

SCHOOL COPY * Send back to School Signed by Parent/Guardian and Student within Ten Days

ACKNOWLEDGEMENT OF RECEIPT (Back to School)

In compliance with Arkansas State Law 6-18-503, we herein advise you of the rules, regulations, and policies for Berryville Public Schools by which students will be governed. The handbook provides information on rules, policies, attendance, academic requirements, student responsibilities, and privileges, etc.

Please read the handbook with your children. Reading and understanding the policies will help students have a positive year.

**PARENT/GUARDIAN AND STUDENT SIGNATURE SHEET
(Send back to school.)**

We, parent/guardian and student, have read the student handbook and understand that the rules, regulations, and other directions are to be followed. A parent/guardian must sign the parent/guardian signature line and the student must sign the student signature line. Please sign the parent/guardian and student signature sheet and return to the Middle/High School Office within ten days. Parent/Guardian and student signatures indicate an awareness of the following rules, policies, and procedures from the Berryville Middle/High School Handbook:

- 1 I have received a copy of the Student Handbook effective for the 2020-2021 school year and am hereby notified of the contents therein.
- 2 I have received the Student Ethics Policy, Guidelines and Prohibitions and understand its contents. Questions about any network curriculum activity and/or Berryville School Computer Network will be answered by Ed Wallace, Technology, ext. 3243. My signature below means that I agree to follow the guidelines and prohibitions of the Student Ethics Policy as stated in the student handbook.
- 3 I have received a copy of the Behavior and Discipline sections of the student handbook.
- 4 I have received an asbestos policy.

Print Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

I have the capability of viewing the BHS handbook on the Bobcat website.

Parents/Guardians and Students *Copy for your Records

ACKNOWLEDGEMENT OF RECEIPT (Copy For Home)

In compliance with Arkansas State Law 6-18-503, we herein advise you of the rules, regulations, and policies for Berryville Public Schools by which students will be governed. The handbook provides information on rules, policies, attendance, academic requirements, student responsibilities, and privileges, etc.

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**PARENT/GUARDIAN AND STUDENT SIGNATURE SHEET
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Print Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

I have the capability of viewing the BHS handbook on the Bobcat website.

Berryville School District Random Student Drug Testing Statement of Participation

Student's Full Name:

(First) (Middle) (Last)

Student Grade: _____

Please circle the school that corresponds to the school your child currently attends:

Berryville Middle School

Berryville High School

By signing below, I attest to the fact that I have read, understand, and agree to abide by the BSD Random Student Drug Testing Policy. I understand that this form must be completed in its entirety and returned to the school my child attends before he/she is eligible to participate in extra-curricular activities, interscholastic athletics, and/or drive on campus. Furthermore, by signing below, I am giving consent for my child to be included in the random drug testing pool for the duration of his/her enrollment in the Berryville School District.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

BERRYVILLE PUBLIC SCHOOLS
Member AdvancEd Accreditation
902 W. Trimble Ave.
BERRYVILLE, ARKANSAS 72616-0408
Telephone (870) 480-4669

Dear Parents/Guardians,

Act 104 of the 1963 Special Legislative Session requires public school districts in Arkansas to periodically review and update student/personnel policies. These policies were adopted by the Berryville Board of Education on June 15, 2020.

This booklet contains those student policies which will be in effect during the 2020-2021 school year. Please read these policies carefully. If you have any questions, call me, or the Middle or High School principals for an explanation.

After receiving the policies, please sign and return page one (1). Act 104 requires every district to document its effort to communicate all changes in student personnel policies to the parents/guardians and students. Signing the form does not imply that you agree with every aspect of the policies. It merely indicates that you have received a copy of the updated policy manual.

As always, if we at the Berryville Public Schools can be of assistance to you during the year, please do not hesitate to contact us.

Owen Powell
Berryville School District Superintendent

BERRYVILLE PUBLIC SCHOOLS' MISSION STATEMENT

The mission of the Berryville School District is to ensure that every student who graduates has the knowledge and skills to be independent, self-sufficient, and responsible adults who will succeed, contribute, and compete effectively in the 21st century global economy. The Berryville School Board is committed to creating an environment where every child achieves at high levels, and is safe, valued, and respected. The Board of Education will work with all stakeholders to support this effort by working collectively, collaboratively, and communicating effectively with parents/guardians, faculty, staff, students, and community partners to ensure the values, behaviors, and expectations necessary to achieve this shared educational purpose.

DISTRICT VISION STATEMENT

All Berryville School District graduates will achieve their full potential to become creative, productive, and responsible citizens in a globally competitive society. All students will obtain the skills necessary to be self-directed, critical thinkers, and problem solvers who can communicate effectively in diverse situations and contexts.

Parent/Guardian Right-To-Know Letter

Dear Parent/Guardian:

Our school, Berryville Public School, receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our states certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school by phone at (High School) 870-480-4632 or by e-mail at darmstrong@bobcat.k12.ar.us or (Middle School) 870-480-4633 or by e-mail at jmcclellan@bobcat.k12.ar.us. Should you have any other questions regarding your child's education, please do not hesitate to contact us.

Sincerely,
Donnel Armstrong, High School Principal
John McClellan, Middle School Principal

Berryville High School/Middle School Student/Parent/Guardian Handbook 2020-2021

Berryville School District
902 W. Trimble Ave
Berryville, AR 72616
<http://bobcat.k12.ar.us/>

Superintendent: Owen Powell

District Phone Numbers

Superintendent's Office	870-480-4669
Special Education	870-480-4639
Bus Garage	870-480-4652
ESL	870-480-4631

High School/Middle School

High School Principal: Mrs. Donnel Armstrong

High School Assistant Principal: Mr. Joey Curtis

Berryville Middle School Principal: Mr. John McClellan

High School Office	870-480-4632
High School Office Fax	870-480-4635
Middle School Office	870-480-4633
Middle School Office Fax	870-480-4634
High School Counselor	870-480-4626
Middle School Counselor	870-480-4623
6-12 Nurse	870-480-4621
6-12 Cafeteria	870-480-4622

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Berryville High School Mission Statement

Berryville High School will provide a safe environment that develops responsibility and integrity; that inspires life-long learning; that fosters a sense of community, while appreciating cultural diversity; and that upholds an emphasis on academic and personal excellence.

School Motto

Committed to Excellence

Berryville Middle School Mission Statement

The mission of Berryville Middle School is to teach students to think critically, independently, and responsibly in order to empower them to be successful in all future endeavors.

School Motto

Committed to Excellence

This handbook is an outline of expectations and school procedures. It is impossible to address every rule or scenario. Students and parents/guardians should be aware that decisions on issues not addressed in this handbook will be made as necessary. If you have questions concerning some particular issue that you do not find the answer to in this handbook, please consult your principal, counselor, or teacher.

GENERAL INFORMATION

ACCREDITATION

The Berryville Middle and High School is fully accredited by the State Department of Education. These schools are members of the North Central Association of Colleges and Schools, which is the highest possible rating a school can have. To be a member, very high standards must be maintained. The school board, administration, and the school faculty are constantly striving to maintain this high rating.

ASBESTOS POLICY

The Berryville 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 facilities office during normal business hours.

CLOSED CAMPUS

Berryville School operates under a "***closed campus***" rule. This means leaving school during the day, including lunch periods and before school, without permission is a serious offense. If students do not have a note from their parent/guardian, the parent/guardian has to be there, or the parent/guardian must call the office. Students may not sign out for lunch, even with a note. The parent/guardian of the student must come to sign them out during lunch. Students who do not follow this procedure before leaving campus will be considered truant.

EDUCATIONAL GOALS

We realize some of our educational goals are beyond the responsibilities of the school, and this is why we believe strongly the family and other agencies and institutions of our community must cooperatively be involved in the educational development of our children. We acknowledge the total achievement of these educational goals is idealistic, but feel we must have high ideals and goals to strive for if we are to exist and progress as a free people.

- High moral values and ethical behavior.
- Self-worth, individual identity, and self-confidence.
- Mental, emotional, and physical health.
- Positive and cooperative attitudes.
- An appreciation and understanding of the family as the basic unit of society.
- A desire for knowledge, a love of truth, and self-discipline necessary to develop his or her potential to the fullest.

- Open and inquisitive minds and flexible personalities adaptable to the ever changing world.
- Thinking skills, communication skills, mathematical skills to the highest degree possible, and an appreciation and understanding of the sciences and of the interdependencies of earth and all organisms.
- A genuine sense of appreciation and gratitude for the land and natural resources of the earth.
- Responsible actions in our democratic society and responsible actions as citizens of Earth and space.
- An understanding of and sense of appreciation and gratitude for our democratic way of life with a commitment of nature and preserving it.

EDUCATIONAL PHILOSOPHY FOR BERRYVILLE PUBLIC SCHOOL

The Berryville School District assumes the responsibility of providing students a high quality education that challenges each student to achieve his maximum potential. The district shall endeavor to create the environment necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs.

- The district's vision statement will be developed with input from students, parents/guardians, business leaders, and other community members.
- All students can be successful learners.
- Students learn at different rates and in different ways.
- A primary goal shall be to give students the skills they need to be life-long learners.
- The education of all citizens is basic to our community's well-being.
- Students achievement is affected positively by the involvement of parents/guardians and the community in the schools.
- The district is responsible for helping cultivate good citizenship skills in its students.
- Students reflect the moral and ethical values of their environment.
- All people have a right to a safe environment.
- Each person is responsible for his own actions.
- Innovation involves taking risks.
- Schools are responsible for creating the conditions that promote success.
- Each person is entitled to retain his dignity.
- All people have the right to be treated with respect and the responsibility to treat others respectfully.
- For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

NONDISCRIMINATION POLICY

It is the policy of the Berryville Public School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to: Equity Coordinator, c/o Berryville Schools, 902 W Trimble Ave, Berryville, AR 72616, phone (870) 480-4669.

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), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences¹. 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 or denied course credit², notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Legal References: Standards For Accreditation 5-A.1

A.C.A. § 6-15-1702(b)(3)(B)(ii)

Middle School Parent and Family Engagement Plan

1. What communication strategies are used to provide additional information to parents and to increase parental involvement in supporting classroom instruction?

- The school has a website to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on the classroom websites. Also, parents can access their child's grades through the Home Access Center (HAC) using an access code they receive at the beginning of the school year.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- Berryville Middle School will provide to parents progress reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom/school events.

2. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

- Fall Parent/Teacher conferences
- Spring Parent/Teacher conferences
- Orientation/Open House
- Renaissance Reward Days sponsored by Kiwanis
- Character Assemblies
- SLAM Nights
- Bobcat Boosters
- Red Ribbon Week
- Choir/Band Concerts
- NJHS Induction Ceremony
- CAP Conference (February)

Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist these efforts. Parent will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

3. How will your school provide information to parents about volunteer opportunities?

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information

they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

- The school will work with Berryville Intermediate School and Berryville High School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents and students will have the opportunity to meet their new teachers at the Orientations\Open House.
- Berryville Middle School will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. This is done during August, October, and/or January in-service.
- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.
- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- To take advantage of community resources, the school shall consider recruiting alumni from the Berryville Alumni Association to create an alumni advisory commission to provide advice and guidance for school improvement.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for

parental input. The school will open the resource center at hours that are convenient to parents.

- Berryville Middle School will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (HAC, Bobcat Web Page, notes, agenda books, newsletters, phone calls, e-mail...).
- In order to promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Create a parent center.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.
- Berryville Middle School will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The results of the parent interest survey will be used to plan the parental involvement activities for the year.
- Those activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation will also be evaluated.
- The school will conduct an Annual Title I Meeting in the fall for parents of the students who participate in the Title I, Part A Program.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of

school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.

- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

High School Parent and Family Engagement Plan

1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- The Berryville High School website (accessible at bobcat.k12.ar.us) provides access to several key features:
 - Each teacher has a classroom website, where parents can access pertinent information regarding that teacher's courses.
 - Parents can access their child's grades through the Home Access Center using an access code they receive at the beginning of the school year.
 - Parents may use e-mail to communicate with members of the school staff.
- Teachers contact parents/families on an individual basis to communicate about their child's progress.
- Progress reports/report cards are distributed every four and a half weeks via parent/teacher conferences and student English classes. End-of-year report cards are mailed home.
- Any parent/family workshops or meetings held will be communicated through posting notices in school facilities on the district website, and social media.
- BHS will provide a texting service where parents/families can sign up to receive text messages regarding upcoming events offered for parents/families.

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- Berryville High School hosts two parent/teacher conference sessions
- The counselors hold an orientation for parents/families and students at each grade level to inform them about grade-specific college and career preparation, curricular opportunities, student assessments, etc.
- The counselors host a Financial Aid Night event, in conjunction with the fall Parent/Teacher conferences, where a speaker is provided to discuss Federal and State levels of financial aid for post-secondary education and support is available to help students and parents/families complete the FAFSA.

- A Science, Language, and Mathematics (SLAM) will be held in the fall for parents to have an opportunity to learn what students are learning in these subject areas as well as provide an opportunity for parents/families to develop the skills and tools necessary to reinforce subject matter learned at school and to help their student succeed.
- The Advanced Placement coordinator will hold a parent meeting during either the Fall or Spring Parent/Teacher Conference Days to share important AP information with students and parents and includes data dissemination and the importance of AP curriculum.
- A Title I school-wide meeting for parents/families will be held during the Fall Conference to inform them about the school's participation in the Title I program and to encourage parents/families to be involved with reviewing and revising of the School's Title I Plan.
- Berryville High School invites parents/families to volunteer in the following types of roles to increase their involvement and support for student learning:
 - Mentor
 - Teacher/Library aide
 - Field Day Volunteer
 - Office aide
 - Tutor
 - Parent education workshops
 - Parent-school organization
 - Various committees
- Career Action Plan (CAP) conferences will be held in the Spring of 2021. Trained school faculty meet individually with every parent/family and student, in grades 8-11, regarding class scheduling and college/career planning for the following year. Letters are mailed home to parents with directions regarding how to sign up for a meeting time. These meetings are scheduled throughout the day, and parents/families have the opportunity to reschedule if their assigned time slot needs to be changed.
- Working with Berryville Middle School, a *Transition to High School* meeting for 8th grade students and their parents/families is held in the spring to help provide a smooth transition from one school to the next. An introduction to curricular options, graduation requirements, class scheduling, and expectations are all discussed.
- STATE REQUIREMENT: Parent involvement professional development will be required for staff.
- STATE REQUIREMENT: Parent workshops will be held as needed on how to incorporate developmentally appropriate learning activities in the home environment.

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- Berryville High School provides parents with opportunities to volunteer in various types of roles to increase their involvement and support for student learning.
- The school solicits ideas for types of volunteer efforts and provides a list of these volunteer opportunities through the Volunteer Survey in the Parent Information Packet

and during a volunteer orientation meeting in August of 2020 in the high school library. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

4. How will your school work with parents to create a School-Parent-Compact?

- School staff and parents/families will develop a school-parent-student compact. This compact will outline how parents/families and school staff share the responsibility for improving student academic achievement and the means by which the school and parents/families will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact during the first parent teacher conference in the fall.

5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school-wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

- Berryville High School will involve parents/families on Parent and Family Engagement and school improvement planning committees. To support this process, the school will offer training on how to contribute to this process in a meaningful way.
- Through the Title I Annual Meeting, in March of 2021, the school will engage parents/families in decision making about the allocation of its Title I, Part A funds for parental involvement.
- STATE REQUIREMENT: To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- STATE REQUIREMENT: Berryville High School enables the formation of a Parent Teacher Association that will foster parental and community involvement within the school.

6. How will your school provide resources for parents?

- Parents/families may check out materials, use the computer to check grades, and visit educational websites in the Parent Resource Center within the school library. The Parent Resource Center is open every Monday through Friday, except on holidays, from 7:45 a.m. to 3:30 p.m.
- STATE REQUIREMENT: Berryville High School distributes Parent/Family Information Packets each year that includes a copy of the school's parental and family engagement plan, recommended roles for parents/families/teachers/ students and school, suggestions of ways parents/families can become involved in their child's education, parental involvement activities planned for the current school year, information about the system that will be used to allow parents and teachers to communicate, and surveys for parent/family workshops and volunteer interests.

- STATE REQUIREMENT: As funds are available, parenting books, magazines, and other informative materials regarding responsible parenting will be purchased. These materials will be available in the Parent Resource Center within the school library. Parents/Families will be given the opportunity to borrow the materials for review.
- STATE REQUIREMENT: Berryville High School's process for resolving parental/family concerns, including how to define a problem, whom to approach first, and how to develop solutions is included in the school's policy handbook.

7. How will your school engage parents in the evaluation of your parental involvement efforts?

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental and family engagement efforts using a comprehensive needs assessment filled out by teachers, parents/families and school staff.
- The Title I committee, made up of teachers, parents/families and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.

8. How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?

- Berryville High School asks parents to fill out a Parent and Family Engagement Survey (found in the Parent/Family Information Packet) during CAP conferences each school year to gain information from parents/families concerning the activities they feel would be most beneficial in supporting their child academically. The results of the survey will be used to plan the parental involvement activities for the following year.
- The activities that were suggested by the parents/families and lead throughout the year will be evaluated overall at the end of the year as part of the annual parental involvement plan evaluation.
- STATE REQUIREMENT: Berryville High School will conduct conferences and Parent/Family Night events to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

- The school will conduct an Annual Title I Meeting in the fall of 2020 for parents/families of the students who participate in the Title I, Part A Program.
- The school will hold the Annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.

The agenda, the sign-in sheet and the minutes for this meeting will be kept on file in the school's office.

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received. (ACA 6-18-901, District Policy 4.38)

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during bobcat time each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart, or in an appropriate salute if in uniform, while reciting the pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desk.

Students shall not be compelled to recite the pledge but, shall not disrupt those students choosing to recite the pledge. Students choosing not to recite the pledge shall not be subject to any comments, retaliation, or disciplinary action.

Public schools shall observe a one (1) minute period of silence during morning announcements. Students may reflect, pray, or engage in a silent activity. Teachers or school employees in charge of classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. (Act. 576 of 2013).

School Day

The school day begins at 7:56 a.m. and ends at 3:05 p.m. Students who arrive before this time are expected to remain outside. The cafeteria will be made available for all students in the event of inclement weather. Students eating breakfast will be allowed in the cafeteria at 7:40. At the end of the day, students need to exit the building by 3:15 unless under proper supervision.

SCHOOL SPIRIT

School spirit is the pride we develop in everything our school accomplishes. It includes showing courtesy toward teachers, fellow students, and visitors as well as having the interest, desire, and dedication to become involved in your school's activities, functions, and academics. We hope that each and every student attending Berryville Schools develops a sense of pride and loyalty toward the school during the years he/she attends.

STUDENT CODE OF ETHICS

- Display school loyalty.

- Accept responsibility.
- Be trustworthy.
- Use educational opportunities to one's best ability in order to be of greater service to others.
- Never take unfair advantage of one's schoolmates.
- Establish high aims and goals, realizing that success is a continual struggle to an attainable position.
- Respect law, authority, act openly and honestly, and uphold the truth.
- Form character by striving constantly to control one's thoughts, words and deeds to the betterment of one's personal behavior.
- Be willing to work for any worthy activity.
- Refrain from use of vulgar language and from the handling of degrading pictures or publications which could bring reproach to our school.
- Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
- Help build a good image and reputation for our school.

VISITORS

Student visitors are prohibited unless cleared through the principal's office beforehand.

All visitors are required to check in and remain at appropriate office upon arrival. Any visitor that is not enrolled at Berryville School and is on campus without clearance from the appropriate office will be deemed as a trespasser and will be subject to arrest.

High school students are not to visit middle school students without permission from the authoritative office of both students. Middle school students are not allowed to visit high school students unless clearing it through both offices.

