9. Address (City)
10. School photo's of student/and or activity

If any student or parent of a student object to any of the above information being used as directory information, please contact the high school principal.

his representative may then present witnesses with personal knowledge of the events or circumstance giving rise to the expulsion recommendation at the hearing. The student or his representative may then present witnesses or statements by witnesses with personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or his representative may then present witnesses or statements of witnesses with personal knowledge of events or circumstances relevant to the issues. If, during the course of a hearing, the Board determines that credibility of any of the witnesses is in issue, then it will permit cross-examination by the student and the superintendent or their representatives of those witnesses as to whom credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions as to which the credibility of the witness has become an issue. Opportunity will be afforded for the student to observe all evidence offered against him/her. Members of the Board may question any witness. (Arkansas Law makes no provision for the taking of testimony under oath and no sanctions for perjury.)

At the conclusion of the hearing, the Board may discuss the matter and will dispose of it by vote. If the Board does not expel the pupil with loss of credit, they may impose less severe disciplinary action such as long term suspensions which may be with or without opportunity for make-up of school work. The Board will briefly state its findings in writing within ten days after the hearing.

The Board will record the evidence taken at the proceedings by use of either a court reporter or a tape recorder. The pupil has the right to have the record transcribed and a copy furnished to him/her. Copies of all statements, used as evidence, will be included with the record.

The burden of proof will be on the School Board, and it will be entitled to open and conclude.

The president of the Board has the authority to limit unproductively long or irrelevant questioning by non-Board members.

**Any student expelled will not be allowed to attend any school sponsored function, ball game, concert, etc. during the expulsion dates, whether a participant or not.**

## **Discipline for Disabled Students**

Disabled students who engage in conduct which is prohibited or which violates the rules and regulations of the school district are subject to normal disciplinary procedures so long as such treatment does not abridge the right to free appropriate public education. The Individualized Education Plan Team for each disabled student will consider whether a particular discipline procedure should be adopted for that student and such procedures will be included in that student's IEP.

If it is found to be necessary to suspend a disabled student from school, the principal suspending said student should notify the head of the IEP team and assess the effectiveness and appropriateness of the student's placement toward minimizing the harm resulting from the exclusion. In no case should disabled students be excluded for more than ten (10) days in a school year unless it is so recommended by the IEP. An alternative educational programming for the student is recommended.

## STUDENT DRESS CODE

We hold the same belief that most educators express concerning student dress. That is, students tend to behave in the manner in which they are dressed. Therefore, County Line High School is not a place where extremes in fashion or unkept appearances are appropriate. While we respect a student's rights, within certain limits, to dress as his/her taste and inclination directs them, we insist that a student be clean, well groomed and decently attired. The student's personal appearance is not to present a health or safety hazard or distract from the educational process. The following guidelines should be observed during school hours and at all school sponsored events:

1. Body piercing: Piercing jewelry may only be worn in the ear (ear rings) or the side of the nose (small stud only). Any piercing deemed inappropriate or distracting by the administration must be removed.
2. Bare midriffs, muscle shirts, halter tops, camis (spaghetti straps), or clothing exposing large areas of skin, and as stated in House Bill 1936 of 2011 female breast, will not be permitted. All shirts are required to touch the top of the pants. Clothing which exposes undergarments or pants that are worn to expose undergarments buttocks, are not acceptable.
3. Items of clothing which advertise alcoholic beverages, tobacco, drugs, or which have vulgar, obscene or offensive messages will not be allowed.
4. A student will not wear types of clothes or use emblems, insignias, badges, or symbols which cause disruption of the educational process. Bandanas are not allowed to be worn on campus, on the bus going to and from school, or on the bus going to and from any school events.
5. Skirts, and dresses must be dollar bill length (6 inches) from middle of the knee. Shorts must be appropriate; Shorts measured by the students at the inseam must be at least 5 inches in length. No spandex or shorts with holes may be worn. Pajamas are not allowed.
6. Hats, caps, or sunglasses are not to be worn inside the buildings. Students may wear the above items on field trips or ball games with the permission of the sponsor. Hats are not to be worn backwards or sideways. Students wearing hats or sunglasses inside the building or improperly while at ball games or on field trips will be confiscated.
7. Shoes are mandatory for health and safety reasons. No student shall wear house-shoes as shoes.
8. A uniform worn by a student while participating in a school-sponsored activity or event will be considered appropriate.
9. Any article of clothing or grooming the principal or designee determines inap-

other criteria the school deems appropriate to proper placement. County Line High School reserves the right to administer further standardized tests when it feels the present information for placement is not adequate.