WEB PAGE

The Berryville school calendar, including activities, events, link to Home Access Center (HAC), and general information can be accessed via the Internet at <http://bobcat.k12.ar.us/>

<h2 style="margin: 0;"><u>ACADEMIC INFORMATION</u></h2>
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ACCELERATED READER PROGRAM

Each student in grades 6-8 will participate in the Accelerated Reader Program. The student's reading level will be determined by the Star Reading Test and his reading goal will be set accordingly.

ADVANCED PLACEMENT (AP) CLASSES

What is Advanced Placement?

The Advanced Placement (AP) Program is a collaborative effort among motivated students, dedicated teachers, and high schools, colleges, and universities. Since its inception, the program has allowed millions of high school students to take college-level courses and exams and to earn college credit while still in high school. The program consists of two parts: the course and the exam. **Students are expected to participate in both parts of the program.** A \$65 fee will be implemented for any student who does not test. Late testing will be addressed on an individual basis. If late testing is due to sickness or illness, a certified medical note is the only thing that will waive the \$65 fee. Students and Parents will be expected to sign an AP course agreement at CAP conferences and sign a testing agreement at the beginning of the 2nd Semester of the AP class.

Who should be involved in the AP Program?

- All college bound students
- Students who want a challenging academic program.

What are the academic benefits of AP?

- Learn the subject in greater depth.
- Develop analytical reasoning skills.
- Form disciplined study habits.
- Gain confidence by meeting the challenge of college-level courses.
- Gain experience of college-level work within the support of the high school environment.

What are the college benefits of AP?

College admission counselors look for AP credit on transcripts. AP credit improves a student's acceptance rate. Most colleges and universities award credit for successful completion of an AP exam. Students may be granted up to a full year's credit by a college/university upon completion of a number of AP exams. Each college/university sets policy for AP exam credit.

To check each institution, go to <http://reports.collegeboard.com>

What are AP Exams?

AP classes include term and year-long courses of study which culminate with a nationally coordinated exam.

- AP exams for each course are prepared by the College Board Exam Development Committees.

- Most AP exams consist of a multiple choice section and a free-response section.
- Foreign language exams also include listening and speaking portions.
- Studio Art exams are based on a portfolio.
- Exams are typically three hours in length.
- Exam fees are set by the College Board. **The state of Arkansas currently pays the exam fee.**
- Exams are given in May on a **prescribed national schedule.**

How are exams graded and scores reported?

Each AP exam grade is a weighted combination of the student's score on the multiple choice section and on the free-response section.

The final grade is reported on a 5-point scale

- 5 = extremely well qualified
- 4 = well qualified
- 3 = qualified
- 2 = possibly qualified
- 1 = no recommendation

Exam scores are sent in July to the college/university designated on the the student's answer sheet, to the student's secondary school, and to the student.

How are AP grades reported on a transcript?

Because of the rigor of AP courses, all AP courses carry weighted grades.

A = 5 B = 4 C = 3 D = 2 F = 0

Students who complete the AP Program may be honored by the College Board in the following manner:

AP Scholar: granted to students who receive grades of 3 or higher on three or more AP exams on full-year courses.

AP Scholar with Honor: granted to students who receive an average grade of at least 3.25 on all AP exams taken, and grades of 3 or higher on four or more of these exams on full-year courses.

AP Scholar with Distinction: granted to students who receive an average grade point of 3.5 or higher on five or more of these exams on full-year courses.

AP National Scholar: granted to students who receive an average grade of at least 4 on all AP exams taken, and grades of 4 or higher on 8 or more exams.

What are AP course offerings?

- Rigorous college level courses designed to accelerate curriculum
- Provide opportunity to receive college credit through AP end-of-year course exam
- Weighted if end-of-year course is taken
- Open to all students
- Pre-AP courses are recommended but are not required prerequisites for AP courses.

How do I get into an AP course?

You must be recommended by 2 teachers, one must be a Language Arts teacher and the other must be a teacher in the subject area.

You must commit to the course work, which includes summer assignments and commit to the AP test/exam in May.

AMI (Alternative Methods of Instruction)

AMI (Alternative Methods of Instruction) will be utilized during exceptional or emergency circumstances.

Arkansas Seal of Biliteracy

Students are encouraged to participate in the Arkansas Seal of Biliteracy program. This program recognizes high school students who have attained proficiency in two or more languages.

ARKANSAS VIRTUAL HIGH SCHOOL

If an Arkansas Virtual High School non-required class is one of the 8 that make up a student's class schedule at Berryville High School, the grade received is included in the student's GPA. If a non-required AVHS class is taken, in addition to the student's eight class period day, the class will be shown on his transcript, but not figured in to his GPA. If the AVHS class is required for graduation, the grade is calculated in the GPA. A student must be successful in taking one class before taking more.

4.45 BERRYVILLE SCHOOL DISTRICT'S SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents/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 7th grade classes, or if enrolling in the district for 7th through 12th grade classes. Counseling by trained personnel shall be available to students and their parents/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/guardians at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his designee, shall select the composition of the review panel.

CAREER FOCUS – Six (6) units

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

Local school districts may require additional units for graduation beyond the sixteen (16) Core and the six (6) career focus units. These may be in academic and/or technical areas. All the Core and career focus units must total at least twenty-four (24) units to graduate

Specifically, for the graduating class of 2013-2014, and all graduating classes thereafter, the required twenty-four (24) units, at a minimum, shall be taken from the "Smart Core" curriculum or from the "Core" curriculum. Only one (1) of the required units may be in a physical education course. All students will participate in the Smart Core curriculum unless the parent/guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-four (24) units, at a minimum, are to be taken from the Smart Core or Core.

A unit of credit shall be defined as the credit given for a course which meets for a minimum of 120 clock hours. A minimum average 6-hour day or minimum thirty (30) hour week is required

CLASSIFICATION OF STUDENTS

- FRESHMEN: Those students promoted from grade 8 and others with fewer than 5 units.
- SOPHOMORES: Those with at least 5.5 but fewer than 11.5 units.
- JUNIORS: Those with at least 11.5 but fewer than 17.5 units.
- SENIORS: Those with 17 or more units.

Home School Students, and those from non-accredited schools, are welcome at Berryville High School. Home School and non-accredited courses will be evaluated on an individual basis. Those courses comparable to Berryville High School's required or elective courses may be accepted. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school. A student must attend an accredited public or private schools for a minimum of six (6) semesters in grades 9-12 to be considered for Honor Graduate status.

International Exchange Students (IES) are welcome at Berryville High School. They may participate in school clubs, organizations, and activities. They do not receive a diploma from Berryville High School. IES students are not included in class rankings and may not be Honor Graduates.

COLLEGE CLASSES OFFERED THROUGH BERRYVILLE HIGH SCHOOL

The Berryville School District encourages its students to continue their education far beyond the high school setting. To encourage their students to continue their education and attend college, the Berryville School District, in partnership with North Arkansas College, wish to offer the following program.

The Berryville School District will pay half the cost of tuition up to \$150 towards tuition, for up to three (3) classes, for students enrolling in the college class offered through BHS. Students may take more courses at their own expense. Students will assume all costs for fees, books, materials, and the remainder of tuition for courses selected. All fees must be paid in full prior to the first day of class.

Students quitting/dropping after the deadline will be responsible to reimburse the school for the \$150 tuition.

College classes will only be open to juniors and seniors who maintain a 2.5 GPA. All students must meet all of the entrance requirements set forth by the college. Students who fail a college class will not be permitted to enroll in another class the following semester. Students must be actually scheduled in their college credit class during the school day and during their college class period.

Students may be removed from the college class setting and fees paid by the student forfeited for failing to participate, class disruption, or using the scheduled class time for unauthorized activities (web surfing, music, movies, or activities prohibited by the district computer use policy).

To be enrolled in college classes, the student must score a 19 in Reading, English, and Math on the ACT test or an equivalent score on the Accuplacer Test. The student is responsible for all fees associated with these tests. Scores for these tests must be available before the first day of class.

These classes are for concurrent credit and will be calculated into the student's overall grade point average. These are college classes and should be taken very seriously by the student. These classes will require self-discipline from the student in order to be successful.

Connect Four (C4)

Connect Four is a program that will equip students for future career success with personalized industry-based training and skills integral to local and regional business and industry in order to enter the workforce or pursue postsecondary education. Connect Four is a partnership between Berryville, Green Forest, and Eureka Springs School Districts, along with Tyson Foods. The Connect Four program is an off campus site with morning and afternoon sessions being offered. Students must have a 2.0 GPA, be on track to graduate and have strong attendance in order to be eligible. Students will be interviewed by the program director after submitting an application through the counselor's office. C4 students will have the opportunity to earn concurrent credit through North Arkansas College.

COURSE WORK

The Berryville High School and Middle School's courses comply with ADE rules governing the comprehensive plan for consistency and rigor in course work. (ACA6-11-105, 6-15-1506).

HIGH SCHOOL GRADUATION REQUIREMENTS

Berryville High School's requirements for graduation: 1 unit of credit is given for successfully completing a class for an entire school year with a grade of 60 or better, ½ credit for one semester of work. Only those seniors who have met all requirements for graduation by the last day of classes for seniors will be allowed to participate in the graduation ceremony.

All students will participate in the Smart Core curriculum unless the parent/guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-four (24) units, at a minimum, are to be taken from the Smart Core or Core as follows:

A. Smart Core Curriculum- Sixteen (16) Units

English- 4 units

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

Mathematics- 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I; Algebra A/B
- Geometry; Geometry A/B
- Algebra II
- Fourth Math (Pre-Calculus, Linear Models and Statistics, Algebra III, or Computer Science).

**A 2 year algebra equivalent or a -2 year geometry equivalent may each be counted as 2 units of the 4 unit requirement for the purpose of meeting the graduation requirement, but only serve as 1 unit each toward fulfilling the Smart Core requirement.

(Comparable concurrent credit college courses may be substituted where applicable)

Science- 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology (all students must have 1 unit in Biology)
- Physical Science, Chemistry, or Physics- 2 units

Social Studies- 3 units

- Civics- 1/2 unit
- World History- 1 unit
- U.S. History- 1 unit
- Other social studies- 1/2 unit

Oral Communications- 1/2 unit

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

Health and Safety- 1/2 unit

Fine Art-1/2 unit

Economics- 1/2 unit (Economics is required for graduation and may be counted depending on teacher licensure toward the required three (3) social studies credits or towards the six (7) required career focus elective credits.

Computerized Business Applications (CBA) - 1 unit (CBA is required by BHS for graduation and may be counted towards the six (6) required career focus elective credits. This course fills the one digital learning course credit required for graduation).

Career Focus- 7 units

+Beginning with the 2015 graduating class, all students must be trained in CPR before they graduate.

++The Class of 2021 will be required to pass a yearlong Financial Literacy course.

+++Beginning with the 2018-19 school year, all students must take and pass the United States Citizenship Civics Test

++++ Bleeding control training will be required beginning 2019 school year.

***Computer Science-A unit of Computer Science and Mathematics may replace the 4th math requirement or the 3rd science requirement based on the course offered.**

B. CORE Curriculum – Sixteen (16) units

English- 4 units

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

Mathematics- 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I; Algebra A/B
- Geometry; Geometry A/B
- Algebra II
- Fourth Math (Pre-Calculus, Linear Models and Statistics, Algebra III, or Computer Science and Mathematics).

**A two-2 year algebra equivalent or a two-2 year geometry equivalent may each be counted as two 2 units of the four- 4 unit requirement for the purpose of meeting the graduation requirement, but only serve as one 1 unit each toward fulfilling the Smart Core requirement.

(Comparable concurrent credit college courses may be substituted where applicable)Science- 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology (all students must have 1 unit in Biology)
- Physical Science, Chemistry, or Physics - at least 1 unit
- Environmental Science

Social Studies- 3 units

- Civics- 1/2 unit
- World History- 1 unit
- U.S. History- 1 unit
- Other social studies- 1/2 unit

Oral Communications- 1/2 unit

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

Health and Safety- 1/2 unit

Fine Art-1/2 unit

Economics- 1/2 unit (Economics is required for graduation and may be counted depending on teacher licensure toward the required three (3) social studies credits or towards the six (6) required career focus elective credits.

Computerized Business Applications (CBA) - 1 unit (CBA is required by BHS for graduation and may be counted towards the six (7) required career focus elective credits. This course fills the one digital learning course credit required for graduation).

Career Focus- 7 units

+Beginning with the 2015 graduating class, all students must be trained in CPR before they graduate.

++The Class of 2021 will be required to pass a yearlong Financial Literacy course.

+++Beginning with the 2018-19 school year, all students must take and pass the United States Citizenship Civics Test

***Computer Science-A unit of Computer Science may replace the 4th math requirement of the 3rd science requirement based on the course offered.**

United States Citizenship Civics Test

Beginning with the 2018-19 school year, all students must take and pass the United States Citizenship Civics Test in order to receive a high school diploma. This test is identical to the naturalization test used by the United States Citizenship and Immigration Services. Students must correctly answer a minimum of 60 out of 100 questions. Students are allowed to retake the test as many times as necessary to receive a passing score. Students with Individualized Education Plans (IEPs) can be exempt from this requirement.

Concurrent College Credit Courses

The opportunity for concurrent credit is open to any student in grade 11 or 12 who is in good standing of meeting high school graduation requirements. Students are not in good standing if they have had poor attendance in the current and past school year, exhibit poor work habits in the classroom, not on track to meet graduation requirements, or have disciplinary infractions in the current or past year.

A student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by 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. To fulfill core graduation requirements (e.g. English Comp I as a 4th year English or Intro to Statistics as a 4th year math), prior approval is required.

A 3 semester hour remedial/developmental education courses shall be the equivalent of one half (½) unit of credit for a high school career focus elective and cannot be used to meet core subject area/unit requirements in English and mathematics.

Participation in the concurrent credit program must be documented in the student's permanent file by providing a copy of the concurrent enrollment form signed by the student, parent/guardian, and college.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to Berryville High School in order to receive credit for the course(s). High school concurrent credit will not be given until a transcript is received. For students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12, the transcript must be received by Berryville High School within 15 school days of the end of the semester in which the course is taken. If the transcripts are not received in time, or at all, this may jeopardize the student's eligibility for extracurricular activities, graduation, etc.

Concurrent credit awarded by a previously attended, accredited, public high school toward a course required for high school graduation will be recognized by Berryville High School.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Edgenuity Elective Courses During Bobcat Time

High School students in grades 11 and 12 may take one Edgenuity Elective course per semester during Bobcat Time to count towards elective credit. These courses may be taken per principal approval, and are not intended to aid in early graduation.

Edgenuity courses are online and take place in a self-paced format during Bobcat Time. Students that are interested in taking these courses need to log into their course daily, study for

tests, read and follow instructions, read and interact with all course content, and take notes on lessons. Time management is also an important part of taking an Edgenuity course.

Any Edgenuity elective courses taken during Bobcat Time will need to be completed before the last regular school day of the semester, prior to semester testing. Documentation of the grade earned will need to be provided to the counselor by this day in order for credit earned to be added to the student transcript.

LOCAL CREDIT

Local credit courses can count for credit numbers 23 and 24 toward graduation. Examples of local credit courses include athletics, student aide, Advisory, Music Lab and ACT prep.

ELECTIVES

Total units required by Berryville School District equal twenty-four (24); Common core (16), career focus (7), Computerized Business Applications (CBA), and including a max of (2) local credits or electives.

EXAM EXEMPTION Middle/HIGH SCHOOL

- The test exemption will be for students in grades 7 -12 who maintain an 80% each 9 weeks and no more than 5 absences. In addition, those students with at least a 70% each 9 weeks and perfect attendance will also be exempt. The only exception to absences will be school activity.
- An exempt student may leave campus when they are finished testing for the rest of the day by following regular checkout procedures.
- It will be the responsibility of the teacher to keep an accurate record of absences.
- An exempt student who feels taking the exam will raise his/her grade may do so, or may use the time to study for another test.
- It will be the responsibility of the teachers to provide the principal with a list of all exempt students who have met all the qualifications.
- A student who has been assigned ISS/ chosen corporal punishment or who has been suspended loses all possibility for exemption for the semester.

GRADUATION CEREMONY DRESS CODE

SCHOOL DRESS CODE WILL BE FOLLOWED. Girls are to wear dresses, slacks (khaki or black), skirts and tops (NO DENIM). Guys are to wear dress slacks (khakis are okay) and shirts must have a collar. No shorts or jeans are allowed. Students must wear dress shoes or dress boots. No flip flops are permitted and sandals must have straps. No artwork on caps and gowns.

GRADING SCALE

Grades assigned to students reflect only educational objectives and are consistent with laws and regulations. The following grading scale shall be used by all public schools in the state for all courses offered, except advanced placement. The grade point values for Advanced Placement (AP) and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Regular:	A=4 points	90 - 100	AP & Honors:	A=5
	B=3 points	80 - 89		B=4
	C=2 points	70 - 79		C=3
	D=1 point	60 - 69		D=2
	F=0 points	0 - 59		F=0

I=only a temporary grade used until work is completed in a subject.

P=Credit is given, but not calculated in the grade point average (GPA).

A notation shall be made on a student's transcript to indicate each special education class included on the transcript.

Algebra I taken in 8th grade will count towards the students' high school GPA average.

HOMEWORK

It is the philosophy of the Berryville Public Schools to view homework as an integral part of the educational experience. Students should plan to spend some time in study outside of school hours. In all levels of the school, the purpose of homework is to provide practice and drill on material that is being taught in the classroom. Homework can also be used as a communication tool to keep parents/guardians aware of the subject matter being taught and the child's academic progress.

Homework is to promote the formation of good study habits and research skills while developing proficiency in subject areas. Homework will be considered as part of the required work for each grading period.

Homework is expected to be completed within the time period designated by the teacher. Students will become more proficient in subjects assigned when homework is completed on time and in the manner expected. It is strongly recommended that parents/guardians contact the school frequently concerning their child's academic progress.

HONOR GRADUATES & VALEDICTORIAN/SALUTATORIAN

Students who have successfully completed all graduation requirements and have a cumulative GPA of 3.50 will be designated as honor graduates. The GPA shall be derived from courses taken in grades 9-12. Algebra I taken in the 8th grade does not count in cumulative grade point average or class rank.

The top two seniors ranked according to their weighted GPA will be designated as Valedictorian and Salutatorian. If, however, there is a tie for first place, students will be Co-Valedictorians in lieu of a Salutatorian. To be considered Valedictorian or Salutatorian for graduation, the students must have been continuously enrolled in the district for the last four (4) consecutive semesters and meet the requirements outlined for Honor Graduates. GPA will be calculated at the end of the Fall Semester of senior year.

Honor Graduates for Graduating Seniors starting 2024 and beyond. (Check year)

The Berryville School Board approves three levels of recognition for honor graduates.

1. Honors:

- a. Completes all local graduation requirements for Core or Smart Core as defined by the State Board of Education and the Berryville School Board
- b. And must maintain a minimum grade point average (GPA) of 3.500 or above
- c. And must complete two (2) years of the same Foreign Language OR complete one (1) year of Foreign Language and is a *Vocational Completer
- d. And must complete a minimum of one (1) AP Course and/or one (1) Academic College Level Course worth three (3) hours of college credit minimum
- e. Must have no failing grades in a **credit-bearing course taken in high school
- f. And must not have lost credit due to attendance or been on probation for absences
- g. And has no withdraw/failing (F or NC) on their transcript due to dropping a class after the first week of school

2. High Honors:

- a. Completes all local graduation requirements for Smart Core as defined by the State Board of Education and the Berryville School Board
- b. And must maintain a minimum grade point average (GPA) of 3.750 or above
- c. And must complete two (2) years of the same Foreign Language
- d. And must complete a minimum of three (3) AP Courses and/or three (3) Academic College Level Course worth three (3) hours of college credit each minimum
- e. And must have no failing grades in a **credit-bearing course taken in high school
- f. And must not have lost credit due to attendance or been on probation for absences
- g. And has no withdraw/failing (F or NC) on their transcript due to dropping a class after the first week of school

3. Distinguished High Honors:

- a. Completes all local graduation requirements for Smart Core as defined by the State Board of Education and the Berryville School Board
- b. And must maintain a minimum grade point average (GPA) of 3.900 or above
- c. And must complete two (2) years of the same Foreign Language

- d. And must complete a minimum of six (6) AP Courses and/or six (6) Academic College Level Course worth three (3) hours of college credit each minimum
- e. And must have no failing grades in a **credit-bearing course taken in high school
- f. And must not have lost credit due to attendance or been on probation for absences
- g. And has no withdraw/failing (F or NC) on their transcript due to dropping a class after the first week of school

Valedictorian: The Valedictorian is the graduating senior student who

1. Meets the criteria for Distinguished High Honors
2. Has the highest GPA among the Distinguished High Honors
3. In the event of a tie in GPA, co-Valedictorians will be named in lieu of a Salutatorian

Salutatorian: The Salutatorian is the graduating senior student who

1. Meets the criteria for Distinguished High Honors
2. Has the second highest GPA among the Distinguished High Honors

*Vocational concentrator must complete a minimum of three (3) specific units in one specific vocational area offered at Berryville. This will be determined by the individual teachers in those fields of study.

**Credit-bearing courses must be derived from an accredited public or private school. Home school programs must be accredited by the same agency that accredits public schools in Arkansas.

GPA will be calculated on all accumulated credits through the fall semester of the senior year. Students will be notified of their positions of honors, Valedictorian and Salutatorian no later than April 1 of the year they graduate.

Students with an Individual Education Plan (IEP) or 504 Plan are included to the extent that the courses they have taken and successfully completed meet the course requirements for graduation as established by the State Board of Education.

MAKE-UP/LATE WORK

Students who miss school are allowed to make up their work under the following rules:

- 1) Students are responsible for asking their teachers for make-up work.
- 2) Teachers are responsible for providing the missed assignments when asked by a returning student.
- 3) Students are required to ask for their assignments on their first day back at school.

- 4) Students shall have one class day to make up their work for each class day they are absent.
- 5) Students may make up tests at the discretion of the teacher, but must align with the schedule of the missed work to be made up. (Ex: If you miss three days, you have three days to make it up.)
- 6) Make-up work not returned within the make-up schedule for that assignment, shall receive a zero.
- 7) Students are responsible for turning in their make-up work without the teacher having to ask for it.
- 8) As required/permitted by the student's Individual Education Program or 504 Plan.
- 9) A student will not be allowed to make up any work during an expulsion period.

Students who receive out of school suspension (OSS) will have the opportunity to make up work if they complete 3 hours of community service per day of OSS. For example, if a student receives 5 days of OSS, they will have to make up $5 \times 3 = 15$ hours of approved community service. Students will be required to complete a preparation form, provide verification of community service hours completed as well as complete a reflection form on the community service experience. Students who do not complete community service hours on days they are serving OSS will not be able to make up missed work when they return to school.

MIDDLE SCHOOL CURRICULUM

6th GRADE REQUIRED COURSES

English-Double Block
 Mathematics
 Science
 Social Studies
 PE

Electives (Choose One)

Brass
 Woodwinds
 Wheel
 Choir
 PE
 Health
 Outdoor Living
 Keyboarding

7th GRADE REQUIRED COURSES

Advanced English
 English

Reading
Advanced Mathematics & Mathematics
Science
Social Studies
Intro to Business Communication Technology

Activity (Choose One)

Boys Athletics
Girls Athletics
PE

Electives (Choose One)

Vocal Music
Band
Filmmaking
Health
Music
Art
Study Skills

8th GRADE REQUIRED COURSES

Advanced English
English
Reading
Mathematics & Advanced Mathematics. Algebra I for HS credit.
Science
Social Studies & AR History
Art & Career

Activity (Choose One)

Boys Athletics
Girls Athletics
PE

Electives (Choose One)

Vocal Music
Band
Yearbook/Tech
Health
PE
Music
Study Skills

Military Basic Training

According to Senate Bill 443, Act 1064, a student in high school who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduation from high school shall receive two (2) credits of career focus credits that can be used to meet graduation requirements under the Standards for Accreditation of Arkansas Public Schools and School District adopted by the State Board of Education.

NAC Vocational Education

Juniors and seniors who maintain a 2.5 GPA and are on track to graduate will have the opportunity to attend North Arkansas College Vocational Education Classes in Harrison.

To be enrolled in college classes, the student must score a proficient score on the Accuplacer test as scored by the North Arkansas College tester.

Transportation to and from the college must have prior approval from administration.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences can be requested by the student, parent/guardian or school officials for a variety of reasons. A conference requested by the parents/guardians can be scheduled during the teacher's service hour or after school by calling the school office. A regular conference time is set each semester. These are announced by the local news, social media sites, and radio media and in school announcements.

School wide parent-teacher conferences for progress reports will be conducted; once in the fall and once in the spring. Sixth grade teachers are required to communicate with the parent/guardian of each student at least once a semester.

Please check the school website, social media sites, and radios for dates, times and locations of parent-teacher conferences or call your building office.

PRE-AP CLASSES

Students who have high academic achievement, high test scores, or who have been recommended by their teachers may be eligible for advanced classes.

AR 5.11—PROMOTION/RETENTION/COURSE CREDIT FOR 6-12 SCHOOLS

Arkansas Department of Education currently requires the development of a Student Success Plan for incoming freshman beginning the 2018-2019 school year. Berryville School district shall remain in compliance to the guidelines set forth by the Department of Education. The school district will identify students in need of additional support or acceleration to personalize learning using multiple academic measures.

If a student fails to complete assigned remediation, he/she may lose credit in the academic subject they are to complete remediation in.

4.55—STUDENT PROMOTION AND RETENTION

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and

- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State-wide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION
 4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS
 4.56.1—EXTRACURRICULAR ACTIVITIES – ELEMENTARY

Legal References: A.C.A. § 6-15-2001
 A.C.A. § 6-15-2005
 A.C.A. § 6-15-2006

A.C.A. § 6-15-2907

A.C.A. § 6-15-2911

A.C.A. § 9-28-205

ADE Rules Governing the Arkansas Educational Support and Accountability Act
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

Date Adopted: 7/24/2018

Last Revised: 7/24/2018

A. RETENTION POLICY HIGH SCHOOL

The High School's Retention Policy is based on the number of credits a student holds. If a freshman does not hold 5 credits, they will be retained. If a sophomore does not hold 11 credits, they will be retained. If a junior does not hold 17 credits, they will be retained. If a senior does not hold 24 credits by the end of the last semester, they will be retained.

If a student is retained, he will remain in that grade the entire year. With the exception of promoting students to senior status, a student will only be reclassified at the beginning of each school year. They will not be promoted to the next higher ranking class during the school year. They will be promoted in the next school year.

Any student not proficient on a state-mandated test must be enrolled in a remediation. Whether or not a student has successfully completed the remediation will be determined at the end of each semester. Factors that will be considered are grades and or scores from the remediation class, regular class and formative assessments.

FAILING A COURSE – HIGH SCHOOL

Students that miss more than 10 days in one semester or have failing grades in any core subject will be required to retake the course. Students may also be required to attend summer school in order to receive course credit or be promoted to the next grade.

B. RETENTION POLICY MIDDLE SCHOOL

The Berryville Middle School's retention policy applies to as follows: Any student in grades 6-8 failing both language arts and math will be retained the next year. If a combination of three other classes is failed, retention will be determined by national and state test scores and age of the student. If a student is retained, he will remain in that grade the entire year.

REMEDICATION – MIDDLE AND HIGH SCHOOL

Students that miss more than 10 days in one semester or have failing grades in any core subject, or have an improvement plan may be required to complete a remediation course. Students may also be required to attend summer school in order to receive course credit or be

promoted to the next grade. Students with excessive absences and/or failing grades may be enrolled in an Alternative Learning Environment (ALE).

REPORT CARDS

A report card is issued at the end of each nine week grading period. Parents/Guardians may pick up the cards or the card will be sent home with the student. If a parent/guardian wishes further explanation than given on the report card, they should feel free to request it. All fines must be paid before a diploma will be issued.

REPORTING STUDENT PROGRESS

In an effort to keep parents/guardians informed about student progress,

- MS Parents/Guardians are encouraged to use their student's agenda book to stay informed of student's homework and/or missing assignments.
- All Parents/Guardians can view student progress by checking their child's grades on-line through a Home Access Center (HAC) account. A minimum of two grades per week will be used to determine progress. Home Access Center (HAC) accounts will be updated weekly.
- All Parents/Guardians are encouraged to check student work that is sent home and supplement any areas that the child is demonstrating weaknesses.
- Intermittent notes, phone calls and conferences are frequently exchanged. Parents/Guardians are encouraged to request conferences as needed during the school year.
- Progress reports are sent home at the mid-point of each grading period to parents/guardians of students experiencing academic problems. Parents/Guardians receiving a progress report are encouraged to contact their child's teacher and/or principal to arrange a conference.
- A report card is issued each nine (9) weeks to notify parents/guardians of their child's performance.
- A parent-teacher conference is held during the first and third reporting periods. (The state requires these conferences be documented.)
- State tests are given annually and test results are sent home. The results of these tests will be used for diagnostic purposes in working with individual students, for determining a student's growth from year to year and for developing an individualized student success plan (SSP). Testing students will identify the child's strengths and weaknesses, will enable students to be appropriately placed for instruction and will help the district to better monitor all areas of curriculum and instruction.
 - At least two (2) times per year, BMS will report in writing to the parent/guardian and teacher of a student in K-8 the independent reading level at which the student is reading.

PROGRESS REPORTS

Progress reports for students will be given to the student to take home to the parents/guardians at the mid-point of each grading period. To arrange a meeting, parents/guardians may contact their child's classroom teacher or school office.

SCHEDULE CHANGES

As the class schedule for the school year is constructed to fit the needs indicated by spring pre-enrollment, students may change their schedule during the first week of school each semester only for the following reasons:

To make up failures

Computer error

Outside credit earned

Misplacement due to lack of prerequisite or background information

Any other reason does not constitute a schedule change. In extreme circumstances, a meeting with counselor, student, and parent/guardian will be required.

If the decision is made to drop a class or a student is dismissed from a class, the student will be required to take an F in the class for the semester. The student will also receive an F in the class they are placed in for the time remaining in that semester.

SEMESTER GRADES

Semester grades will be based on a system that weighs each quarter grade as 40% of the total and the semester exam as 20% of the total semester grade. Example: A student makes a grade of 75% the first quarter, 88% the second quarter and a semester test grade of 82%. The grade will be calculated as follows:

First quarter	75
	75 (this is 40% of the total)
Second quarter	88
	88 (40%)
Semester test	82 (20%)
Total	408 (divide by 5 for average)
Semester grade	81.6% or 82%

STATE TESTING

All 6th-10th grade students will take the ACT Aspire Test, yearly in the spring.

11th grade students will have the opportunity to take the ACT Test.

ATTENDANCE INFORMATION

ATTENDANCE POLICY

All children who are ages five (5) through seventeen (17) on or by August 1 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent/guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocation-technical institution, a community college, or a two-year or four-year institution of higher education. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents/guardians for school attendance purposes.

According to Act 473, 1989, as amended by House Bill 1042, "The Board of Directors of each school district in this state shall adopt a student attendance policy as provided for in Arkansas Code S6-18-209 which shall include a certain number of an excessive absences which may be used as a basis for denial of course credit, promotion, or graduation. However, excessive absences shall not be a basis for expulsion or dismissal of a student. The legislative intent is that a student having excessive absences because of illness, accident, or other reasons should be given assistance in obtaining credit for the courses." Before a student accumulates the maximum number of absences allowed in a school district's student attendance policy, the student or the students' parent/guardian or person in loco parentis may petition the school administration for special arrangements to address the student's absence. If special arrangements are grants by the school administrator, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

This policy applies to all students in grades K-12 who are regular, special, working, or married. It also applies to all courses or assignments for which a student is enrolled or assigned. Parents/Guardians seeking attendance information may contact the office.

Students are allowed ten (10) absences per semester. (Act. 1322 of 2013) On the eleventh (11) absence in any class during a semester, the high school student will lose credit for that class. It is the student's/parent's responsibility to check their HAC on attendance and grades for any errors or discrepancies. These discrepancies must be addressed with the office/teacher within 5 school days from the date within question.

A letter or note from a medical professional, government entity, dental, or mental professional rendering services will not be accepted after five (5) school days after absence.

No credit will be indicated on the student transcript by N/C and the grade will be calculated as an F. To regain the credit, the attendance committee shall meet to determine if a student is eligible to recover credit.

An attendance committee shall meet after semester ends to determine whether to grant academic credit. This decision will be based in part on how judiciously a student has previously used his allotted absences and on the information furnished about the absences.

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

NOTE: When a student has accumulated a total of five (5), seven (7) and ten (10) absences per class, the attendance clerk will notify the parents/guardian by mail of the student's absences. The ten (10) day notice received by the parents/guardians will also be sent to the prosecutor and will be an EXCESSIVE ABSENCE NOTIFICATION. Upon the eleventh absence during a semester, the principal will refer the matter to the office of the prosecuting attorney, county juvenile official, and/or DHS (Ark Code Ann 6-18-209, 220, 222,229; 6-27-113; 27-16-701).

CHECK-IN PROCEDURES

When a student arrives late for school, the student must come to the office and sign in for the day.

CHECK-OUT PROCEDURES MIDDLE SCHOOL

Students who are present in school and who need to leave campus before the end of the day must have their parent/guardian come into the office and sign them out. NO school official may check a student out without parent/guardian authorization. If a student signs out for the day, they cannot check in without a professional note.

Students becoming ill during the day should report to the school nurse. The nurse will contact the parents/guardians and then complete the checkout form. This form must be signed by the office before the student will be allowed to leave campus. If the parents/guardians cannot be contacted, the student will remain in the nurse's office until the parent/guardian be reached.

CHECK-OUT PROCEDURES HIGH SCHOOL

Students who are present in school and who need to leave campus before the end of the day may check out by presenting a note signed by the parent/guardian to the office with one exception: **students, regardless of age, may not sign out for lunch with a note or parent/guardian phone call.** If a student signs out for the day, they cannot check in without a

professional note. The parent/guardian of the student must come to sign them out during lunch. The note should be given to the principal or assistant principal and state the reasons for the early dismissal. In an emergency, a telephone call from the parent/guardian will be acceptable. No school official may check a student out without parent/guardian authorization.

Students becoming ill during the day should report to the school nurse. The nurse will contact the parents/guardians and then complete the checkout form. This form must be signed by the parent/guardian before the student will be allowed to leave campus. If the parents/guardians cannot be contacted, the student will remain in the nurse's office until the parent/guardian can be reached.

COLLEGE DAYS

Berryville High School encourages students to research and visit potential post-secondary institutions of interest before making an educational decision. Seniors will be allowed 2 college days to be used at their discretion, and juniors will be allowed 1 college visit day. Each visitation request must be approved by a parent/guardian and the high school principal in advance of the visitation day. Teacher signatures and make-up assignments must also be collected in advance. This form must be signed by a college representative and turned into the office. If the student follows this procedure, his/her absence will be excused and time missed will not be counted as an absence.

HOMEBOUND INSTRUCTION

If the student is absent from school because of an illness, an accident resulting in serious injury, pregnancy or other physically disabling conditions (Or in the case of a child with disabilities, the IEP has determined that the child's LRE is a homebound placement). The following guidelines must be met for eligibility for homebound instruction:

1. Eligibility
 - a. Any student who has a medical problem confirmed by a physician that prohibits the student from being physically in class may apply for homebound instruction.
 - b. A student who is pregnant shall not be considered for homebound instruction unless there is a medical necessity, confirmed by a physician, which states that the student is unable to be in school.
 - c. Eligibility for homebound instruction will be limited to those students who are to be out of school for more than twenty consecutive school days. Homebound instruction can begin as soon as the completed homebound application is returned to the school counseling office.
 - d. Homebound students may not actively participate in extracurricular activities i.e. prom, participating in Athletics, trips, etc.
2. Application

- a. The student should make application for homebound status by requesting a HOMEBOUND STATUS APPLICATION FORM from the school counseling office.
 - b. The doctor will be required to state on the application approximately how long the homebound condition will exist.
 - c. Approval or non-approval of homebound status rests with the counseling staff and the building principal based on the doctor's recommendation.
3. Credit
 4. Full credit may be earned in the four core subject areas: math, science, social studies, and English. Occasionally subject matter assignments may need to be altered or supplemented.

SCHOOL ACTIVITY ABSENCES

Students missing classes because of school activities must get class assignments before leaving school. It is imperative that homework and class work be ready when returning to class. School trips or functions approved by the administration will not be considered as a school absence. However, students who leave class or school before the approved time may be counted absent for those periods. A sponsor of a trip is to provide a written list of the students going on the trip to teachers and to the attendance clerk three (3) days before the trip. This also needs to include the days and periods the students will be out of class.

TARDINESS AND CHANGING CLASSES

Four (4) minutes are allowed between classes. At the end of this time, students are expected to be in the classroom and seated in their desks with the necessary books and materials for that class. There are two kinds of tardies:

1. Excused tardies are those that occur with permission of a teacher without penalty.
2. Unexcused tardies are those due to such things as using the telephone, visiting in the hall, or being late without the office or a teacher's prior written permission. On the second unexcused tardy and any tardy thereafter, the student receives lunch detention.

3. Five tardies per semester per class equals one day of ISS.

10 tardies= 2 days ISS

20 tardies = 3 days OSS

15 tardies= 3 days ISS

25 tardies = 5 days OSS

The only tardiness the office will write tardy slips for is first period – late to school or returning to school after signing out. Students must have a written note the day they are late to

school, or the office will issue an unexcused tardy slip. If students are more than 15 minutes late to class, the tardy will be counted as an absence.

EXCESSIVE ABSENCES:

Students with (10) total absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student. A student with more than 10 absences per semester may be required to attend summer school, remediation, or may be retained in their current grade.

Whenever a student exceeds 10 total 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.

CONDUCT OF STUDENTS

ANTI-GANG/SECRET SOCIETIES

The Board of Education of Berryville School District #27, the administration, and the staff all have the responsibility to maintain a safe and disruption-free school environment. The School Laws of Arkansas state that “any public school fraternity, sorority, or secret society or organization as defined in this sub-chapter is declared to be inimical to the public free schools and therefore unlawful.” The School Laws of Arkansas expressly prohibits hazing. Gangs are hereby found to be included in the definition of secret society or organization and are therefore expressly prohibited from the Berryville Public Schools. Hazing, as defined in the Arkansas statutes, is hereby expressly prohibited by the Berryville Public Schools.

Gangs, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district’s rules and regulations including any type of organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the pupils enrolled in the Berryville Public Schools on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of an organization or society. Gang and gang-related activities are not acceptable in the school setting. The board of education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster anti-school behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are

prohibited from participating in any activity related to gangs while at school or while attending school-sponsored events.

Prohibited activities include (but are not limited to) the following:

- Soliciting and/or recruiting others for membership
- Participating in and/or inciting physical violence;
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
- Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person;
- Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang; when there is question as to whether or not possessions or clothes are gang related, determination will be made by the Berryville administration;
- Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with a gang;
- Engaging in any activity intended to promote or further the interests of any gang or any gang activity including, but not limited to, distributing unauthorized symbols on any surface, teaching others to “represent”, or acting like a member of a gang;
- Engaging in any activity defined by the laws of Arkansas to be “hazing” including:
 - A. Any willful act on or off the property of the Berryville Public Schools by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student; attacking him/her by threatening him with social or other ostracism or by submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or
 - B. The playing of abusive or mean tricks on or off the property of the school; or Berryville Public Schools by one student alone or acting with others, upon another student to frighten or scare him; or
 - C. Any willful act on or off the property of the Berryville Public Schools by one student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or discourage him from remaining in the Berryville Public Schools rather than submit to such acts; or
 - D. Any willful act on or off the property of the Berryville Public Schools by one student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or

to seriously offer, threaten, or attempt to do physical violence to any student of the Berryville Public Schools or any other educational institution or assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such students as defined by this paragraph:

- Any act or activity which violates any law or any policy of the Berryville School District #27 when such act or activity is taken to further the interests of a gang.