3. Students transferring into County Line High School will have to meet all state and local curriculum requirements in order to attend and graduate.
4. When records are not available to the counselor at the time a student enrolls or transfers into County Line High School, the student will be placed temporarily until records are available to assist the counselor in making a permanent placement of any student. A student's placement may be changed if the student records so indicate at a later date.
5. Transfer students will be afforded all the rights for all honors except those transferring in during their senior year. Those students will not be eligible for Valedictorian or Salutatorian but will be eligible for all other honors. Foreign exchange students are not eligible for Valedictorian or Salutatorian.

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.

The responsibility for transportation of any nonresident student admitted to a school in the 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/Non-Accredited Schools

Students wishing to enroll at CLHS from a home school or a non-accredited school must provide one of the following to receive credit for completed courses. Students will not receive a letter grade on their transcript. Students will only receive "credit" or "no credit". These credits will not be factored in for class rank or honor roll.

1. Provide sufficient proof of course work (ie. Tests, projects, papers, etc.)
2. Provide proof of scoring on grade level on state standardized tests.
3. Score at least 70% on the semester exam for the courses' credit is requested.

## CLUBS AND ORGANIZATIONS

County Line High School offers a variety of extracurricular organizations for those students who wish to broaden their social and academic growth. All students are encouraged to belong to an organization or organizations of their choice.

Students wishing to join an organization are advised to talk with the sponsor beforehand and find out as much as possible about the organization before joining.

Once students have decided on a particular organization, they must realize that there will

- **If a student's average falls below the required % after the exemption form has been approved, the teacher must notify the student and the parent if the student must take the final**
- No suspension from school for disciplinary reasons during the spring semester
- No assignment to ISS (full or partial day) or corporal punishment during the spring semester
- No outstanding fines (textbook, library, sports equipment, etc.)

**Any student who qualifies for an exemption has the option to take the final exam.**

## **Working During School Hours**

Working during school hours is prohibited. All students are required to stay on campus the entire school day. Only Juniors and Seniors who are participating in the Vocational Program at the University of Arkansas Fort Smith may be dismissed early from school. All other dismissals must be through the office or by special permission from the Board.

## **Student Transfer Policy from an Accredited High School**

The County Line School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the June, August, and December regularly scheduled board meetings.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or 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.

1. Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education will be placed into the same grade the student would have been enrolled had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education to County Line High School will be evaluated by the staff of County Line High School to determine that student's placement.
  - A. County Line High School reserves the right not to accept credit that does not meet state or local standards or policies.
  - B. Evaluation for placement of a student in County Line High School will consist of reviewing the student's current grades, grade placement, curriculums taken in the former school, standardized test scores when available and any

appropriate or can reasonable be expected to cause disruption or interference with normal school operations will be prohibited.

Student who are in dress code violations will be provided a t-shirt to wear during the school hours. These items will be recorded in the office and must be returned. A \$5.00 fee will be imposed on the items not returned. Failure to adhere to clothing rules could result in loss of privileges.

## **STUDENT PARKING**

Students driving to school should be aware of the following guidelines:

1. Students must have a valid driver's license (not permit) and current liability insurance to drive a vehicle on school grounds unless the vehicle driven does not require a license or insurance by law.
2. Students must register each vehicle in the office the first week of school or whenever the student first brings the car to school. Upon driving a new car on campus the student will be given a grace period of two (2) days to register the car. Failure to register will result in disciplinary action.
3. Students must operate their vehicles in a safe and orderly manner at all times when on school grounds.
4. Students will park their vehicles in assigned school parking zones.
5. Students are to leave their vehicles immediately upon arrival. Students are not allowed to return to their car at any time for any reason without permission from the office.
6. Students are not to transport other students to or from school without notification to the office from a parent or guardian.
7. Failure to follow the above rules and regulations will result in the loss of his/her driving privileges.