In accord with Arkansas Code Annotated 6-18-605, it shall be the duty of the school district to suspend or expel from the Berryville Public Schools any pupil who shall:

- Be or remain a member, promise to join, become a member, or solicit other persons to join, promise to join, or pledge to become a member of any prohibited secret society or organization as described above;
- Wear or display any insignia for purposes of identification with any such society or organization while in and attending the Berryville Public Schools.

GANG POLICY – RATIONALE

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (sagging) or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that result from such activities or dress. It is the school's position that such activities and dress present a clear and present danger to the students and staff at Berryville Public Schools.

Consequences

- Informal talk by a school official, (teacher, school resource officer, counselor, administrator) who will attempt to reach an agreement with student for acceptable behavior.
- Parent/Guardian involvement by telephone, letter, or personal conference.
- In School Suspension (up to 10 days)
- Off-Campus Suspension (up to 10 days)
- Long-term Suspension/Expulsion (continued and serious violations)

DRUG POLICY AND SALES ACT 612

School Drug Sales Act provides that sentence for sale of controlled substances within 1,000 feet of public or private schools or colleges shall be two years and a fine of no less than \$1,000. Also the use of any tobacco products by any person is prohibited by federal law in all

school buildings. Any persons possessing drugs or tobacco on school grounds will be dealt with accordingly.

DRUG TESTING POLICY

STATEMENT OF PURPOSE:

Whereas, significant information exists to the ever-increasing incidence of drug use and addiction among our youth in society, the Berryville Board of Education has determined that it has a compelling interest in the protection and safety of its students who are involved in interscholastic athletics and extra-curricular activities in general.

The Board of Education recognizes that adolescence is a time of rapid physical, psychological, emotional, and social growth, and that the addictive effects of drugs are most severe during this time of development and that their use can lead to immediate and irreparable physical harm or injury of a student or others engaged in interscholastic sports and/or extra-curricular activities.

The Board further acknowledges that interscholastic athletics/extra-curricular activities play an important part in the lives of many students and are significant events in creating the culture and climate of the district. The positive lessons learned in the participation of extra-curricular activities are beneficial to students, not only during their formative years, but also long after they leave school. Extra-curricular activities provide students with special opportunities to develop skills and attitudes and to be recognized for their accomplishments. Participants in extra-curricular activities are considered to be role models by their peers and younger students of the community.

Whereas, participation in extra-curricular activities and operating a vehicle are elective opportunities, and because of the potential risk of physical and psychological harm to students engaged in drug use, and whereas those who choose to become involved in extra-curricular activities are visible representatives of the district, as well as role models, the Berryville Board of Education adopts this resolution as a statement of purpose concerning the drug testing of students who park a vehicle on campus or engage in extra-curricular activities and as a statement of support for such testing.

MISSION STATEMENT:

The Berryville Public School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Berryville School District is determined to undermine the effects of peer pressure by providing a legitimate reason for students involved in extra-curricular activities or operate a vehicle to refuse the use of illegal drugs and alcohol; and to be proactive in encouraging students who use drugs to participate in drug treatment programs.

DEFINITIONS:

- A. Drugs – Any substance considered illegal by Arkansas Statutes or that is controlled by the Food and Drug Administration unless prescribed by a licensed physician or medical practitioner.
- B. Activity programs – Any extra-curricular activity in grades 7 through 12 sponsored by the Arkansas Activities Association or Berryville Public Schools and any other activities that may be formed.
- C. School year – From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice or organized activity through the last day of classes in the spring.
- D. Alcohol – Any substance containing ethyl alcohol.
- E. Vehicle operator – Any student who obtains a parking sticker and is assigned a parking place or area.

POLICY STATEMENT:

Berryville Public School District (“the district”) is conducting a mandatory drug testing program for students. Its purpose is:

- A. To provide for the health and safety of students participating in activity programs, grades 7-12;
- B. To promote and insure the safety and well-being of motor vehicle operators and their passengers;
- C. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol;
- D. To encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS:

A. Consent: Any student wishing to participate in an activity program or park a vehicle on school grounds must have a consent form signed and on file in the principal’s office. The student’s custodial parent/legal guardian shall consent in writing to drug testing pursuant to the district’s drug testing program. No student shall be allowed to participate in any activity program or park a vehicle on campus absent such consent.

B. Student selection: At the option of the district, all students in activity programs or vehicle operators may be drug tested at the beginning of the school year or at the beginning of the school sponsored activity. In addition, random testing may be conducted weekly, bi-weekly, monthly or quarterly during the school year.

Selection for random testing will be lottery drawing from a “pool” of all students who operate a vehicle or participate in activity programs in the district at the time of the drawing. A single test from a student can be required by a principal for reasonable suspicion. Any

parent/guardian may request his/her child's placement in the lottery regardless of vehicle operation or extra-curricular participation.

The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process, including assuring that the names of all participating students are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION:

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will remain with testing personnel until sample is collected. All students providing samples will have the option of doing so alone in an individual stall with the door closed. Refusal by the student to comply with request for sample will be deemed as non-compliant and, therefore, student will not be allowed to continue to participate in their activities. At that point, parent/guardian contact will be made to notify them of the student's non-compliance.

TESTING AGENCY:

The district will choose a qualified agency (if necessary) for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

PRESCRIPTION MEDICATION:

The testing personnel will inquire about medication usage prior to the administration of the test. The student will have the opportunity to discuss any medications consumed. If the test results are deemed positive, the parents/guardians may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests".

SCOPE OF TESTS:

Drug screening will be by urinalysis using an FDA approved chromatographic immunoassay. The tests will screen for 11 drugs: Methamphetamine, Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Opioids, Oxycodone,

Phencylidine & Nicotine. Additionally, the District may also choose to test for alcohol. Student samples will not be screened for the presence of any substitutes other than alcohol, an illegal drug, or for the existence of any physical condition other than drug intoxication.

As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS TO RESULTS:

Only the superintendent or his/her designee will be notified when double confirmation of a positive test is received.

PROCEDURE IN THE EVENT OF A POSITIVE TEST:

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur:

The custodial parent /guardian will be notified, and a meeting will be scheduled with the superintendent or his/her designee, the student, the custodial parent/guardian, and the student's principal.

FIRST POSITIVE RESULT:

For a positive result or refusal of a drug test, the student will be placed on probation and not allowed to park a vehicle on school grounds or participate in competitions, presentations, and activities of Berryville Public Schools for a period of thirty (30) calendar days. The student will be required to attend drug/alcohol counseling, and, if any charge is incurred, it will be the responsibility of the parent/guardian.

On day thirty-one (31), in order to regain eligibility, the student will be required to be retested (at the expense of the parent/ guardian), and show proof of counseling attendance. If the test results are found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Berryville Public Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent or guardian. The screening must be conducted by a reputable agency or facility capable of screening for the same substances being screened for by the district. The duration of the screening should be determined by the intervention program and will not exceed a maximum of six months.

SECOND POSITIVE TEST:

For the second positive test in the same year, the student will be suspended from parking on campus, competitions, presentations, and activities relating to Berryville Public

Schools for a calendar year. The student will not be able to participate until after the probation period has ended and has provided a negative or clear test.

THIRD POSITIVE TEST:

For the third positive test in two consecutive calendar years, the student will be suspended from participating in activities and lose parking privileges for the remainder of his/her enrollment in the district (May be appealed to the board).

NON-PUNITIVE NATURE OF POLICY:

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

OTHER DISCIPLINARY MEASURES:

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from taking disciplinary action when founded upon reasonable suspicion that a student has participated in drug-related activities.

DUE PROCESS

If a student or the parent of a student involved in a disciplinary ruling wishes to contest the ruling, the complaint must be stated in writing to the school principal asking that the ruling be changed. The student and parents/guardians shall have the right of appeal and review of a suspension. All appeals should be made in writing within five calendar days of the incident. Suspensions initiated by the assistant principal must be appealed to the principal. If the initial appeal is denied by the principal, the appeal then goes to the superintendent but not to the school board.

If a student or parent has a complaint regarding any manner, the student or parent will first talk to the teacher. If not satisfied, they may talk to the principal. If an agreement is not reached, the student or parent may set up a conference with the superintendent.

Field Trips/Student Rewards

Students who fail to follow school rules may not be allowed to attend trips or receive special rewards. Principal's discretion will be used.

HALL REGULATIONS

Students will remain out of the hallways in the morning before the first bell and at lunch. During these times students will follow the guidelines:

- Students may go to the library to read or do research.
- Students making up test, etc. may enter and go to the assigned place.
- Students with school business should go directly to the office upon arrival.
- Students may stay in the cafeteria when the weather is bad.
- Students should refrain from making loud noises, horseplay, etc. in the hall at all times.

LOITERING AROUND SCHOOL CAMPUS

Anyone who is found loitering around or within 100 feet of the school campus during school hours or at any school sponsored activities such as ball games, dances, banquets, etc. without lawful business shall be guilty of a misdemeanor and if convicted shall be subject to fines up to \$250. This applies to all persons except those loitering on their own property within 100 feet of the campus, persons walking or driving to another destination, or people having a meaningful reason to be on campus such as picking up a child or visiting the campus with a pass from the office.

LUNCH DETENTION

Berryville High School/Middle School will conduct detentions each day before or after school and/or during Lunch. Students who are to serve detention will be notified by school officials.

Detention Rules:

1. Students must be on time and must bring class work to complete during detention time.
2. No talking by students during detention time.
3. Any violation of these rules will result in the student being sent from the detention room and one day of ISS will be assigned. If a student does not successfully serve his detention, then another corrective measure may be employed by the principal and classroom teacher working in cooperation.
4. Any student, because of good reason, may be excused from detention by the principal for the assigned day, but will serve the next time without penalty.
5. Failure to follow the rules of changing detention will result in next day serving time in school suspension. Second time missing detention will be 2 days in school suspension. Third offense will be 3 days and next time could result in OSS.

INFRACTIONS TO AVOID

Statement of Policy:

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc. constitutes battery and/or assault and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary actions depending on the severity and may also constitute a criminal offense.

By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus or school related activities.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds, at a school supervised activity, function, or event, or en route to and from school. Below each rule is a standardized list of disciplinary action to be taken. Normally, this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations or in case of a student being involved in other concurrent infractions. Students who have been assigned in-school suspension (ISS) and still choose to disrupt will be subject to out-of-school suspension for the remainder of the assigned time. Parents/guardians will be notified by mail of any in-school suspension, placement in alternative school, or corporal punishment. Parents/guardians will be notified ahead of time for out-of-school suspension, expulsions and loss of credit. Should a student be arrested at school, the school will attempt to contact the parent/guardian until last period, at which time a letter will be sent via mail.

Description of Disciplinary Actions and Abbreviations to be used

- Principal/Student Conference-Meeting with Principal and Student
- Corporal Punishment-No more than three swats, administered by an administrator or dean of students, witnessed by a principal or teacher, observing the students due process rights.
- ISS-In-School Suspension-This is an in house disciplinary program where a student may be assigned for a brief amount of time in place of out of school suspension. However, if a student acquired three additional days over their assigned time the student will be placed in out of school suspension for his time owed. This shall not exceed more than ten days. Students are allowed to do their school work in ISS. During in-school suspension, students are not allowed to participate in any extra-curricular activities. Students or parents/guardians that refuse ISS or Corporal Punishment will be assigned Out of School

Suspension. A student who has been assigned ISS and still chooses to disrupt will be subject to OSS for the remainder of the assigned time.

- OSS-Out of School Suspension-This is when a student is not allowed to attend school for a time period of one (1) to ten (10) days. Students will not be allowed to make-up school work and will not receive credit unless they complete the required hours of school approved assigned community service. In addition they will not be allowed to participate or attend extra-curricular activities and/or be present on school property, including prom.
- Expulsion-The Board of Education may expel a student not to exceed one (1) calendar year.

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies and in accordance with the District's Expulsion Policy 4.31. In addition they will not be allowed to participate or attend extra-curricular activities and/or be present on school property. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents/guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parent/guardian responsibility for allowing a child to possess a weapon on school property. The parents/guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

RULES

Rule 1: DISOBEDIENCE TOWARDS A SCHOOL OFFICIAL OR DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION)

- A. 3 days ISS or Corporal Punishment
- B. 5 days ISS & Parent Conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. Recommend for Expulsion

Rule 2: TRUANCY

A student shall not be absent from school without parent/guardian and/or school administration's prior knowledge and consent. After arrival on campus, a student absent from his assigned learning station without permission from school authorities shall be considered as truant. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school administration.

- A. 3 days ISS or Corporal Punishment
- B. 5 days ISS & Parent Conference during school hours
- C. 10 days ISS and send information to juvenile authorities/file a FINS
- D. No credit for semester and possible placement in alternative school

Rule 3: POSSESSING, BUYING, OR SELLING OBSCENE LITERATURE AND FOR ACCESSING INAPPROPRIATE SITES ON THE INTERNET

- A. 3 days ISS or Corporal Punishment and confiscation of school issued chromebook for 30 days
- B. 5 days ISS, confiscation of school issued chromebook for 60 days & Parent Conference during school hours
- C. 3 days OSS and confiscation of school issued chromebook for remainder of the school year
- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 4: WEAPONS AND DANGEROUS INSTRUMENTS

School property is not the place for weapons. No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored

activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

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

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his control. If, prior to any questioning or search by any school personnel, a student discovers that he has accidentally brought a weapon to school, or a student realizes that he has a weapon in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon.

Therefore, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy in accordance of policy 4.22.

A. Recommend for expulsion for one calendar year.

Rule 5: FAILURE TO COMPLY WITH RECOMMENDATION OF SCHOOL HEALTH OFFICIALS TOWARD THE CONTROL OF INFECTIOUS DISEASE

(Referring to health related issues)

A. Suspension until the disease is controlled. Proof of treatment is required before student can be readmitted.

Rule 6: STUDENTS UNDER THE INFLUENCE, HAVING POSSESSION, CONSUMING ALCOHOL, DISPENSING, OR THE SALE OF ALCOHOLIC BEVERAGES OR OF CONTROLLED SUBSTANCES OR OTHER PROHIBITED MATERIALS DURING THE REGULAR SCHOOL DAY AND/OR DURING EXTRA-CURRICULAR ACTIVITIES

Students under the influence, having possession, ingesting, inhaling, or consuming alcohol, controlled substances, or materials expressly prohibited by federal, state, or local law. This also includes any non-prescribed substances which alters behavior on school property, at school functions, or at a visited school shall face the following

A. 10 days OSS and notification to law enforcement

B. 10 days OSS, recommend for expulsion and notification to law enforcement.

Rule 7: ALL PRESCRIBED MEDICATION AND OVER-THE -COUNTER DRUGS MUST BE CHECKED IN THROUGH THE NURSE'S OFFICE UPON ARRIVAL TO SCHOOL.

A. Student will be detained until the situation is solved.

B. 3 days ISS

C. 5 days ISS & Parent Conference during school hours

D. 3 days OSS

E. 5 days OSS

Rule 8: STUDENTS INVOLVED IN SALE OF ITEMS IN RULE 6 OR 7

A student who is determined to be involved in the sale of controlled substances (illegal drugs), alcohol, marijuana, or other materials prohibited as outlined above shall be recommended for expulsion. Furthermore he may be prosecuted according to Act 590 of 1971 of the State of Arkansas as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person selling or attempting to sell claims to be controlled substance, whether the claim is valid or not Act 612 of 1989 provides that sentences for the sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and a fine of no less than \$1000.

A. Recommend for expulsion for one calendar year.

Rule 9: DANGEROUS INSTRUMENTS, CONTRABAND AND NUISANCE ITEMS

A student shall not possess, handle, or transmit a knife, razor, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials, laser pointers, shockers, cigarette lighters, fireworks, darts, playing or trading cards of any kind, etc.

A. 3 days ISS or Corporal Punishment

B. 5 days ISS & Parent Conference during school hours

C. 3 days OSS

D. 5 days OSS

E. 10 days OSS

F. Recommend for expulsion for one calendar year.

Rule 10: POSSESSION AND USE OF CELL PHONES, AND OTHER ELECTRONIC DEVICES

In order to meet the educational goals and a positive learning environment for students in grades 6-12, use of electronic devices (cell phones, mp3 players, smart watches, beepers, and any other similar electronic devices) **will be permitted only** before and after school for all students in grades 6-12. Students in grades 6-12 will not be allowed to use electronic devices between 7:45am-3:05pm. Electronic Device use is not permitted in the cafeteria for students in grades 6-12. Improper use of electronic devices will result in the following: Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has

recording or listen-in capability. The District requires the device's recording and listen-in technology will be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled. The District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

- A. Device confiscated until Parent/guardian/principal conference at the end of the school day.
- B. 3 days ISS or Corporal Punishment & Parent/Guardian pick up at the end of the school day.
- C. 5 days ISS & Parent/Guardian pick up at the end of the school day.
- D. 3 days OSS & Parent/Guardian pick up at the end of the school day.
- E. 5 days OSS & Parent/Guardian pick up at the end of the school day.
- E. 10 days OSS & Parent/Guardian pick up at the end of the school day.
- F. Recommendation for expulsion

Rule 11: FAILURE TO COMPLY WITH CELL PHONE POLICY DURING STATE OR FEDERAL TESTING.

As required by the Arkansas Department of Education, no electronic devices with audio/video recording or photographic capabilities shall be accessible at any time during test administration. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3player).

To protect the security of state or national mandated tests, no cell phones and /or electronic devices shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is completing a state or national assessment, the student shall not have his/her electronic device in his/her possession.

Teachers/Test Administrators will collect student's cell phones and other electronic devices in a container labeled with the teacher's name. The container will be securely stored in an office or with another school employee during test administration. No devices shall be returned to the student(s) until test administration is complete AND test materials are collected and secure. Any student violating this provision shall be subject to the following disciplinary provisions.

- A. 3 days ISS or Corporal Punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS

E. Recommendation of Expulsion

Rule 12: INDECENT EXPOSURE, SEXUAL ADVANCES, AND/OR SEXUAL HARASSMENT

A student shall not deliberately commit indecent exposure in school, nor shall a student make improper sexual advances or sexually harass other students, faculty, or other persons.

- A. 5 days OSS
- B. 10 days OSS
- C. Recommend for Expulsion for one calendar year

Rule 13: FIGHTING

When students fight, a cooling off period may be needed. Both students may be immediately separated to different areas of the building until an investigation is completed. All parties may be subject to disciplinary action at the discretion of the principal. Punishment will then be as follows:

- A. 3 days ISS & Parent conference during school hours
- B. 3 days OSS
- C. 5 days OSS
- D. 10 days OSS
- E. Recommend for Expulsion

Rule 14: DAMAGE, DESTRUCTION, OR THEFT AND EXTORTION

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student, of any other person or of the school district. The Berryville School District is not responsible for the loss of personal property. Parents/Guardian of any minor student under the age of 18 shall be liable for said damages. Principal discretion may be used.

- A. 3 days ISS
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 15: DISORDERLY CONDUCT

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

- A. 3 days ISS or Corporal Punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS

- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 16: PROFANITY, VERBAL ABUSE OR OBSCENE GESTURES/DRAWINGS

A student shall not use profane, violent, vulgar, abusive, or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause, initiate or be involved in overt and immediate disruptions of the educational process.

- A. 3 days ISS or corporal punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 17: CAFETERIA REGULATIONS

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation in complying with the following rules:

- Stay in line; don't break line, push or run.
- Have money ready for cashier.
- Be polite to fellow students and to the cafeteria workers.
- Remove trays and milk cartons from your table when finished.
- Students who bring lunches from home may eat in the cafeteria but must follow the same rules as those who eat cafeteria food.
- Behave in an orderly manner.
- Leave your area neat and clean.
- No sitting on tables, in the floor or on other students.
- Don't save seats.
- No electronic devices or music

- A. Principal Conference
- B. 3 days ISS or corporal punishment
- C. 5 days ISS & Parent conference during school hours
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 18: FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION

A student shall not forge another person's name to any pass, schedule, note, etc. He shall not falsify phone numbers, addresses, etc. on registration forms, notes from home, passes or report cards.

- A. 3 days ISS or corporal punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 19: PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the rules is subject to being recommended for expulsion. Efforts toward behavior modification will be made prior except when very serious offenses have been committed.

- A. 5 days OSS
- B. 10 days OSS
- C. Recommend for Expulsion

Rule 20: LOITERING BY SUSPENDED STUDENTS

A student who has been provided written notification because of an act of misbehavior he is prohibited from being in a school building or on school campus for a specified period of time he shall not enter any school building or be present at any function of the school or on any school grounds.

- A. Warning and ordered off campus
- B. Student shall be arrested and charged in accordance with Arkansas Law.

Rule 21: -SMOKING AND TOBACCO

A student shall not smoke, vape, possess, nor use tobacco in any school area, including E-cigarettes, in any school area. Act. 1099 of 2013.

TOBACCO AND TOBACCO PRODUCTS

1. INTENT

All students shall possess the knowledge and skills necessary to avoid all tobacco use, and school personnel shall actively discourage all use of tobacco products by students, staff,

parents/guardians, and school visitors. To achieve these ends, Berryville School District will prepare, adopt, and implement a comprehensive plan to prevent tobacco use that includes:

1. Develop and enforce a school policy on tobacco use.
2. Provide instruction about the short- and long-term negative physiological and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills.
3. Provide tobacco-use preventive education in kindergarten through 12th grade; this instruction should be especially intensive in intermediate and middle school and should be reinforced in high school.
4. Provide program-specific training for teachers.
5. Involve parents/guardians or families in support of school-based programs to prevent tobacco use.
6. Support cessation efforts among students and all school staff who use tobacco.
7. Assess the tobacco-use prevention program at regular intervals.

2. RATIONALE

Tobacco use is the single most preventable cause of death in the United States. Because four out of every five persons who use tobacco begin before they reach adulthood, tobacco-prevention activities will focus on school-age children and adolescents. Many children and adolescents do not understand the nature of tobacco addiction and are unaware of, or underestimate, the important health consequences of tobacco use. Research conclusively proves that:

- Youth are sensitive to nicotine and can become dependent earlier than adults.

Because of nicotine addiction, about three out of four teen smokers end up smoking/vaping into adulthood, even if they intend to quit after a few years.

- Youth and young adults see smoking/vaping in their social circles and many communities where they live. Smoking/vaping is often portrayed as a social norm and young people exposed to these images are more likely to smoke.

- Early cardiovascular damage is seen in most young smokers, those most sensitive die very young.

- Secondhand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems.

- Tobacco use most often begins during childhood or adolescence.

Additional reasons Berryville School District strongly discourages tobacco use:

- The purchase and possession of tobacco products are illegal for persons under age 18
- Use of tobacco interferes with attendance and learning
- Smoking is a fire safety issue for schools

- Smokeless tobacco is a health and sanitation issue
- The health consequences of e-cigarettes is unknown

3. DEFINITION

Tobacco - For the purposes of this policy tobacco includes any product containing, made, or derived from tobacco intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Additionally, the definition of tobacco includes any component, part, or accessory of a tobacco product including but not limited to: any lighted or unlighted cigarette, cigar, pipe; any other smoking, vaping, aerosol product; and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form. Tobacco encompasses all e-cigarette products, Other Tobacco Products (OTPs), and Electronic Smoking Devices (ESDs).

Smoking/Vaping – For the purposes of this policy smoking/vaping means inhaling, exhaling, burning, or carrying any lighted tobacco product, includes cigarettes, cigars, pipe tobacco, or any other lighted combustible plant material; inhaling, exhaling, or carrying any functional or non-functional e-cigarette or ESD product.

E-Cigarette – An electronic oral device that provides a vapor of nicotine or another substance that, when used or inhaled simulates smoking; including all ESDs.

Property/Grounds- Any and all facilities and buildings leased or owned by the school district including any and all agency-owned or agency-leased vehicles to include school buses.

4. TOBACCO USE PROHIBITED

Smoking/vaping, and/or the use of other tobacco products, products that resemble tobacco products, such as coffee packets, or non FDA approved nicotine cessation products is prohibited by any individual at all times, including non-school hours:

- In or on any property owned or leased by the school/district, including school buses or any school vehicles
 - On school property, athletic grounds, or parking lots
 - At any school-sponsored events on or off property/grounds
 - Applies to students, all school staff, parents/guardians, and visitors

In addition, no student may leave the school grounds at any time in the school day to use a tobacco product. No student is permitted to possess any tobacco, e-cigarette product, or paraphernalia including but not limited to lighters, refillable e-cigarette containers, or liquid (e-juice).

Signage required by A.C.A. 6-21-609 “Prohibition against smoking, the use of tobacco or tobacco products, or the use of e-cigarettes” will be posted: In a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students

Berryville School District authorities will work with local law enforcement agencies to issue fines and prohibit the possession of tobacco by minors within the immediate proximity of school property/grounds.

Exemption - Only FDA approved cessation products are allowed by students 18 or older. This includes: nicotine gum, nicotine lozenge, nicotine patch, pharmaceutical nicotine inhaler (this does not include any form of e-products), and nicotine nasal spray. Products will need to be kept in and distributed from the nurse’s office.

5. TOBACCO PROMOTION PROHIBITED

Berryville School District and its schools will not advertise, accept sponsorships, product advertising or promotional merchandise, giveaways, or sponsorships from any tobacco, e-cigarette, or non FDA approved nicotine cessation product industry, distributor, etc. The promotional prohibition applies to all school-sponsored publications, school-sponsored events and functions both on and off school property/grounds.

Students exhibiting tobacco, e-cigarette, or non FDA approved nicotine cessation product related gear, paraphernalia, or promotional items; including but not limited to clothing, bags, lighters, free tobacco samples, and other personal articles are prohibited.

6. TOBACCO PREVENTION EDUCATION (for students)

Tobacco-use prevention education will be integrated within the health education and counseling programs in Pre-K - 12th grade to provide greater understanding of the health hazard of tobacco use. This education program shall include:

- the immediate and long-term undesirable physiological effects
- cosmetic effects
- social consequences
- social norms
- reasons adolescents say they smoke
- social influences that promote tobacco use
- behavioral skills for resisting social influences that promote tobacco use
- general personal and social skills

Because tobacco use often begins in grades sixth through eighth, more intensive instructional programs will be provided for these grade levels.

Table1. Instructional concepts (K-12th grade)

Early Elementary School	Later Elementary School
Knowledge: Students will learn that:	Knowledge: Students will learn that:
A drug is a chemical that changes how the body works	Stopping tobacco use has short- and long-term benefits*
All forms of tobacco contain a drug called nicotine.	Environmental tobacco smoke is dangerous to health*
Tobacco use includes cigarettes and smokeless tobacco and e-cigarettes	Most young persons and adults do not use tobacco*
Tobacco use is harmful to health.	Nicotine, contained in all forms of tobacco, is an addictive drug.
Stopping tobacco use has short-term and long-term benefits.	Tobacco use has short-term and long-term physiological and cosmetic consequences.
Many persons who use tobacco have trouble stopping.	Personal feelings, family, peers, and the media influence decisions about tobacco use.
Tobacco smoke in the air is dangerous to anyone who breathes it.	Tobacco advertising is often directed toward young persons.
Many fires are caused by persons who smoke.	Young persons can resist pressure to use tobacco.
Some advertisements try to persuade persons to use tobacco.	Laws, rules, and policies regulate the sale and use of tobacco.
Most young persons and adults do not use tobacco.	
Persons who choose to use tobacco are not bad people.	
ATTITUDES: Students will demonstrate	ATTITUDES: Students will demonstrate
Make a personal commitment not to use tobacco.	Make a personal commitment not to use tobacco*
Take pride in choosing not to use tobacco.	Take pride in choosing not to use tobacco.
	Show support for others' decisions not to use tobacco.
	Take responsibility for personal health.
SKILLS: Students will be able to	SKILLS: Students will be able to
Communicate knowledge and personal attitudes about tobacco use.	Encourage other persons not to use tobacco.*
Encourage other persons not to use tobacco.	Demonstrate skills to resist tobacco use.
	State the benefits of a smoke-free environment.
	Develop counterarguments to tobacco advertisements and other promotional materials
	Support persons who are trying to stop using tobacco.

*These concepts reinforce content introduced during earlier grades.

Middle School/Junior High School	Senior High School
KNOWLEDGE: Students will learn that	KNOWLEDGE: Students will learn that
Most young persons and adults do not smoke.*	Most young persons and adults do not smoke.*
Laws, rules, and policies regulate the sale and use of tobacco.*	Tobacco use has short- and long-term physiological, cosmetic, social, and economic consequences.*
Tobacco manufacturers use various strategies to direct advertisements toward young persons, such as “image” advertising.*	Cigarette smoking and smokeless tobacco use have direct health consequences.*
Tobacco use has short- and long-term physiological, cosmetic, social, and economic consequences.*	Community organizations have information about tobacco use and can help persons stop using tobacco.*
Cigarette smoking and smokeless tobacco use have direct health consequences.*	Smoking cessation programs can be successful.*
Maintaining a tobacco-free environment has health benefits.	Tobacco use is an unhealthy way to manage stress or weight.*
Tobacco use is an unhealthy way to manage stress or weight.	Tobacco use during pregnancy has harmful effects on the fetus.
Community organizations have information about tobacco use and can help persons stop using tobacco.	Schools and community organizations can promote a smoke-free environment.
Smoking cessation programs can be successful.	Many persons find it hard to stop using tobacco, despite knowledge about the health hazards of tobacco use.
Tobacco contains other harmful substances in addition to nicotine.	
ATTITUDES: Students will demonstrate	ATTITUDES: Students will demonstrate
A personal commitment not to use tobacco.*	A personal commitment not to use tobacco.*
Pride about choosing not to use tobacco.*	Pride about choosing not to use tobacco.*
Responsibility for personal health.*	Responsibility for personal health.*
Support for others’ decisions not to use tobacco.*	Support for others’ decisions not to use tobacco.*
Confidence in personal ability to resist tobacco use.	Confidence in personal ability to resist tobacco use.
	Willingness to use school and community resources for information about, and help with, resisting or quitting tobacco use.
SKILLS: Students will be able to	SKILLS: Students will be able to
Encourage other persons not to use tobacco.*	Encourage other persons not to use tobacco.*

Support persons who are trying to stop using tobacco.*	Support persons who are trying to stop using tobacco.*
Communicate knowledge and personal attitudes about tobacco use.*	Communicate knowledge and personal attitudes about tobacco use.*
Demonstrate skills to resist tobacco use.*	Demonstrate skills to resist tobacco use.*
Identify and counter strategies used in tobacco advertisements and other promotional materials.*	Identify and counter strategies used in tobacco advertisements and other promotional materials.*
Develop methods for coping with tobacco use by parents/guardians and with other difficult personal situations, such as peer pressure to use tobacco.	Develop methods for coping with tobacco use by parents/guardians and with other difficult personal situations, such as peer pressure to use tobacco.
Request a smoke-free environment.	Use school and community resources for information about and help with, resisting or quitting tobacco use.
	Initiate school and community action to support a smoke-free environment.

7. TOBACCO PREVENTION EDUCATION (for teachers/faculty/staff)

Curriculum implementation and overall plan effectiveness are enhanced when teachers are trained to deliver the program as planned. Teachers will become familiar with the underlying theory and conceptual framework of the program as well as with the content of these guidelines.

8. PARENT/GUARDIAN/FAMILY SUPPORT

Parents/guardians and families will play an important role in providing social and environmental support for tobacco cessation. Berryville School District will capitalize on this influence by involving parents/guardians or families in program planning, in soliciting community support for programs, and in reinforcing educational messages at home. Homework assignments involving parents/guardians or families increase the likelihood that smoking is discussed at home and motivate adult smokers to consider cessation.

9. TOBACCO CESSATION PROGRAM

Berryville School District and individuals schools shall inform students and staff about tobacco cessation programs available within their community, or the Arkansas Tobacco Quitline 1-800-QUIT-NOW. School counselors and community members will establish voluntary tobacco cessation programs within each school. Potential practices to help children and adolescents quit using tobacco include self-help, peer support, and community cessation programs. Effective cessation programs for adolescents focus on immediate consequences of tobacco use, have specific attainable goals, and use contracts that may include rewards.

10. COMMUNICATION OF POLICY

The superintendent, principal, or other official shall notify students, staff, families, parent/guardians, vendors, subcontractors, and visitors of the tobacco free policy through handbook, newsletters, signage, school web pages, local media, or appropriate method of communication. Signs must be posted to meet compliance of A.C.A. 6-21-609.

11. POLICY ENFORCEMENT (for Students)

Students who violate this policy will be subject to disciplinary measures.

1st offense - tobacco products will be confiscated and school will contact parents/guardians, and offer a smoking prevention and cessation curriculum during 3 days of in school suspension (ISS)

2nd offense - tobacco products will be confiscated; school will contact parents/guardians, and require a smoking prevention and cessation curriculum during 5 days of in school suspension (ISS)

3rd offense - tobacco products will be confiscated; school will contact parents/guardians, and student must complete a smoking prevention and cessation curriculum during 3 days of OSS and possible criminal charges/fine

4th offense- tobacco products will be confiscated; school will contact parents/guardians, and the student must complete a smoking prevention and cessation curriculum during 5 days of OSS and possible criminal charges/fine

5th offense- tobacco products will be confiscated; school will contact parents/guardians, and the student must complete a smoking prevention and cessation curriculum during 10 days of OSS and possible criminal charges/fine

6th offense- tobacco products will be confiscated; school will contact parents/guardians, and the student will be recommended to expulsion

*All violations are subject to a fine as a violation of A.C.A. 6-21-609(d)

Legal Reference: A.C.A 6-21-609

Date Adopted: 3/28/16

Last Revised: 4/6/17

Rule 22: VIOLATION OF PARKING AND DRIVING REGULATIONS

A student using any type of vehicle or motorcycle as a means of transportation to and from school shall not violate the rules and regulations set down by the principal of the school, the superintendent or the school board. Parking in undesignated areas may result in being towed at the owner's expense. Vehicles and motorcycles must be parked in the assigned area of campus, be registered with the school, and the school parking tag available at all times for inspection. Students may not operate a vehicle on school grounds while using a wireless communication device.

- A. Suspension of right to drive any vehicle for one week
- B. 3 days ISS or corporal punishment & Parent conference during school hours
- C. Suspension of right to drive any vehicle for the remainder of the semester/school's year

Rule 23: GAMBLING

A student shall not engage in any game of chance on school premises at any time.

- A. 3 days ISS or corporal punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 24: CAMPUS BOUNDARIES

Students are not allowed to be in the parking areas during school hours for any reason. High school students are not allowed in the middle school halls unless they have a pass from the office. Middle school students are not allowed in the high school halls unless they have a pass from the office.

- A. Conference and warning
- B. 3 days ISS or corporal punishment
- C. 5 days ISS & Parent conference during school hours
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 25: CHEATING/PLAGIARISM

A student shall not cheat on tests or assignments nor shall a student aid others in cheating on tests or assignments. Collaborative learning is encouraged by individual teachers on announced assignments and/or projects.

- A. Student receives zero and must call parent/guardian
- B. Student receives zero, calls parent/guardian, and receives 3 days ISS or corporal punishment
- C. Student receives zero, calls parent/guardian, and receives 5 days ISS
- D. Student receives zero, 3 days OSS
- E. Student receives zero, 5 days OSS
- F. Student receives zero, calls parent/guardian and 10 days OSS
- G. Recommend for Expulsion

Rule 26: DRESS AND GROOMING

There are many details and styles of clothing that cannot be covered in this policy. Students and parents/guardians should adhere to the spirit of the dress code and not just to the letter.

The purpose of the school is to provide an atmosphere conducive to learning and any mode of dress which attracts an unusual amount of attention is unacceptable. The district encourages students to dress in a neat and appropriate manner that reflects pride in themselves and their school.

Students are expected to be neat, clean, and appropriately dressed for all classes and school sponsored events. BHS Administration may require certain types of clothing to be worn in special extra-curricular activities. The dress code does not allow the following items to be worn:

- * Any item of clothing with inappropriate language, logos, advertisements, etc.
- * Any shirt with straps/sleeves smaller than 3 fingers, (2 in.) in width. Tube tops, spaghetti straps, cut off T-shirts, midriff blouses, netted shirts, or chains on clothing.
- * Leggings, yoga pants, and any form fitting pants are permitted if private area is covered.
- * Spandex, miniskirts, or biking shorts are not allowed.
- * **Ripped, torn clothing or holes exposing flesh above mid-thigh.**
- * Face paint, masks, or any items covering identity are not permitted. Masks may be permitted for health/safety reasons.
- * No pajamas or house shoes
- * Skirts or dresses may not be worn shorter than the width of a dollar bill above the knees.
- * Hats, caps, beanies, scarves, etc. are not to be worn in the classroom
- * No hoodies or bandanas can be worn on the head at any time in the school facilities.
- * Any item of clothing that shows undergarments, bare midriff, back area, etc.
- * Sagging or low-riding pants or shorts.
- * Any body piercing and retainers, such as rings or spikes, deemed unsafe will be prohibited.
- * Students may not wear shorts shorter than finger-tip length.
- * Sunglasses are permitted only for medical circumstances.
- * Shoes are to be worn at all times.
- * Tattoos with explicit content must be covered at all times while on school property or at school events.

Appearance or dress may be a controversial matter as fashion changes in society. It is the district's position that since a student is spending a limited amount of time on campus they should abide by the dress code restrictions they are asked to follow. The district acknowledges

that the dress requirements may be somewhat subjective; however, it is felt they are reasonable requests. Students are encouraged to talk with school officials if they aren't sure whether a certain clothing item is appropriate so school administration may make the necessary decision regarding questionable apparel.

It is the intent of the K-12 Dress Code to make all students and their parents/guardians aware of what is considered suitable for an appropriate learning environment. We are aware that some items listed are associated with teenage fads that do not necessarily affect younger students. Discretion will be used in determining appropriate dress for different age groups.

REPEATED VIOLATIONS OF THE DRESS CODE SHALL RESULT IN APPROPRIATE DISCIPLINARY ACTION BEING TAKEN.

- A. Principal Conference and parent contact
- B. 3 days ISS or corporal punishment
- C. 5 days ISS
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 27: OVERT AFFECTION

A student shall not use physical contact such as hugging, kissing, or petting with another student that conveys a connotation that can be perceived as sexually explicit on school property, at school activities at home or away, or during extra-curricular events on school property.

- A. Principal Conference
- B. 3 days ISS or corporal punishment
- C. 5 days ISS & Parent conference during school hours
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 28: DISTRICT WIDE ANTI-BULLYING POLICY (4.43)

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

sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal, or designee, who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

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

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be

expected to cause, substantial interference with the other's performance in the school environment; and "Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

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

Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,

8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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

Copies of this policy shall be available upon request.

Parents/Guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The following action will be taken:

- A. 3 days ISS or corporal punishment

- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS Recommend for Expulsion

Rule 29: SOCIAL MEDIA

A student shall not deliberately post any untruthful, inappropriate, harmful, or slanderous information on social media that could or does disrupt the school environment~~al~~ or educational process.