## **STUDENT HEALTH AND ACCIDENT POLICY**

### **Excluding Students for Health Reasons**

Students will be excluded from school for health reasons through the principal's office. The school nurse serves in an advisory capacity to the principal. Pupils may be excluded for any reason recommended by a medical doctor or school nurse. A student suspected of having or being able to transmit a communicable disease will be excluded from school; however, if the suspected condition is found not to exist, the student is readmitted on the completion of the period of exclusion required by the health depart-

ment. Students should not be sent home without first informing parents.

## Accident and Illness at School

1. Accidents to students on the school grounds or buildings are to be reported to the principal.
2. Only first aid treatment is to be given and the family is to be notified. If necessary, the family physician may be called.
3. The school assumes no responsibility for financial obligations involved in treatment.
4. When students are injured or become ill, their parents should be notified and requested to take them home.
5. All accidents on school property or at school functions will be reported to the principal's office.

## HEALTH RECORDS

Acts 244 and 633 of Arkansas State Law require all students to have complete immunization shot records in order to register for the current year. Students entering CLHS must have a copy of their health record in order to enroll. Students failing to comply with immunization requirements will be suspended from school until such time as these requirements are met.

## Giving Medication at School

1. The approved and accepted items (medication or medicine) used in First Aid may be given to students at the school when needed.
2. Students who have special needs (example: hyperactive, epileptic/asthmatics, children who must take medication to remain in school, etc.) could be given medication under the following conditions:
  - A. All medication must be in the original bottle and not mixed.
  - B. If there is needed for the giving of medication on a long range basis, as for convulsive disorder, hyperactivity, asthma, etc., a doctor's statement is necessary stating the necessity for giving the medication during the school day and any reaction that might occur.

## Awards and Honors

Throughout the course of the school year there are many honors and awards earned by students. Every attempt will be made to recognize student achievements through the school paper, local newspaper, awards assemblies, special banquets, and local service clubs.

Awards and honors that are recognized each year fall into the following categories:

1. CTE Completers. These are given to students who complete three years of study in either Business Vocation, Agricultural Vocation, or WATC.
2. Athletic and band awards - these are given to students in each respective area during an awards banquet in the spring. These awards are based on individual outstanding achievement in a particular area of these activities.
3. Individual awards - given in each subject matter area to those students who have excelled in that area of study during the year. These awards are given during the annual Honors Banquet.
4. Valedictorian and Salutatorian - these honors are bestowed on members of the graduating senior class who have the highest cumulative grade point averages as figured according to the current policy.
5. Recipients of scholarships - these students will be recognized at the graduation exercises.
6. Honor roll students - students who earn and maintain an A or B or in all subjects will be recognized in the local paper each nine weeks. These students will also be recognized at our annual awards assembly if they have maintained this average for the entire year, and the seniors will be recognized during graduation ceremonies if they are honor graduates.
7. Recognition of National Merit Scholars, Presidential Scholar Awards and other areas of achievement will be made when students from our school are represented in those areas.
8. Honor graduates - this honor is given to those graduating seniors who have met the requirements of earning a 3.5 GPA, have met all requirements of the Smart Core Curriculum and have taken at least one AP class.
9. Perfect Attendance will be recognized at the Honor Banquet for all students who obtain perfect attendance in all classes for the first three nine weeks.

## Exemption Policy

All students will be required to take first semester exams. Students will be allowed to be exempt from second semester exams if they meet the criteria below. The following criterion applies to the second semester only.

### Eligibility:

- Grade of 90% or better with no more than 5 absences
- Grade of 80% or better with no more than 3 absences
- Grade of 70% or better with no more than 2 absences



from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility, unless prior arrangements are made through the school administration. If the County Line School District pays for a student's concurrent credit course(s), students may be held responsible for tuition reimbursement for County Line School District in the event of a dropped course or a failing grade.

## Outside Credit

College and technical school courses will count as elective credits for graduation proposes. A three hour college or technical course counts as (1) high school unit. For any outside course to count as a required graduation credit, it must be approved by the principal before class begins.

## Graduation Ceremonies

Commencement and graduation are provided by the County Line School District in honor of the graduation students desiring such honors and to satisfactorily commemorate this important step in a student's life. It serves in our society to document passage of youth to adult status. Parents of a majority of the students strongly support the continuation of graduation ceremonies for these purposes. The School District and the Board of Education desire to continue this honor for those students who wish to participate.

Therefore:

1. Graduation ceremonies will be continued for those students desiring the honor and agreeing to contribute to the formal occasion.
2. Students who do not desire to properly participate in these ceremonies may receive completed diplomas or certificates by picking them up from the principal's office the following school day. At the student's request, the diploma will be mailed to him or her.
3. Proper dress including the red cap and gown will be worn at the graduation ceremonies. No signs, protest, etc., will be permitted.
4. Seniors must have completed all requirements for graduation before participating in the ceremonies.

It should be firmly understood that participation in the ceremonies is on a volunteer basis. The decision to participate includes the agreement to conduct oneself properly for such an occasion in the traditional manner. It is understood that there is no penalty involved whatsoever in requesting to receive the diploma without participation in the commencement. It must be understood that all fines, fees, money for lost or damaged books, fund-raising, etc., must be paid before a student will receive a diploma.

## SCHOOL SERVICES AND FACILITIES

### Asbestos

The County Line School District buildings contain some asbestos materials, however the district has a Management Plan to Safely control the asbestos. This plan can be viewed at the administration office during normal business hours.

### Cafeteria Services

An excellent cafeteria is available for all who wish to use the facility at lunch time.

Lunch prices will be announced at the beginning of each school year.

Our school does participate in the free and reduced lunch program. Students, interested in this program, may secure application forms in the principal's office at any time through the school year.

### Cafeteria Prices for 2017-18:

**Breakfast \$ 0.75                      Lunch \$ 1.90**

**Cafeteria prices are based on USDA guidelines and are subject to change at the beginning of each year.**

Students are asked to comply with the following requests when going to the cafeteria and while using the cafeteria facility:

1. Please walk when going to the cafeteria facility.
2. Do not cut in line.
3. Be courteous to all personnel who will be helping you through the line.
4. Clean your eating area before leaving the table.
5. Carry your tray to the proper area and place trash in cans.
6. Display good manners and appropriate behavior at all times.
7. You will not be allowed to take any food outside the cafeteria.
8. Talking will be in a normal conversational tone.

School Wellness Policy may be found at [http://indians.wsc.k12.ar.us/133438\\_2](http://indians.wsc.k12.ar.us/133438_2)

### Library

All CLHS students are welcomed and encouraged to take advantage of the excellent library facilities available to them. Students availing themselves of the library facilities will be responsible for following all rules and regulations for using the library. Failure to comply with the rules and regulations or any request made by library personnel or teacher in charge of students may result in loss of their library privilege for a specified period of time as determined by the teacher or librarian. The library will be open each morning at 7:45 unless the Librarian is on duty or otherwise unavailable.

## School Insurance

CLHS makes available a group accident insurance policy which may be purchased by all students at a nominal cost. Students interested in purchasing this insurance may do so through the principal's office at the beginning of school.

## Lockers

All students may rent a locker for \$5.00 a year for their books and other materials. Lockers are school property and are subject to periodic inspection throughout the school year.

Students are responsible for taking proper care of their lockers throughout the year. Abusive treatment to a locker (yours or others) may result in the loss of your locker for a period of time and/or monetary compensation to the school. The school assumes no responsibility for items missing or stolen from students' lockers.

## Telephone

Students should not ask to use the phone during class time. Students will only be allowed to use the telephone in emergency situations. The principal's office reserves the right to refuse a student the use of the telephone for reasons other than an emergency.

## Books and Materials

The State of Arkansas provides free basic textbooks in all basic subjects for students attending public schools. Each student is responsible for every book issued to him/her and must return the books upon request to the school in the same condition as when issued except for wear and tears from normal usage. If books are lost or damaged, the student will pay the cost of replacement or repair. Fines for marked or torn pages, damaged covers, etc. will be assessed and collected by each individual teacher.

Students failing to turn in their books at the end of each year or failing to pay any fees or fines assessed due to damaged or lost books will not be issued books for the next year of study. Books will not be issued again until the fees or fines have been paid in full or the books returned. Seniors failing to pay fines for lost or damaged books will have all information requests withheld until the fines or fees have been paid or the books returned.

## Transportation

The School district provides a system of pupil transportation that is felt to be equal or superior to any in the state.

The Superintendent will recommend areas from which pupils are to be transported, routes to serve these areas, and schedules for various routes. After such areas, routes, and schedules have been approved by the board; he or she will ascertain and insure that

If students meet the above criteria then the following scale will apply: A-5, B-4, C-3, D-2, F-0.