- A. 3 days ISS or corporal punishment
- B. 5 days ISS & Parent conference during school hours
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS Recommend for Expulsion

Rule 30: Acts of Violence

Definitions for the act:

- (1) 'Act of Violence' means any violation of Arkansas law where a person purposely or knowingly causes or threatens to cause death or serious physical injury to another person.
- (2) 'Deadly weapon' means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury; or anything that in the manner of its use or intended use is capable of causing death or serious physical injury.
- (3) 'Firearm' means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable and components that can readily be assembled into such a device.
- *Before a student can return to school, proof of enrollment & attendance in mental health counseling must be provided to the school.***
- (4) Bomb Threats or Other Disruptive Intrusions
- (5) 'Vandalism' means the intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Discipline can be a minimum of a verbal warning to a possible maximum of expulsion.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the

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

Rule 31: BEHAVIOR NOT COVERED ABOVE - PRINCIPAL AUTHORITY

Berryville School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. ADMINISTRATION MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS AS DEEMED APPROPRIATE. REPORTING ALL THREATS OF VIOLENCE OR ACTS OF VIOLENCE ON SCHOOL PROPERTY.

Discipline can be a minimum of a verbal warning to a possible maximum expulsion.

TRANSPORTATION RULES

IT IS A PRIVILEGE—NOT A RIGHT—TO RIDE A SCHOOL BUS

Inappropriate behavior can deprive one of the privileges to ride a bus.

- All students must obey the driver's directions promptly and cheerfully
- NO eating, gum chewing, or drinking on the bus
- Students are to stay in their seat and face forward at all times
- Students must keep the bus aisle clear of books, bags, feet, legs, etc. at all times
- Students must use proper boarding and departing procedures
- The following items are NOT permitted on the bus: balloons, glass, live or dead animals, or any item too large to hold in the student's lap or fit under the seat in front of the student
- Students must keep their hands and head inside the bus at all times
- Students are not to tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel
- No loud or distracting noises allowed, including singing, yelling, or screaming
- No vandalism to school or personal property is allowed
- No rude, vulgar, obscene language or obscene actions are allowed
- Students must keep hands, feet, and other objects to themselves at all times
- Students are not allowed to spit or throw objects on the bus
- No horseplay, scuffling, or fighting

- Ethnic, racial, or derogatory comments towards students or school personnel will not be tolerated
- No matches, lighters, or other flammable materials are allowed on the bus
- Any actions by a student that is deemed unsafe is prohibited
- Students may not bring any unsafe or potentially hazardous material on the bus
- Students are expected to maintain proper conduct while at designated bus stops

Penalty

First Offense	Parent/Guardian contacted by discipline note or telephone
Second Offense	One (1) day bus suspension and parent/guardian contact
Third Offense	Three (3) day bus suspension and parent/guardian contact
Fourth Offense	Ten (10) day bus suspension and parent/guardian contact
Fifth Offense	Thirty (30) day bus suspension and parent/guardian contact
Sixth Offense	Bus suspension for the remainder of school year

Severe Rules Violations

Possession of drugs, alcohol, tobacco, and/or related materials are prohibited. Possession of a weapon such as a gun, knives, razor blades, stun guns, etc. are prohibited. A student suspended off of a route bus may not ride another route bus during the time of suspension.

Berryville School District reserves the right to escalate any penalty based on the severity of the act. In addition, any disciplinary violations, which occur on District school buses, are subject to Berryville School District Discipline Policy. This policy is outlined in this handbook. Parents/Guardians should be aware that in case of an accident in school, the student’s vehicle insurance will be primary and the school’s insurance secondary.

OTHER TRANSPORTATION

Skateboards, bicycles, and hover boards are **NOT** allowed to be **RIDDEN** on school property.

SMOKING

In accordance with Act 854 of 1987 and to promote a healthier environment for all concerned, it shall be the policy of the Berryville Public Schools to prohibit the use of tobacco or products containing tobacco in enclosed areas, buildings or facilities of the Berryville Public Schools.

AR 4.33 – STUDENT VEHICLES

A student, who has presented a valid driver's license, signed a drug testing consent form, and could provide proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. A parking permit is required at a cost of \$5.00 per year. Parking in undesignated areas may result in the vehicle being towed at the owner's expense.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given a pass and permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

The campus driveways are not thoroughfares and are not to be used during the school day except by those on official business. Students who do not obey these regulations will be given warnings and parents/guardians notified as to the regulation broken. Other offenses will constitute a suspension from school.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectations of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

Students who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. (District Policy 4.48)

ENROLLMENT

ENTRANCE REQUIREMENTS

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

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1-RESIDENCE REQUIREMENTS) {no P.O. Boxes will be accepted}, meet the criteria outlined in policy 4.40-HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent/guardian presenting for enrollment.

Uniformed Services Member's Children

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“Active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Eligible child” means the children of:

- Active duty members of the uniformed services;

- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

“Uniformed services”⁴ means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.⁵

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District

school from performing subsequent evaluations to ensure appropriate placement of the student;

7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- o Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- o Request the eligible child's official education records from the sending district.

Legal References: A.C.A. § 6-4-302
 A.C.A. § 6-4-309
 A.C.A. § 6-15-504
 A.C.A. § 6-18-107

FOREIGN EXCHANGE STUDENT POLICY

Berryville High Schools welcomes the opportunity to provide educational and cultural exchange experiences for foreign exchange students. The opportunity provides benefits for our students, faculty, and community to learn about other cultures while sharing our own.

Any exchange student must be associated with organizations that are endorsed by CSIET (Council on Standards for International Educational Travel) whose mission is "...to identify reputable international youth exchange programs to promote international youth exchange, and to provide leadership and support to the exchange and education communities so that youth are provided with meaningful and safe international exchange experiences".

It is the recommendation of this organization that ideally no more than 1% of the total student population be foreign exchange students. Acknowledging that school conditions vary locally, it is important for Berryville High School to set a personal goal that best fits the school and community.

Berryville High School therefore sets the following conditions:

1. All foreign exchange students will be evaluated by the English as a Secondary Language Department to determine appropriate placement in classes and grade level.
2. No foreign exchange student will be eligible for a regular diploma but will instead receive a Certificate of Attendance.
3. The maximum number of foreign students is ten (10) students per year.
4. No organization may place more than five (5) students in the school.

5. Exchange students will be with their host families and attend school on the first day of classes each semester.
6. In the instance of an exchange student returning home, that organization may petition the school to place another exchange student at the beginning of the next semester.
7. Any foreign exchange organization must contact school administration for placement availability by August 1st.
8. The district reserves the right to prohibit any organization from placing exchange students.

SCHOOL CHOICE

The superintendent will consider all applications for School Choice postmarked no later than the May 1 proceeding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent/guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this reapply for a school choice admission if desiring to return to this district in the future. Legal References: Act. 1227 ENROLLMENT

WITHDRAWAL AND DROPS

(NON-ATTENDANCE OR OTHER)

All students leaving Berryville Public Schools must formally withdraw.

- Withdrawal form is initiated by the school secretary.
- Student needs to visit school counselor.
- Student must return books to each teacher. All books not returned will be assigned a replacement fee based on the current value of the book. Each teacher will put withdrawal grade to date, initial record clear column, note any fines or missing books, and sign by class.
- Student must also visit the school nurse, food service and library to clear any fines.
- Student will return to office when all information has been obtained and the school secretary will verify all check-out procedures have been followed. Form is dated and signed by the principal. A copy is made and given to the student.
- Completed form is filed in the student's file.

After ten days of consecutive absence, without notification, a student will be dropped. If a student does not properly withdraw, but is no longer a student included in the school's enrollment, the same procedure must be followed. All steps must be done.

1. Withdrawal form is initiated by secretary. Fill in heading and schedule.
Locker number is noted on form and cleared from locker list.
2. Locker is cleaned out by the student. Books are returned to each class for signature, grade, and fines.
3. Form is forwarded to all departments (school nurse, food service office, library, attendance clerk, counselor). This can be done by a student office worker.
4. Completed form is signed by school office.
5. Completed form is placed in student's file.

** If any part of the form has not been signed—form must be returned to that department to have check-out complete.

STUDENT ENROLLMENT/ADMISSIONS OF PUPILS

Students who were in attendance in Berryville Schools at the end of the previous school year are automatically enrolled at the beginning of school in the fall. According to ACA 6-18-208, the parent/guardian, or responsible person shall provide the school district with:

1. one (1) of the following documents indicating the child's age:
 - a. a birth certificate;
 - b. statement by the local registrar or a County Recorder certifying the child's date of birth;
 - c. an attested baptism certificate;
 - d. a passport;
 - e. an affidavit of the date and place of birth by the child's parent/guardian;
 - f. previous school records;
 - g. a United States military identification; or
 - h. other acceptable documentation.
2. Social Security Card (or student will be assigned a district number)
3. Current immunization records which will be reviewed by the school nurse are required. The Berryville School will no longer give thirty (30) calendar days for a parent/guardian to produce documentation or immunizations for their student(s). Any student with no record will need to receive his/her initial required immunizations before enrollment. The complete immunization requirements can be found on the Arkansas Department of Health's Rules and Regulations webpage.
4. Proof of residency (NO P.O. Box address will be accepted). :
 - a. utility bill

- b. tax record
 - c. rental agreement
5. Proof of legal guardianship from a court if not the custodial parent/guardian.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents/guardians for school attendance purposes.

“Residential address” means the physical location where the student’s parents/guardians, persons having legal, lawful control of the student under or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes. In accordance to policy 4.1 and 4.40 Homeless.

STUDENT TRANSFERS

Any student transferring from a school accredited by the Arkansas Department of Education to a school in this district shall be evaluated by District staff to determine the student’s appropriate grade placement.

NAME CHANGE

Changing the name of a minor can only be accomplished by the parent or legal guardian of the child. If the purpose of the name change is to simply alter a minor spelling mistake, a request to change the name can be made directly with the Arkansas Department of Health. However, changing a child’s name for any other reason will require an order issued by an Arkansas court.

<h2><u>EXTRACURRICULAR ACTIVITIES INFORMATION</u></h2>

ACTIVITY FUNDS

All activity funds are handled through the superintendent’s office. The school principal has charge of the records. Each club or class shall have an elected treasurer. All funds are deposited by the treasurer or sponsor with the district book keeper, who issues a receipt for money received. Disbursements from the funds are to be made with the approval of the sponsor and the administration.

ATHLETICS

All players will be in-serviced on their school’s athletic code of conduct and sportsmanship

expectations during a mandatory rules interpretation session prior to each athletic season. Inter-school activities are open to boys and girls who are entering the 7-12 grades. To be eligible to participate, you must meet the requirements set forth by the Arkansas Activities Association, as well as any other requirement established by the school. "Consent to Participate" form must be presented and signed by parents/guardians and a physician.

Berryville High School follows the rules of eligibility set by the State Board of Education and the AAA. The following lettering guidelines have been established. Athletes that quit before a season is completed will not be eligible to receive a letter.

FOOTBALL-SR. HIGH:

1. Athletes must play in 1/2 total quarters by playing in varsity games.

BASKETBALL-SR. HIGH BOYS:

1. Athletes must play in 1/2 the total quarters for the season.

TRACK-SR. HIGH GIRLS AND BOYS:

1. Athletes must score a point in the Conference Track Meet.

BASKETBALL-SR. HIGH GIRLS:

1. Athletes must play in 1/2 of the total quarters for the season.

CROSS-COUNTRY:

1. Athletes must finish in top 5 of Berryville Team in a Meet.

GOLF:

1. Athletes must play in 1/2 district matches.

SOCCER:

1. Athletes must play in 1/2 varsity games.

BASEBALL:

1. Athletes must play in 1/2 of the total games for the season.

SOFTBALL:

1. Athletes must play in 1/2 of the total games for the season.

VOLLEYBALL SR. HIGH GIRLS

1. Athletes must play in 1/2 of the total games for the season.

CHEERLEADERS

1. Students must have earned position on cheer squad through try-out procedure in the spring.
2. Attend all cheerleading functions for an entire cheer season unless excused by coach and/or Athletic Director.
3. Followed rules for cheerleading as stated in the BHS Cheerleading Constitution.

VOCAL MUSIC

1. Complete 4 semesters of enrollment in choir or earn All-Region stars.
2. Must be a member in good standing.

WRESTLING:

1. Athletes must win 4 varsity matches.

EXTRACURRICULAR ACTIVITIES – HIGH SCHOOL

Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the

expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)². Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.⁵

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.⁶

AAA Governed Activities- Intrascholastic

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.⁷

Non-AAA Governed Activities

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

Legal References: Arkansas Activities Association Handbook

A.C.A. § 6-4-302

A.C.A. § 6-15-2907

A.C.A. § 6-18-713

Commissioner's Memo COM-18-009

Commissioner's Memo LS-18-015

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS (4.56.2)

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course³ in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;

- required drug testing;⁴
- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

- Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Legal References: A.C.A. § 6-15-509
 A.C.A. § 6-18-232
 A.C.A. § 6-18-713

Arkansas Activities Association Handbook
 Commissioner’s Memo COM-18-009
 Commissioner’s Memo LS-18-015
 Arkansas Department of Education Rules Governing Home Schools

Date Adopted : 7/24/2018

Last Revised: 7/23/2018

BAND

The Berryville Band Program is a prismatic approach to instrumental music education. Its curricular focus includes performance study on a wind or percussion instrument, music theory, music history, and modern Western performance practice. The band program is divided into several different curricular and extracurricular ensembles. The primary band class period is the Berryville Symphonic Band, an indoor concert ensemble that performs wind band literature

and orchestral transcriptions from the 15th century to the modern era. The symphonic band performs four times a year and competes. The symphonic band is occasionally split into smaller ensembles based on performance demand.

The second major component of the Berryville Band Program is the athletic band program. The Berryville High School Marching Band is the premier outdoor performance ensemble at Berryville HS. The marching band performs at all home football games, travels to many of the away games with the Senior High football team, and competes at both the region and state level. The marching band also competes in several open invitationals throughout the fall and participates in several parades around Northwest Arkansas. The Berryville Pep Band is the other athletic band that performs at all home basketball games, pep rallies, and other local events. All students enrolled in the marching band must also participate in the pep band. The athletic band program also includes the color guard, an auxiliary extra-curricular unit that performs as a part of the marching band.

The band program also offers many extra-curricular events such as chamber groups, percussion ensemble, composition lessons, private study, conducting, All Region and All State, solo competitions, and other music activities.

CLUBS AND ORGANIZATIONS / EQUAL ACCESS (4.12)

One way a student may enrich his school years is to take an active part in a club, other student organization or activity. At Berryville High School, there are service clubs for those students who wish to render school or community service, clubs for various interests, and honor clubs for those who have distinguished themselves scholastically. A drug test consent form is required for participation in any club or organization. Meetings must be scheduled through the principal, and if possible, should be scheduled a week in advance.

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

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

6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Policy concerning Eligibility for a Class/Club Officer

- A. You must have passed all subjects the previous semester.
- B. You must have a minimum of a 2.25 grade point average for the semester preceding the election. Also you must maintain a minimum of a 2.25 grade point average each semester while in office.
- C. You must not be on juvenile probation or academic probation.
- D. Principal discretion for approval.

There will be an order announced for clubs and classes to elect officers. The student is responsible for declining nominations when he/she has been elected to the maximum number of offices.

A student may not resign from one office to run for another office.

In order that more students may be given the opportunity to develop their leadership potential, a plan for limiting the number of clubs offices a student may hold is as follows:

- No student may hold more than one major and one minor office or three minor offices.
- Major offices consist of all club and class presidencies, the vice-presidency of Student Council, the Editor or Business Manager of the annual and newspaper staff.
- All other offices are considered minor offices.

Legal References: A.C.A. § 6-5-201 et seq.
 A.C.A. § 6-10-132

A.C.A. § 6-18-601 et seq.
A.C.A. § 6-21-201 et seq.
20 U.S.C. 4071 Equal Access Act
Board of Education of the Westside Community Schools v. Mergens, 496 U.S.
226 (1990)

Date Adopted: 7/24/2018

Last Revised: 7/23/2018

EXTRACURRICULAR ACTIVITIES POLICY

It shall be the policy of the Berryville Public Schools to view extracurricular activities as an extension of the instruction program. The role of extracurricular activities is to provide opportunities for students to develop their potential in the areas of cooperation, teamwork, leadership and discipline. Extracurricular activities also provide enrichment in a learning situation other than the regular classroom, as well as providing an outlet for student interests, hobbies and career opportunities.

All students will be expected to successfully complete four courses the previous semester to participate in extracurricular activities. Extracurricular is defined as those officially approved organized student activities connected with the Berryville Schools.

To be eligible to participate in a scheduled activity, students must attend at least 4 periods of the day of the activity unless the absence has been cleared by the principal.

It shall be the policy of the administration and staff to schedule extracurricular activities after regular school hours and/or Saturdays, except for those events sanctioned by the Arkansas Activity Association. In addition, every effort will be made by the administration and staff to limit activities which interfere with the regular instruction program.

If a student is under In School Suspension, Out of School Suspension, or Expulsion, that child is not allowed to participate in extra-curricular activities including graduation ceremony.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Membership is based on scholarship, service, leadership and character. A student must have a weighted 3.50 grade point average and must have been enrolled in Berryville High School for one full semester before being eligible. Home School/Enrichment Students are not eligible for NHS membership.

Students selected for membership are expected to continue to demonstrate the qualities of service, leadership, and character that were the basis of their selection as well as follow all rules and expectations.

BHS NHS Member Rules & Expectations

Members are required to:

1. Attend all NHS meetings and ceremonies unless prior approval is given. NHS Honors Night is a mandatory event.
2. Maintain a minimum 3.5 cumulative grade point average each semester.
3. Complete 10 hours of community service per calendar school year. The Volunteer Service Verification Form must be submitted to the NHS Advisor by the last day of school.
4. As an NHS Member, you are responsible for being a role model for your peers, school, and community therefore disciplinary infractions that involve ISS, OSS, corporal punishment, etc. could **result** in removal from the chapter. Disciplinary infractions that involve ISS, OSS, corporal punishment in the past year will prohibit induction into the Berryville High School National High School Chapter of the National Honor Society.
5. One of the pillars of NHS is character; therefore instances in which negative characteristics such as cheating, vaping, alcohol, bullying, etc. will not be tolerated and **will result** in removal from the chapter.
6. Members who fall below a 3.5 GPA will be given one semester probation to get their GPA back at or above a 3.5. At that time if it is still below a 3.5, they will be dismissed/removed from NHS. Any member who is dismissed/removed from NHS will not be eligible for NHS membership in the future.

NHS Probation and Dismissal Procedures

The chapter adviser reviews the standing of members for compliance with Honor Society standards and for fulfillment of chapter obligations at the end of each semester. When a member falls below any of the standards by which he or she was selected or fails to fulfill chapter obligations, the adviser will inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of possible consequences of non-improvement, i.e., consideration of dismissal or other disciplinary measures.

Failure to correct deficiencies in standards of membership will result in member dismissal. Members in danger of dismissal will be given a letter at school during a conference with the adviser. Letters will also be sent home. Members are given an opportunity to have a hearing with the Faculty Council to provide a written and oral explanation and communicate their intended plan of action to correct deficiencies no later than one month from the signing of the letter. Failure to schedule a meeting and to address deficiencies will result in termination of membership.

NATIONAL JUNIOR HONOR SOCIETY

Membership is based on scholarship, character, leadership, citizenship, and service. To be eligible for nomination, a student must be in grades 7th, 8th or 9th, have been a student one

semester in Berryville Middle School, and have a 3.50 grade point average. Students are elected each spring by a five member faculty council.

The purposes of this organization are to create an enthusiasm for superior scholarship, to instill exemplary qualities of character, to promote opportunities of leadership, to promote good citizenship, and to serve the school and community by service projects for the school and community.

HOMECOMING, PROM, DANCES AND BANQUETS

The prom will be restricted to juniors and seniors, and sophomores by invitation only. Any student wishing to bring a date from another school will be required to fill out a date form at least one week in advance. Guests over the age of 20 and freshman will not be allowed to attend. Underclassmen are not permitted without invitation. Dances are subject to the grades holding the event. They will be open to any student of that grade. Chaperones are required and will be in attendance. Banquets will be open to anyone who wishes to attend. Tickets will be sold on a first come first serve basis. Attendants involved in any way will receive free tickets. Students must attend at least four periods the day of the event in order to be eligible to go to the prom.

With modesty in mind, dress code rules will apply.