County Line offers the following advanced placement courses: English Language, English Literature, Calculus, Biology, and Government.

## Valedictorian and Salutatorian

**Valedictorian and Salutatorian will be determined by the 5.0 weighted scale.**

## Concurrent Credit

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one(1) high school credit for each three (3) semester hours of college credit. Unless approved the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be equivalent of one-half of credit for a high school career focus elective. The remedial/developmental education course cannot meet the sore subject area/unit requirements in English and Mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his/her parent or guardian if the student is under the age of eighteen (18).
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within 10 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation

3. 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.

## Honors Banquet

1. Students will qualify to attend the annual County Line High School Honors Banquet if they are on the Honor Roll each nine weeks grading period.
2. The only scholarship to be announced at the Honors Banquet will be the one(s) awarded by the sponsors of the activity. All other scholarships will be announced at graduation ceremonies.
3. The Honors Banquet will be funded by businesses and/or donations with the remainder provided by the County Line School District.

## Computation of Grade Point Average and Class Rank for Seniors

Class rank will be determined using a GPA computed for each senior at the end of the spring semester. Grade point average will be determined by assigning each "A" a weight of a 4, each "B" a weight of 3, each "C" a weight of 2, each "D" a weight of 1, and each "F" a weight of 0.

Pluses and minuses will be disregarded. Each grade point average will be rounded off to two decimal places. In the case of an exact tie in which two or more students' grade point averages are the same, the same class rank will be shared by these students.

## ADVANCED PLACEMENT COURSES

All advanced placement teachers will be required to attend AP training in the subject area taught.

Quality points for AP & IB are contingent on teacher training.

Advanced placement courses will be weighted on a 5.0 scale if students meet the following criteria:

1. Enroll in the AP course for the entire school year
2. Take the appropriate AP test in May.

the plan operated satisfactorily.

School buses will be used for School purposes only, unless otherwise instructed by the Board of Education.

The following rules and regulations will govern the use of school buses by the pupils:

1. In approaching the bus stop along the highway, always walk on the left-hand side of the road toward the traffic.
2. Do not stand in the road or play in the road while waiting for the bus.
3. Be on time; the bus must keep a schedule.
4. Enter the bus without crowding or disturbing others.
5. Do not try to get on the bus when it is moving; wait until the bus stops.
6. Do not extend head or arms out of the bus windows.
7. Be courteous to the driver and your fellow pupils.
8. Obey the driver as you would obey a teacher.
9. Do not change seats while the bus is in motion.
10. See that your conversation is never loud or boisterous; classroom conduct is expected except for conversation in normal tones.
11. Do not call out to passers-by.
12. Help keep the bus clean, sanitary, and orderly.
13. When exiting, make sure that the road is clear, and gets the bus driver's signal when you must cross the road to go from the bus.
14. Do not talk to the driver when the bus is in motion.
15. Do not leave the bus without the driver's consent except on arrival at school or home.
16. Do not loiter in or around the school bus while on school grounds.
17. Keep out of the driver's seat.
18. Any student riding a school bus home, who does not live at that stop, must have a note from the parents and signed by the principal.

## Closed Campus

County Line High School is a closed campus. Students are not permitted to leave during the school day once they have come on campus unless they are scheduled for an off campus class or assignment, participating in school-sponsored activities or have been given clearance through the office by the principal or his designee. Students must sign out before leaving and sign back in upon returning to school if this is within the same day as signed out. All visitors must sign in at the office and state the purpose of their visit. Students are not to invite any guests on campus. Any item delivered on campus must be left in the office. This includes meals, gifts, school bags, etc.

## Care of Campus

All students are urged to help keep our campus clean. Waste containers are placed around the campus for trash. A well-kept campus is a tribute to our school. The benches are for your use. Please do not mark on them. This is your campus; it is something to be

proud of. A student should take care of all school property and supplies which belong to the pupil as well as other citizens of County Line.

## Lost and Found

All articles that are found in or around the school should be turned into the office immediately. If you have lost an article, check with the principal's office.

## Announcements

Announcements will be made at the designated time during the school day and important information will be given to you. This is a very important part of the day and you should give careful attention to it. It is each student's responsibility to find out announcements he or she may have missed when not present on any given day.