As with any rules, we will be reasonable in our interpretation, but if a student is dressed inappropriately the student **will be sent home**.

STUDENT COUNCIL

The Student Council is an organization representing the student body. It is made up of an equal number of representatives from each class, grades 9-12, and the elected officers.

The purposes of the Student Council are to: develop good citizenship, promote harmonious relations throughout the school, promote good student teacher relationships, provide a forum for the expression of student opinion, develop qualities of leadership, and promote the general welfare of the school.

Members of the Student Council are elected in the spring following a week of campaigning. Qualifications are:

- A. Student must have passed all subjects the previous semester.
- B. Student must have a minimum of a 2.25 grade point average for the semester preceding the election. Also you must maintain a minimum of a 2.25 grade point average each semester while in office.
- C. Student must not be on juvenile probation or academic probation.
- D. Principal discretion for approval.

VOCAL MUSIC

Chorus is a class designed for those students interested in singing. Students learn the basic techniques of singing and working in a group. Show choir may require auditions for membership. Summer camps are highly recommended and/or required.

FOOD SERVICE

FREE AND REDUCED MEAL PROGRAM

Parents/Guardians must renew their application each school year to participate in the Free/Reduced program. An application is given to every student at the beginning of each school year. Applications are also in each schools' office or may be down loaded from the Berryville School District web page at <http://bobcat.k12.ar.us/>

This application is for the entire family. List all students, the school they attend, and the grade on one application. Fill out the application completely so your student may begin receiving benefits as soon as possible. If a student does not return an application within 30 days of the first day of school, they will lose their benefits and be charged full meal price.

Only students that have been approved by the direct certification list do not need to fill out an application. Parents/Guardians may apply for free/reduced priced meals at any time during the school year. Confidentiality is strictly enforced. Students are responsible for charges acquired prior to approval.

4.50—SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition.

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

Please contact Summer Williamson for questions, 870-480-4627.

FOOD SERVICE DEPARTMENT

The Food Service Department of the Berryville School District provides nutritious meals for students, teachers, support staff and visitors each day that students are required to attend school.

Students in grades 6-12 may choose from two different entrée options with fruits and vegetables or a cold cut sandwich box.

LUNCHROOM ACCOUNT

Each student is assigned an account number which will continue throughout their years at the Berryville School. Students will use their account number each time meals and items are purchased or when making deposits. Students can make deposits at the computer cashier station in the cafeteria during breakfast and lunch times. For parents interested in applying money to their student's lunch account, they can create an account at Ezschooldpay.com. If a student has a leftover balance in their account at the end of a school year, that amount is carried over to the next school year. When a student graduates or leaves the Berryville School District, a refund can be given of any monies left in the account.

MEAL PRICES

<u>2020-2021 Meal Prices</u>
Breakfast K-12: \$1.35
Lunch K-5: \$1.85
Lunch 6-12: \$2.10
Extra Milk K-12: .45
Reduced Breakfast K-12: .30
Reduced Lunch K-12: .40
Adult Breakfast: \$2.35
Adult Lunch: \$3.60

NO-CHARGE POLICY

The Berryville School District has a no-charge policy. This means that all students and staff must have money in their account or cash in hand to purchase food items. No student will be denied food.

HEALTH & SAFETY

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS/GUARDIANS

Parents/Guardians wishing to speak to their children during the school day will follow the visitor's policy.

CONTACT BY NON-CUSTODIAL PARENTS/GUARDIANS

If there is any question concerning the legal custody of the student, the custodial parent/guardian shall present documentation to the principal or his/her the principal's designee establishing the parent's/guardian's custody of the student. It shall be the responsibility of the custodial parent/guardian to make any court ordered "no contact" or other restrictions regarding the non-custodial parent/guardian known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents/guardians. Non-custodial parents/guardians who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, Arkansas law provides that the transfer of a child between his/her custodial parent/guardian and non-custodial parent/guardian, when both parents/guardians are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent/guardian may send to/drop off the student at school to be sent to/picked up by the other parent/guardian on predetermined days in accordance with any court order provided by the custodial parent/guardian or by a signed agreement between both the custodial and non-custodial parents/guardians that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent/guardian was supposed to pick up the student on any given day.

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents/guardians of a

student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

Contact by Professional Licensure Standards Board Investigators

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

This sentence is based on language in A.C.A. § 9-13-104 (b) and is NOT required. School administration should ALWAYS decline any involvement in the fight between parents/guardians over whose day it is to pick up the student. The school's interest is that A PARENT/GUARDIAN or an individual authorized by a PARENT/GUARDIAN checks

the child out or picks the child up, not that the “right” parent/guardian checks the child out on the “right” day.

Legal References: A.C.A. § 6-18-513
A.C.A. § 9-13-104
A.C.A. § 12-18-609, 610, 613
A.C.A. § 12-18-1001, 1005
Date Adopted: 5/16/16
Last Revised:4/6/17

EMERGENCY PROCEDURES

Fire, tornado and lock-down drills are held at irregular intervals to train students to follow the expected safety procedures in an orderly manner. Other types of emergency drills may also be conducted. Drills are held also to teach proper protective behavior. Students and teachers need to be familiar with the fire, tornado and lock-down drill information, and with evacuation plans which are posted by the door in each class room. Teachers and students must be familiar with the nearest fire alarm and fire extinguisher. (ACA 12-13-109)

A. FIRE & TORNADO DRILLS

Fire Drills are held at irregular intervals to train students to exit the building quickly and in an orderly manner in case of a fire. Tornado drills are held also to teach proper protective behavior. Teachers should take their crisis bag with updated rosters to fire & tornado drills and have evacuation maps posted in their classrooms. Teachers and students must also be familiar with the nearest fire alarm and fire extinguisher. Windows and doors may be left open during tornado drills.

B. FIRE PROCEDURES:

- The signal for fire is consecutive short blasts on the bell.
- All windows and doors should be closed and fans turned off as students leave rooms.
- Teachers who have a classroom adjacent to the restroom should check the restroom at the beginning of the evacuation.
- Students will walk fast, but not run, in case of fire or fire drill.
- If a door is blocked, leave by the nearest exit. The teacher will be the last to leave the room.
- Students shall stay in groups at least 50 feet from the building.
- The outside horn will call students and teachers back into the building.
- In case of excessive smoke during a fire, students should bend down as low as possible when leaving the building in order to avoid smoke inhalation.

C. TORNADO PROCEDURES:

When weather conditions are such that it is possible for a tornado to occur, the National Weather Bureau and the local news media will issue one of the following alerts:

Tornado Watch - means weather conditions are favorable for a tornado to occur.

Tornado Warning - means an actual tornado has been sighted.

City Warning System: Long Blast - means WATCH

Short Blasts - means WARNING

In case of a tornado drill, the following procedures should be followed:

- Teachers should accompany their students to the interior halls closest to the north/south end if possible, away from windows or doors. Students should assume a seated position, lock hands behind head, and draw knees up to where head can rest on knees. Students will need to squeeze together as close as possible to make room for everyone.
- Teachers away from their classes should get these students to the nearest interior hall. In case time does not permit this to be done, the information below should help a teacher to use good judgment to select the safest possible location.

Most tornadoes come from the southwest, so normally school rooms facing south and west would be hit hardest and the most dangerous to occupy in case of a tornado. Students caught in such locations should know to sit, crouch, or lie flat, and cover their heads. Large rooms with free-span roofs such as gymnasiums, cafeterias, and auditoriums should be avoided. The best locations, in order of importance, are in a basement, a place on the lowest floor of a building. If there is no place at all to move to these relatively safe locations, a desk can serve for cover.

HEAD LICE PROCEDURES

Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent/guardian.

Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever. A student who has been sent home by the school nurse

will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents/guardians of student found to have live human host parasites (headlice, bedbugs, and scabies) that are transmittable in a school environment will be asked to pick their child up at the nurse's office. Additional siblings within the school system may be examined for signs of the same condition. The parents/guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Multiple Occurrence Procedure: School authorities may initiate contact with the Department of Human Services and/or County Health Department for assistance. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

SCHOOL AND COMMUNITY RECOMMENDATIONS AND PROCEDURES

- A. In an attempt to maintain a lice free environment, the school will have head lice checks as deemed necessary by the school nurse.
- B. If there is suspicion of head lice by a teacher, fellow student, or the individual student, a lice check will be performed.
- C. Students found to have live lice or nits close to the scalp will be dismissed by the school nurse.

Occurrence Procedure

1. School Personnel will notify:
 - Child's Parent/Guardian to pick-up child from school.
 - Additional siblings within the school system for examination for lice/nits.
 - Classroom teachers of student and siblings (elementary school only).
2. Parent/Guardian will be instructed in treatment options and given a treatment handout.
3. Parent/Guardian treats child with an acceptable treatment:
 - Homemade recipe received from nurse
 - Over the counter lice treatment
 - Prescribed treatment from Physician
4. Once the child returns to school after treatment, he/she shall report to the Nurse's Office to be checked for effective treatment before returning to the classroom.
5. If the student is found to have lice or nits, the nurse will dismiss him/her from school to repeat the above procedure. Each student will only be allowed three nurse dismissals

per occurrence. If after the third day the student returns with nits, the absences will no longer be excused.

Multiple occurrence Procedure

1. Follow treatment procedure stated above.
2. School authorities may initiate contact with the Department of Human Services and/or County Health Department for assistance.

NURSE

A school nurse is available to see students if needed. A student must receive signed permission from his teacher before going to the nurse. This process must be followed except in the case of an extreme emergency. Unauthorized visits to the nurse are strongly prohibited! The nurse must have signed consent from the parent/guardian before any over the counter or prescribed medicine can be administered-NO EXCEPTIONS! If prescription medication is prescribed to be taken at school for more than two weeks, a form that the nurse will provide, must be signed by the prescribing physician as well as the parent/guardian. Medication given 3 times a day or less should be given at home. **All medication must be checked into the nurse's office.** If a student becomes ill during the day, the nurse will notify the parent/guardian before releasing the student to go home. In emergencies the student will be taken to the emergency room at Mercy Hospital in Berryville. The school nurse can neither diagnose illness or injuries, nor prescribe medications. Certain criteria must be met to send a student home by nurse dismissal. This includes, but is not limited to, fever, vomiting, diarrhea-3 or more episodes, and severe injury. If a student calls a parent to them up, a nurse dismissal will **NOT** be provided and may be subjected to disciplinary action for unauthorized use of a cell phone.

MEDICINES

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse. No health remedy not regulated by the FDA will be administered. This includes, but not limited to herbal remedies and essential oils.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived

health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian MUST bring the student's medication to the school nurse. When controlled medications, such as ADHD medications, are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet. Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff has relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified three (3) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the three (3) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications: Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

If a student has surgery or is in an accident resulting in the student needing to take Schedule II medication, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Arkansas Department of Education and Arkansas State Board of Nursing
Rules Governing the Administration of Insulin and Glucagon to Arkansas
Public School Students with Diabetes

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-1005(a)(6)

A.C.A. § 17-87-103 (11)

A.C.A. § 20-13-405

Date Adopted:
Last Revised: 7/23/2018

Medicaid Permission

In compliance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g: 34 CFP Part 99), I give permission for my child's personally identifiable information/student education records to be disclosed to ISEP for the purpose of billing Medicaid and/or private insurance for Arkansas state mandated hearing and vision. If I do NOT wish to give permission, I will do so in writing by September 1, 2019.

STUDENT SECURITY

A student must feel both physically and mentally secure during normal school hours and at school sponsored activities. It is the responsibility of the student to make a report to a school official if they feel unsafe or unsecure.

STUDENT SERVICES

ADVISORY

The goal of the Advisory program is to allow students to become involved in school through serving as a teacher assistant in the elementary, intermediate, and middle school and/or serving as a mentor at the high school (when applicable). Students will not be permitted to serve as an assistant for family members (Ex. parents/guardians, aunts, uncles, etc.) Students who choose to go to another campus will have a class period scheduled between second and seventh hours. Students will be required to sign in and out in the main offices of each campus. Parent/Guardian permission to travel off campus must be obtained. Teachers who sign up for students to come to their classes will be responsible for ensuring students are engaging in appropriate ways and will be held accountable for communicating with the designated Community Service Learning Supervisor when issues arise (attendance, cell phone usage, work ethic, etc.). Teachers will also be responsible for end of semester student evaluations. This course is a graded course based on involvement and attendance.

Students who choose to become high school peer mentors and/or tutors will be paired with students each semester and will meet in a designated, supervised classroom during Advisory contingent on teacher and classroom availability. Selection of mentors will be based on teacher recommendations and positive character traits.

Students will be required to complete 20 hours of pre-approved community service projects each semester (total of 40 hours per year). Hours can be accrued during the student's Advisory period with prior approval from the parent/guardian, principal, and Community Service Supervisor or can be completed after school with advanced approval. Students must obtain permission from the Community Service Supervisor prior to earning any community service hours and must be completed with a state and district-approved agency.

Approved Community Service Agencies

Carroll County Learning Center-Berryville Arkansas
Cooperative Extension Service-Berryville, Arkansas
4-H UA Cooperative Extension Service-Berryville, Arkansas
Carroll County Senior Activity Center-Berryville, Arkansas
Food Bank of the Ozarks-Berryville, Arkansas
The Merlin Foundation-Berryville, Arkansas
Berryville School District
Good Shepherd Humane Society and Thrift Store
Berryville Community Center
Berryville Senior Center

Students who do not complete the community service hours each semester will not be permitted to stay in the course for the following semester.

Students completing 75 hours or more of approved community service and program activities while enrolled in school may earn a full academic Community Service credit toward graduation.

Students will be required to participate in preparation, action, and reflection activities for each community service project they complete.

Preparation- Students will be required to examine the needs of the community and school and prepare an essay explaining the need and how they plan to meet the need. Students will be required to attend orientation.

Action- Students will be responsible for engaging in the community service learning project.

Reflection- Students will be required to engage in weekly reflection assignments as well as additional assignments (resumes, essays, etc.). Assignments must be completed to earn hours.

Any senior or junior without discipline infractions (excluding attendance related infractions) and who is on track for graduation regardless of grades may participate in the program. Since students will be working with students who are younger, students in the program who experience discipline infractions will go before a committee before being placed on probation or dismissed from the program. Should a student be removed from the program, he/she will be placed in ISS during the Advisory period until the end of the given semester.

As room is limited for students who want to be a peer mentors, students will be selected on a first-come, first-serve basis and will need to meet pre-set requirements to serve as a mentor. Parents/Guardians and students interested in the Advisory Program will be required to sign a contract highlighting expectations and program requirements. Parents/Guardians and students will receive a handbook outlining the program. The advisory period is not a free period and will not be used to work on other coursework. Students will be responsible for being where they are supposed to be. Students will be expected to show up and actively engage in their chosen position. District attendance policies do apply to the Advisory course. However, if credit for Advisory is lost due to attendance, students will retain their community service hours as applied toward the Community Service learning credit.

Students must have all forms completed and on file prior to beginning the advisory class as well completing CSL approved community service.

COMMUNITY SERVICE LEARNING CREDIT

Students will have the opportunity to choose community service learning projects based on the needs of the community and school at approved agencies (See Advisory listing). Students enrolled in an Advisory course may earn hours during Advisory time with parent/guardian, principal, and Community Service Supervisor permission, or may complete hours outside school time with prior approval.

The Community Service Supervisor will provide individual instruction to students about basic skills and volunteer services. Students who are interested in receiving an elective credit for community service must have a parent/guardian/student/school agreement on file indicating understanding of the requirements, must complete all paperwork, and complete each service component. Students will be evaluated, based on state-specific criteria, by the community service agency.

Required Components

Students will be required to participate in preparation, action, and reflection activities for each community service project they complete.

Preparation - Students will be required to examine the needs of the community and school and complete forms explaining the need and how they plan to meet the need.

Action - Students will be responsible for engaging in the community service learning project.

Reflection - Students will be required to engage in weekly reflection assignments. Assignments must be completed to earn hours.

Students who do not complete all three components and/or paperwork will not be eligible to earn credit.

High School B.A.S.E. PROGRAM/MIDDLE SCHOOL ALE PROGRAM

B.A.S.E. or Berryville Alternate School Education is a program for students in grades 9-12, and ALE is for students in grades 6-8, that have been or are presently enrolled in Berryville Public School. The goal of the B.A.S.E. program is to establish an alternative education program for students who have dropped out of school or who have been identified by the professional and administrative staff as being educationally at risk. The student must meet two or more of the criteria listed below. Prior interventions have to be documented.

The students that are at risk may be eligible to attend B.A.S.E. An at-risk student is defined as a student who has:

1. Recurring absenteeism,
2. Disruptive behavior
3. At risk of dropping-out from school,
4. Pregnancy
5. Personal or family problems or situations
6. Mental/physical health problems.
7. Frequent location of residency.
8. Inadequate emotional support.
9. Ongoing, persistent lack of proficiency levels in literacy or mathematics
10. Abuse: Physical, mental or sexual
11. Homelessness
12. Single parenting
13. Being behind a grade level of peers in accumulating credits for graduation.

B.A.S.E. students will attend the same number of days as Berryville School's students. B.A.S.E. student schedules will be flexible in order to receive the proper academic background to meet graduation requirements. The decision to be placed in and to remain in B.A.S.E rests with the

B.A.S.E committee.

Parent/Guardian involvement in all activities and services of B.A.S.E. will be strongly encouraged and emphasized. Community involvement and support of B.A.S.E. will be encouraged.

The grading scale that will be followed in B.A.S.E. is the same as MS/HS regular education classes;

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

The ALE program shall be evaluated at least annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is in alignment with the district’s school district support plan in addressing identified achievement gaps and student performance deficiencies.

Legal Reference: A.C.A. § 6-15-2914

Date Adopted: 7/24/2018

Last Revised: 7/23/2018

BERRYVILLE SCHOOLS HOME SCHOOL POLICY

Guideline for placement and/or scheduling of former home school students and students from non-accredited schools (schools not accredited by a state or regional association).

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- a) A transcript listing all courses taken and semester grades from the home school;
- b) Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- c) A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - i. Curricula used in the home school;
 - ii. Tests taken and lessons completed by the home-schooled student; and
 - iii. Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District enter at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

- a) As indicated by the documentation submitted by the home-schooled student;
 - b) By mutual agreement between the public school and the home-schooled student's parent or legal guardian;
- or
- c) If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement, course credits in the same manner the District uses when determining grade placement, and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following based on the student having attended a home school:

- a) Award of course credits earned in the home school;
- b) Placement in the proper grade level and promotion to the next grade level;
- c) Participation in any academic or extracurricular activity;
- d) Membership in school-sponsored clubs, associations, or organizations;
- e) A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation;
- f) Scholarships.

Legal References: A.C.A. § 6-15-503

A.C.A. § 6-15-504

A.C.A. § 6-41-103

A. HOME SCHOOL POLICY

Parents/Guardians may choose to home school their children under Arkansas Law (A.C.A. 6-15-501 through 507 as amended by Act 117 of 1999)

Under Arkansas law, children between the ages of five (5) and seventeen (17), inclusive, in accordance with Ark, Code Ann. 6-18-201 (Supp. 1997), as amended by Act 570 of 1999 (statute referencing the compulsory attendance age requirements) must attend school. A parent/guardian who intends to home school a child in accordance with Ark. Code Ann. 6-18-201 (as amended) must enroll the child in a home school at the beginning of each school year, but no later than August 15 for the fall semester, or by December 15 for the spring semester, or subject to the provisions of Sections 4.03 and 4.04, fourteen (14) calendar days prior to withdrawing. The superintendent or the local school board may waive the fourteen (14) days waiting period.

No public school student shall be eligible to enroll in a home school if the student is currently under disciplinary action for violation of any written school policy including but not limited to excessive un-excused absences. Exceptions to this requirement are outlined in section 4.04.

Public school students who are under disciplinary actions by the local school district shall be eligible for enrollment in a home school if:

- The superintendent or local school board chooses to allow the child to enroll in a home school
- The disciplinary action against the student has been completed or at the end of a school semester, (whichever occurs first) or the student has been expelled.