## Out of Town Trips

The school encourages participation in the extracurricular activities which, on occasion, may require that out-of-town trips be made. School sponsored organizations may secure use of school buses through the building principal. All trips taken by student groups must have adult supervision approved by the principal.

Students making trips represent the school will use transportation designated by school officials. Students involved in school field trips must have permission slips signed by their parents before participating in the field trip. Students will return from all trips by the same school transportation unless (1) a parent or guardian has contacted the sponsors personally and requested that their son or daughter ride home with them or other designated parents or, (2) the parent or guardian has contacted the sponsor in writing prior to the trip requesting that their son or daughter ride home with them or another designated parent.

Only current CLHS students, authorized sponsors, and school personnel may ride in the transportation furnished by the school.

All school rules apply on all trips at all times.

All administration has the right to suspend a student from taking an out-of-town trip.

## Overnight Trips

1. All overnight trips must be approved by the principal.
2. An exact itinerary should be given to the students and administration including phone numbers of hotels where students will be staying.
3. A male and female chaperone should accompany mixed groups.
4. The student-teacher ratio should be 10:1 or less.

A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the above listed classes may replace both the 4th math and the 3rd science requirement or it can count a career focus credit.

The Smart Core and Career Focus units must total 22 units with an addition 4 units required by County Line to graduate for a total of 26 units.

## Amendment to Smart Core Curriculum Policy:

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between 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.

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 County Line School District's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating the Smart Core and 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.

1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
2. 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;

## Honor Graduates

In order for a student at County Line High School to be eligible as a honor graduate the following criteria must be met:

- A. Maintain a 3.50 GPA
- B. Successfully complete the Smart Core Curriculum
- C. Successfully complete one (1) AP Class.

To qualify for Valedictorian, Salutatorian, or Honor Graduate of a public high school or to qualify for membership in the Beta Club, students must successfully complete the Smart Core curriculum.

## The Smart Core: Sixteen (16) units

**English-** Four (4) units with emphasis on writing skills (not to include courses in Oral Communication).

**Oral Communications** One-half (1/2) unit

**Natural Science-**Three (3) units with laboratories chosen from of the following:  
Physical Science, Biology, Chemistry or Physics.

**Mathematics-**Four (4) units including Algebra I, Algebra II and Geometry. One unit beyond Algebra II can include Calculus, Advanced Topics Mathematics, Algebra III, AP Calculus.

**Social Studies-** Three (3) units including one of American History, one of World History, 1/2 Civic.

**Economics-** One-half (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.

**P.E. -** One-half (1/2) unit

**Health and Safety -** One-half (1/2) unit

**Fine Arts -** One-half (1/2) unit

**Career Focus:** - Six (6) units

All Career Focus units 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.

**Computer Science (optional):**

5. Students must return a written permission form (provided by the school) signed by themselves and their parents at least one (1) school day before attending.
6. Established trip rules must be followed:
  - a. Students must remain in the conference/assigned areas unless given permission to leave by the sponsor.
  - b. All school rules apply on all trips at all times.
  - c. Any other rules established by the sponsor/organization must be followed.
7. Infraction of a school rule that would result in the student receiving an out-of-school suspension will result in suspension from any trip of one (1) calendar years. Trip suspensions will not prevent a student from participating in activities at CLHS.

**County Line Administration has the right to suspend a student from taking an overnight trip.**

## Off Campus Events

All CLHS students who attend school sponsored, off campus events, will be governed by school district rules and regulations and subject to the authority of school district personnel.

## Assemblies

A planned program of assemblies is provided to supplement and enrich the overall educational offerings at the high school. Assemblies are planned to promote student talent and participation, develop worthy interest, to present important school and civic matters to the students, to bring outstanding personalities and cultural information to the students, and to enrich school spirit. All assemblies will be scheduled and approved by the principal.

Constructive suggestions from students, faculty or parents concerning programs or other assembly practices are encouraged.

In the event some parent objects to a student attending a particular assembly, the student may report to the principal for instructions. Students will be assigned seating areas which will remain the same for each assembly whether in the gym or auditorium.

We do insist that all students attending assembly programs behave in a manner which will not distract from the program or keep other students from enjoying the full benefits of the assembly program. Failure to follow directions, cooperate or behave appropriately, will result in suspension from further participation in assembly programs for a specified period of time or other disciplinary action may be administered as deemed necessary by the supervising teacher or principal.

Students will be required to attend all scheduled assemblies except those requiring a fee. Students wishing not to attend an assembly, requiring a fee, will be told where to report during this time. We want to emphasize that assemblies are part of the regular school day and not a time for students to schedule their own activities away from school.

As a rule, students will not be excused from assembly programs to carry out personal business.

During all assemblies, pep rallies, and other school activities, students are to report to roll call before going, unless designated otherwise by the principal.

## EMERGENCY DRILLS

### Tornado Drills

During the course of the school year we will conduct tornado drills in conjunction with the office of emergency services and the statewide severe weather week exercises. We will also schedule drills of our own independently of other organizations.

Drills will take place in September, October, January, and February. Your teachers will discuss procedures for tornado drills with each class.

During a drill it is vitally important to move to your assigned areas as quickly and quietly as possible, observing all safety precautions issued by your teachers.

The signal for a tornado drill will be an air raid signal broadcast over the intercom.

Students will remain in their positions until given the all clear signal.

### Fire Drills

Fire drills will be held once a month. Fire marshals will be appointed to make regular inspections and to call for fire drills.

The signal for a fire drill will be three rings of a bell.

Your teachers will cover the evacuation plans with you for each class. Some rules to follow during a fire drill are:

1. Walk quietly and in a single file when leaving the room and building.
2. Do not try to gather things to take with you when you leave the room.
3. Stay in your assigned area with your teacher while outside.
4. Return to your room at the sound of the bell.

County Line High School:

<u>Course</u>	<u>Units Required</u>
English	4
Oral Communication	½
Social Studies	3
Mathematics	4
Science	3
Physical Education	½
Health and Safety	½
Fine Arts	½
Economics (can count as Social Studies or elective credit)	

Science units must include one (1) unit of Biology and (2) from either Physical Science, Chemistry, and Physics

No student will be allowed to count more than four (4) units taken by correspondence toward fulfilling his/her graduation requirements unless (1) prior approval has been granted to the student by the Board of Education or (2) a student fails one or more courses, in which case the student may take that course or another course of equal credit by correspondence. All correspondence course work must be approved by the principal and/or counselor prior to the enrollment in the course. All correspondence course work must be earned through an institution accredited by the north-central Association of School and Colleges or one of the other regional accrediting associations.

All summer school credit must be from an accredited school.

Any or all of the above requirements may be waived for any student who has completed four years attendances beyond grade eight and who is certified according to Act 102 of 1973 as amended and Public Law 94-142 as having a primary disabled condition, and receiving special education services, and if the student has demonstrated successful attainment of his/her individual education plan to the satisfaction of the developers of the individual education plan.

Correspondence and summer school courses will count toward GPA if the credit can be used for graduation requirements.

### Schedule Changes

All changes in schedules must be made through the counselor and/or principal during the first week of either semester. Students must have parental permission in writing granting permission for this. The school reserves the right to deny the dropping of a course if it is a required course.

70% - 79% = C

60% - 69% = D

0% - 59% = F

A student's grade will be determined by his or her daily work, major tests, and extra work completed during any grading period. Twenty percent (20%) of a student's grade will be determined by his or her semester test grade.

## Honor Roll

A student must maintain an A or B in all classes to be Honor Roll eligible.

## Gifted and Talented Criteria

Students can be nominated any of the following ways:

1. Teachers
2. Parents
3. Peers
4. Themselves
5. Achievement test scores of 95 or above in any area.

A battery of tests is then administered. Scores are included on forms presented to the selection committee. Characteristic Scales and comments by parents and teachers are also included. A student can be retested as part of the appeal process. As part of the Gifted and Talented program a Student Acceleration plan is possible upon request and with committee approval.

## Graduation Requirements

Students are required to have **26** educational units to graduate from County Line High School. 22 units must come from Smart Core or Core Curriculum with 4 additional elective credits for graduation. One of the 26 units must be a digital learning course. The units are accumulated from the ninth through the twelfth grade. A minimum of 26 units is required for graduation for students participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of student's Individualized Educational Plan (IEP) serve as his/her graduation plan.

Journalism, Physical Education, and Athletics will receive one(1) unit of credit for each year taken ninth through the twelfth grade, however, those courses will only count toward GPA the first year taken, and will not count for Valedictorian, Salutatorian, Honor Graduate, or Honor Roll.