Homeschool students can enroll in school on a part time basis. Class selections will be determined at administrations' discretion.

CUMULATIVE FOLDER

A folder is kept in the counselor's office for each student. This folder contains information concerning student's school work. If a student has a record pertaining to health that should be recorded, it should be brought to the school nurse.

At graduation, all contents of the cumulative folder will be given to the student. The school will maintain copies of the graduate's transcript and withdrawal/drop information.

CUSTODIANS AND MAINTENANCE

All maintenance staff at Berryville High School plays an important role in all school activities. They encourage school spirit by maintaining a clean campus that is presentable to nearby schools and other organizations. The custodians work before and after school, during holidays, and even in the summer. We ask that you do your part in helping to keep a clean campus.

ENGLISH AS A SECOND LANGUAGE

Berryville schools provide English as a second language for students (ESL). This course is designed for those who speak other languages who need Basic English skill's development and who cannot be mainstreamed into the regular classes. The goals of this course are:

- The orientation and adjustment of the students to their new environment in culture
- The acquisition of the basic language skills, students will also receive intensive help in developing the speaking, writing, reading, and listening skills, as well as activities to develop basic survival skills.

This course is a continuation of Language Arts 1, designed for those who speak other language which still need Basic English skills development.

This course is recommended for students who are newly arrived immigrant students who are non-English speakers or limited English speakers.

GIFTED AND TALENTED

The Berryville Schools offer a gifted and talented program referred to as GATE (Gifted and Talented Education). This program is available in grades K-12 in various forms. Identified students will receive at least 150 minutes of GATE instruction per week. Activities include enrichment, critical thinking and creativity. Students are formally identified by multiple criteria, such as teacher check lists, creativity, achievement and ability test scores and task commitment by committee action at the end of third grade or later. Several academic competitions are coordinated through the G/T department and are available to all students whose academic strengths may be served by participation in them. Students may be nominated by teachers, parents/guardians, the student, or others through the GT Coordinator.

GUIDANCE/COUNSELING

The Guidance and Counseling Department will provide students with information, materials and support services to guide their growth in becoming productive individuals. These services will foster personal growth in values, self-understanding, realistic self-appraisal, and decision making. The guidance services will also focus on the students need to maximize their educational potential in school and to prepare them for work or further education. The goals of the guidance department are as follows:

- To provide guidance and counseling services,
- To provide information services which include academic, career, and personal/social development.
- To provide appraisal services such as testing, student records and test interpretation

- To provide consulting services to students, parents/guardians, administrators, teachers and community,
- To provide referral services to community agencies, institutions of higher learning and other agencies.

INSURANCE

Accident insurance which protects students injured at school, while coming to or going from school, and while engaged in specified school activities, is offered to all students. Students who participate in any form of athletics will be required to take the insurance or bring a note from home stating they are covered through their insurance policies and the school will not be held responsible in case of injury.

JOBS FOR ARKANSAS GRADUATES (JAG)

Jobs for Arkansas' Graduates (JAG) is a broad based School-to-Work program designed to assist junior and senior students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy. The program's goal is to ensure student's graduation (or GED) and prepare students for workplace success whether their career begins immediately upon high school graduation or requires them to complete postsecondary education/training. Students must be on track to graduate without severe discipline infractions to be considered for placement in the program. An application must be completed and the JAG Committee decides who will be accepted into the program. A yearly application is required and must be completed by a designated due date to be considered for the JAG program.

LIBRARY HIGH SCHOOL

The library is a reading room, a materials laboratory, and a workplace for the entire school. All materials are organized, filed, and shelved for easy usage. The library is a place where all students can come and get a book, study for a test, do research for an assignment, and print materials. Library passes are required from the supervising teacher or the students will be sent back to class.

- Library Hours: 7:45am to 3:30pm
- You should always be courteous to the students around you and talk quietly if needed.
- Students are allowed to eat lunch in the library as long as they pick up after themselves. Leaving messes repeatedly will result in no more eating in the library for anyone.
- Library books are checked out for two weeks, but if you are not finished with the book you can recheck it for another two weeks.
- Fines for overdue books are \$.10 a day. A student is only charged for the days that the library is open.

- Students are responsible for lost or damaged books. Books and all library materials are very expensive and are paid for with tax dollars that parents/patrons of the Berryville school district work hard for.

Students are expected to respect and care for the library and its contents.

LIBRARY MIDDLE SCHOOL

The library is a reading room, materials laboratory, and a work space for the entire school. Materials are organized, filed, and shelved for easy usage. The library is a place where all students may come to get a book to read, complete class assignments, and work on research. Students will come to the library on a weekly basis with their literacy teachers.

- Library hours – 7:35 a.m. to 3:15 p.m.
- It must be “Free Flow” to visit the library during class time and a library pass is required from the classroom teacher.
- Students are allowed to visit the library before and after school and during lunch/recess.
- Books are checked out for two week periods with the option of being rechecked as needed.
- Fines for overdue books are \$.10 cents per day.
- Students will be charged for lost or damaged materials.
- Students are expected to respect and care for the library and its contents.

LOST & FOUND

Students are responsible for their personal property and all school district property issued to them for their use. Do not leave books, purses, backpacks, and other valuables unattended. Do not carry large sums of money to school. Should you find a private or school property item, take it to the office. In the event you have lost property, check in the office to see if the article has been turned in. Personal items turned in but not claimed will be turned over to a welfare organization at the end of every semester. The administration will attempt to retrieve lost or stolen property and/or punish those found guilty of damaging others’ property. However, all personal property is the responsibility of the owner. The school assumes no responsibility for any personal property which is brought to school.

MIGRANT PROGRAM

The Migrant Program is a federally funded program established in 1965 under the Title I program of public law 89-10. Students of any ethnic background can qualify for the program when they move from one school district into another, because a family member is seeking or has taken a job in agriculture related work. (Poultry processing, farm hand, feed mill, hatchery,

timber, etc.) Students may receive migrant services for 36 months from the date of the qualifying move.

Migrant Services Include:

- TUTORING- Tutoring allows students to come from their class after instruction time during school as needed because of low grades or low test scores. The program attempts to reinforce what students have already been taught. Students are allowed to come to migrant no more than 3 class periods per day.
- MINI-PHYSICALS- The migrant nurse visits our campus 3 times a year to give mini-physicals to students in grades K-5. If a medical, dental or vision problem is noted, parent/guardian contact is made. Limited funds are available to take care of minor medical problems along with dental needs and visual needs. Appointments for students can be arranged if the parent/guardian is unable to do so. If a migrant student has a medical problem, when the nurse is not here, let the migrant staff know and every effort will be made to take care of it.
- R.I.F.- Reading is Fundamental is designed to encourage students to read more and parents/guardians to read to their children. Migrant students in grades K-6 are given the opportunity to choose a book to take home and keep. Tutors are required to have 3 RIF distributions in a school year.
- P.A.S.S. - Portable Assisted Study Sequence is available for migrant students in grades 9-12 who are not progressing at an adequate rate to graduate. If approved by the principal and counselor, these correspondence courses can be used in place of a regular class. A list of courses is available from the migrant office.

PARENT/GUARDIAN SHADOWING & CONFERENCES

Parents/guardians are and will be invited to attend school with their child if the child evidences behavior that is inappropriate. If shadowing is desired a background check may be required and you must give the administrative office 24 hours' notice as a courtesy to faculty. A guest pass will be issued through the office on visitation days. Parents/Guardians are encouraged to get involved with their students education.

RENAISSANCE

The Berryville Renaissance Programs' purpose is to promote and recognize academic excellence in our students by awarding incentives and privileges that have value for them. One reward is Renaissance Days. In the 2020-2021 school year, reward days will be determined at a

later time and announced to Renaissance students. Students participating in these days complete and return permission slips by the designated due date.

Students with 8 or more absences; excused or unexcused, per semester in any class or students who have received ISS, corporal punishment or OSS are not eligible for the Renaissance day off.

Gold Card	-	4.00 G.P.A.
Silver Card	-	3.50 - 3.99 G.P.A.
Bronze Card	-	3.00 - 3.49 G.P.A.

Sixth grade students are eligible after their first semester.

The school and community support Renaissance by providing privileges and rewards. The administration of Renaissance is provided by the school committee.

You must have your card to receive school or community benefits. If you lose damage or have your card stolen, you can get a new one from your counselor, but there is a replacement fee.

High school seniors in Renaissance who have held a Renaissance card at least one semester per year will be awarded a medal to wear at graduation.

SCHOOL BASED MENTAL HEALTH SERVICE

The Berryville School District participates in a school based mental health program.

SEARCH, SEIZURE, AND INTERROGATIONS

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

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be

done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-513

A.C.A. § 12-12-509, 510, and 516

A.C.A. § 9-13-104

SEXUAL HARASSMENT

The Berryville School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment;¹ that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment;² and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
 - a. Sexual advances;
 - b. Requests for sexual favors;
 - c. Sexual violence; or
 - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
 - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
 - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature that has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the

District to discipline the accused.

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
34 CFR part 106

A.C.A. § 6-15-1005 (b) (1)

Date Adopted: 7/24/2018

Last Revised: 7/23/2018

DISCRIMINATION/HARRASSMENT

COMPLAINT REPORT FORM

Name _____

Student or Employee? _____

Specify type of discrimination or harassment alleged.

___ Race, Color, or National Origin

___ Religion

___ Sex

___ Age

___ Disability

Specific Facts of Complaint. (Who? What? Where? When? Witnesses? Additional Incidents?)

Specific Relief Desired. (What do you want done or corrected?)

Date

Signature of Student/Employee

SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act. Services are provided for students having a disability, physical or mental, which substantially limits one or more major life activities. Anyone thinking a student may need services should contact the student's principal.

SIGNS & POSTERS

Anyone at Berryville Schools wanting to put up a sign or poster must have it approved and signed by the administration. The sign or poster must be in good taste and appropriate for display. The person gaining permission is responsible for removal following the activity or event.

SPECIAL EDUCATION

Special Education services are offered for qualified students with disabilities. All federal and state laws are applicable for student's Individualized Education Programs (IEP). Parents/Guardians with concerns about their children's physical or intellectual needs should contact the Special Education Department or the Principal.

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents/guardians.

STAY IN SCHOOL PROGRAM

Arkansas State Law Act 867 (HR 1616) authorizes school districts to enter into cooperative agreements with law enforcement officials to implement a stay in school program. This program provides that law enforcement officials may attempt to locate and detain students who are off school premises during school hours but who should be in school. Such students may be taken into custody and returned to the school, or transported to parents/guardians or to a truancy reception center which has been designated by the school district. Effective 7/8/89.

STUDENT AIDES

Student Aide is a local-credit class and therefore is not graded. Students are to be on time and meet their responsibilities. Students not meeting duties will be removed and placed in ISS for the remaining of the semester. Aide positions are only for 12th graders.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the limitations in accordance to Policy 4.14.

STUDENT RESPONSIBILITIES AND RIGHTS

Students have the responsibility to:

- Obey school rules.
- Obey city, state, and federal laws.
- Respect the rights of fellow students and school personnel.
- Avoid abusive language, verbal or written.
- Dress appropriately and practice habits of personal cleanliness.
- Be punctual and attend school regularly.
- Do not disrupt the educational process.
- Attain the best possible level of academic achievements.
- Respect authority at school and at school sponsored activities.
- Know reason and methods of discipline, including suspension and expulsion.

Students have the right to:

- A meaningful learning experience.

- An appropriate and challenging curriculum.
- Protection from physical and verbal abuse.
- Assistance in making decisions on educational goals.
- The opportunity to practice decision making within the democratic process.
- Be disciplined in private if possible.
- Be disciplined in an appropriate manner.
- Adult representation when in conflict with school authority.
- A school climate free of violence and description.
- A written code of discipline which is clear.

TELEPHONE

A phone in the School Office is available for student use in the morning, during lunch and after school. The phone is to be used only in case of emergency and with permission from the secretary. Students will not be called out of class to answer the phone. Messages will be taken in the office and given to students on a limited basis; change of appointment, job messages, change of transportation only, no social calls. The telephone in the nurse's office is off limits to students.

TEXTBOOKS

Textbooks will be issued to students by the school on a loan basis to use throughout the school year. They are not free and are not the student's property, but the students are responsible for the care of the books. Books are very expensive and if lost or damaged the student will be fined for the appropriate amount. Books are assigned a number. The teacher records this number with the student's name that the book is issued. Students are not to write their own names in the book. Teachers are to put the student's name in the book as the book is issued.

TUTORING

Tutoring is available before school, Bobcat Time, during lunch, and after school. Students should check with individual teachers.

<u>MISCELLANEOUS</u>

ACCESS TO STUDENT INFORMATION

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district, such as an administrator, supervisor, teacher,

or support staff member or a person, agency, or company with whom the district has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual's work directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) (6.10)

The Berryville School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity¹ to a student enrolled in the public school; and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: Arkansas Department of Education Guidelines for “Megan’s Law”

A.C.A. § 5-14-132

A.C.A. § 12-12-913 (g)(3)

A.C.A. § 28-9-212

HOMELESS STUDENTS

The Berryville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.¹

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

For the purposes of this policy “school of origin” means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
 - In any case in which a family becomes homeless between academic years or during an academic year; and
 - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

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

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

1. Are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

Legal References: 42 U.S.C. § 11431 et seq.
42 U.S.C. § 11431 (2)
42 U.S.C. § 11432(g)(1)(H)(I)
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(G)
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
42 U.S.C. § 11434a
Commissioner's Memo COM-18-044

BERRYVILLE DISTRICT: STUDENT ACCEPTABLE USE POLICY

Dear Parent/Guardian(s):

Your son or daughter will get access to a world-wide network called the Internet. The reason for using the Internet is to expand your child's research and learning opportunities. Your son or daughter will reach this world-wide network through a computer account provided by the Berryville Public School District.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Access to network services is provided to students who agree to act in a considerate and responsible manner. No student will be granted Internet access until and unless a computer-use agreement, signed by either parent/guardian is on file. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

The Berryville District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a member of the technology administration. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the technology department.

The Berryville District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) child pornography, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communication Act of 1934 (47 USC Section 254 [h] [7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd

exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher is available for any questions about this policy your son or daughter may have or you may call Ed Wallace, Technology, ext. 3243.

Berryville High School Technology & Chromebook Use

The Berryville High School participates in a 1:1 initiative. All students in grades 9-12 will have the opportunity to be issued a school-owned Chromebook after paying a \$25 insurance/rental fee. This ensures that all students can access what they need from wherever they are - school, home, anywhere with an internet connection. Students can access tools and resources, post their current work, track their progress, and interact with teachers and other students through a variety of tools. All parents/guardians and students will be required to read and abide by the rules set forth in the technology handbook. A Chromebook use permission form with parent/guardian and student signatures will be required before taking possession of a school-owned device.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, Chromebook, network, or electronic device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, failing grades, and/or legal action as stated in the Student Code of Conduct.

Ownership of the Chromebooks

Berryville High School retains sole right of possession of the Chromebook. Berryville High School lends the Chromebook to the students for educational purposes only for the academic year.

Inventory Control, Insurance, & Damage

Students in grades 9-12 attending Berryville High School will be issued a Chromebook after the following conditions are met:

➤ Parent/guardian and student sign the Computer/Chromebook Use Agreement form (mandatory).

→ Insurance Cost

◆ Yearly Nonrefundable Accidental Insurance Fee is \$25.00 for each student.

→ Replacement Chargers

◆ \$15 will be charged for lost chargers.

→ Inventory Control

◆ The Chromebooks will be assigned and checked out in the same manner as a book, using the serial number on the back of the Chromebook, battery, and power adapter. Each student will be responsible for all equipment checked out in his/her name. Therefore, students are not to exchange Chromebooks, batteries, or power adapters.

◆ At the conclusion of each school year, students will be required to check in their Chromebook. Chromebooks will be inspected by the Technology department at this time and students will be expected to turn in the same serial numbered equipment as originally checked out unless replacement equipment has been issued by the technology department/Library Media Specialist.

◆ All students transferring/withdrawing from the district must turn in their Chromebook and accessories on their last day of attendance. Failure to do so will result in the student being charged the full \$200.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Estimated Costs for repairs (subject to change)

*The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$200.00
- Screen - \$50.00
- Keyboard/touchpad - \$52.00
- Power cord - \$15.00

Educational Use

- School issued Chromebooks should be used to educational purposes and students are to adhere to the Student Computer and Internet Use Policies.
- Students are to only use their school issued Chromebooks while on school property. No personal devices may be used on the school wi-fi.
- Students are to only use their school provided email and log-in on the Chromebooks

Using Your Chromebook at School

- Students are expected to bring a fully charged Chromebook and AC adapter to school every day. They are to bring their Chromebook and AC adapter to all classes unless specifically advised not to do so by their teacher.

General Use and Care of the Chromebook

- NO FOOD OR DRINK AROUND THE CHROMEBOOKS.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be left/stored in a vehicle.
- Chromebooks should never be swapped or shared with another student.

See Handbook for Discipline Procedures

Digital Citizenship and Copyright

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Student Computer and Internet Use Policies

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents/guardians of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parent/guardian permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student.

Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

- It is in the sole possession of the individual who made it;

- It is used only as a personal memory aid; and
- Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses personally identifiable information from an education record to appropriate parties, including parents/guardians, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

If there a court order exists which directs that a parent/guardian not have access to a student or his records, the parent/guardian must present a file-marked copy of such order to the building principal and the Superintendent.

The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents/guardians their attorneys and the court which issued the order.

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

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent/guardian or age-

eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

Legal Reference: 20 U.S.C. § 1232g

20 U.S.C. § 7908 (NCLB Section 9528)

34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

STUDENTS' ETHICS POLICY, GUIDELINES AND PROHIBITIONS

Dear Student:

- PART ONE

The Internet is a world-wide telecommunications network. There are hundreds of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as the 30 million people who are part of this world-wide network. Your student account allows you to use these resources. The purpose of your student account is to let you to take part in the curriculum and research activities at your school.

- PART TWO

The Academic Integrity Policy is part of the Rules of Student Conduct. The student handbook talks about academic dishonesty. While working on the Internet, you are expected to follow the rules of student conduct and to not violate the academic dishonesty clause.

- PART THREE

Berryville Public School District will monitor your use of network resources. Monitoring may include tracking the amount of time you spend using these resources and/or any questionable material you create and/or send using your email account.

- PART FOUR

You are expected to exercise responsible behavior when on the network.

- PART FIVE

1. Logging into the school network under anyone's account but your own is not acceptable.
2. Using any type of internet/web based email such as Hotmail, Yahoo mail, etc. is not permitted on school campus.
3. Using any type of instant messaging service is not permitted on school computers.
4. Using your network account for non-school related activities is not acceptable.
5. Using unauthorized copies of commercial software or violating copyright law is not acceptable.
6. Copying software provided by Berryville School District is not acceptable.

7. Installation of non-school owned software on school computers, whether networked or not, is not acceptable.
8. Downloading of ALL materials and/or software from the Internet must be with the consent and under the supervision of the Berryville School District faculty member responsible for your time on the computer,
9. Sending or displaying offensive messages or pictures is not acceptable
10. Damaging computers, networks, servers, or any technology is not acceptable.
11. Harassing, insulting, or violating others is not acceptable.
12. Using the District resources for commercial purposes is not acceptable.
13. Using district-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable.
14. Using district-connected technology to perform any illegal activity is prohibited, or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook in accordance to policy 4.29.

- PART SIX

Violating the above guidelines and prohibitions will result in losing your network account. Additional disciplinary action will be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies will be involved.

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/guardian or student has no objection)

I, the undersigned, being a parent/guardian of a student or a student eighteen (18) years of age or older, hereby note my objection to the publication by the Berryville School District information concerning the student named below.

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

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

Name of student (printed)

Signature of parent/guardian (or student, if 18 or older)

Date form was filed (to be filled in by office personnel)