The following sixteen (16) units will be required for all students for graduation from

## Other Drills

Bus Evacuation (2) times a year.

Active Shooter Drill may or may not be associated with local law enforcement and emergency personnel

## GUIDANCE AND COUNSELING

The counselor's office will be open to all students in grades seven through twelve each day of the school year for the entire school day. The office will be closed during the month of July. When possible, please make an appointment in advance.

Students should begin considering career choices and post high school educational training early in their high school careers. Information about colleges, vocational schools, technical schools and special interest schools is available in the counselor's office. Students should investigate available materials in order to plan wisely their course of study during the high school years.

For those planning to seek additionally training after high school, financial aid information about the government grant programs, loans, scholarships, work-study programs, and the Arkansas-sponsored state scholarship program is available.

A complete file of up-to-date occupational information is kept in the counselor's office. Information on local job opportunities is kept when it is available. Information on personal and social areas of concern to students is also on file, as well as information concerning educational opportunities. Parental involvement information can be found on the County Line website or you can contact Anna Evans, Parental Involvement Coordinator.

## Title One Status

County Line High School is a School-wide Title I school. We can assist any and all children who need extra help with academics through the Title I Program. This assistance is above and beyond what is provided in the regular classroom. The Student/Teacher/Parent Compact that is located on the back of the student handbook outlines each person's responsibilities.

## Testing Program

The counselor is responsible for the testing program in the school. The following is a list of tests which may be administered:

- A. **ACT Aspire:** All students grades 3-10 will be tested in Reading, Writing, Math, and Science. This test measures proficiency at grade level.
- B. **ACT:** All 11th graders will be given the opportunity to take a Spring ACT

Fall and Spring semester, the student will be retained in the current grade.

at no cost to them. This test is an aptitude test for college. Most colleges require that students seeking admission take one of the tests. Many college scholarships are awarded on the basis of scores received on an ACT.

- C. **AP Exams:** All student who take AP course will be expected to take the end of year exam to receive the weighted credit.
- D. **PSAT/NMSQT:** This test is used as the qualifying test for National Merit Scholarship consideration. It is given to interested sophomores and juniors in October of each year. Those interested in taking the test pay a small fee.
- E. **ASVAB:** The Armed Services Vocational Aptitude Battery is administered to all interested seniors and juniors.
- F. **ACT and SAT:** Registration forms for the ACT (excluding the free spring test date) and SAT are available in the counselor's office. Both of these tests are aptitude tests for college. Most colleges require that students seeking admission take one of the tests. Many college scholarships are awarded on the basis of scores received on either the ACT or SAT

Other tests such as subject aptitude and subject achievement tests are available to be given at the teacher's request.

Conferences should be scheduled during study hall if at all possible. If a student does not have a study hall and needs information during a class period, the counselor will help to make the arrangements.

## Classification of Students

Freshmen: Promotion from the eighth grade.  
Sophomore: 4 credits  
Junior: 8 credits  
Senior: Must be enrolled in enough courses to meet graduation requirements  
Graduate: 26 credits

## Promotion and Retention – 7<sup>th</sup> & 8<sup>th</sup> grade

The following guidelines will be used to determine promotion and retention for the seventh and eighth grade:

1. Must pass, with a "D" or better, three (3) of the four core courses (English, Math, Science, and Social Studies) for both the Fall and Spring Semesters.
2. In the event that a student fails to obtain the above requirements in either the Fall or Spring semester, the student can be promoted after completion of the summer school program offered at County Line. The student must pass the summer school program with a "D" or better to qualify for promotion.
3. In the event that a student fails to obtain the above requirements in both the

## Report Cards and Progress Reports

A report with the student's grade, teacher's comments and attendance will be given each four and one-half weeks and each nine weeks. A report will be sent home with students or mailed to the parents if the students is absent. Reports of the students may be picked up at parent/teacher conferences by a parent or guardian, reports not picked up will be mailed.

## Parent-Teacher Communication

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

## Grading policy/Scale

The assignment of student grades will be based on the educational objectives only. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement.

Students earned grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The following grading scale was enacted by the Arkansas Legislature in 1990. All Public Schools will have the following grading scale:

90% - 100% = A  
80% - 89% = B