

Berryville Public Schools
AdvancEd Accredited
902 W. Trimble
BERRYVILLE, ARKANSAS 72616
Elementary (Grades K-2) Telephone: 870-480-4640
Intermediate (Grades 3-5) Telephone: 870-480-4647

Dear Parents,

Welcome to Berryville Elementary and Intermediate Schools. We are committed to educating the whole child in a safe, nurturing environment while promoting respect for self and others. Our vision is to produce successful, responsible, self-disciplined, self-motivated, life-long learners. We aim to provide a balanced education in a safe, positive learning environment where parents and community are an integral part. The staff at our schools takes this mission to heart. We will strive each day to give your child the skills and knowledge to be successful.

We encourage you to maintain a high level of involvement in your child's school experiences. When students know that parents are involved in and concerned about their education, the learning environment is enhanced. We have several methods to keep you informed of current policies, dates, events, student progress and general guidelines. This handbook is designed to assist students and parents by providing current policies and guidelines. Our school website is located at <http://bobcat.k12.ar.us>. Here you will find weekly announcements, menu, HAC (Home Access Center), school calendar, e-mail addresses, education resources, and more district information. HAC is an on-line parent communication tool to keep you updated of your child's progress in grades 3- 5. Students in grades K-2 will receive a Standards-Based report card. Please let us know if we can assist you in accessing this or other information. All students will have an agenda or communication log designed to help organize students and promote daily communication between school and home. We have a parent center located in the Elementary and Intermediate Schools for your use which contains useful information and resources.

We encourage you to read the policy and procedure sections in this Student Handbook to familiarize yourself with our school organization, discipline procedures, dress code, attendance policies, et cetera. When you have questions or concerns please contact us.

Respectfully,

Mr. Kelly Swofford, Elementary Principal (Grades K-2) KSwofford@bobcat.k12.ar.us

Dr. Lisa Lee Geren, Intermediate Principal (Grades 3-5) LGeren@bobcat.k12.ar.us

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Dear Parents,

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/updated by the Berryville Board of Education in June 2013.

This booklet contains those student policies which will be in effect during the 2020-2021 school year. If you have any questions, call the elementary or intermediate school principals or myself for an explanation.

After having access to or receiving the policies, you and your child will need to sign the form in the front of this handbook and return it to school. Act 104 requires every school district to document its efforts to communicate all changes in student/personnel policies to the parents and students. Signing the form does not imply that you agree with every aspect of these policies. It merely indicates that you have access to a copy of the updated policy manual.

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

Respectfully,

Mr. Owen Powell
Berryville Schools Superintendent

*****Parent and Student Copy-Keep for Your Records*****

ACKNOWLEDGEMENT OF RECEIPT (HOME COPY)

In compliance with Arkansas State Law 6-18-503, 6-18-222 (a) (3), we herein advise you of the rules, regulations and policies for Berryville Public School by which students will be governed.

PARENT AND STUDENT SIGNATURE SHEET (HOME COPY)

We, parent and student, have access to an electronic copy or will request a hard copy of-the Student Handbook which outlines the rules, regulations and other directions are to be followed. A parent or guardian must sign the parent signature line and the student must sign the student signature line. Please sign the parent and student signature sheet and return to your child's teacher within ten days. Parent and student signature indicates access to the following rules, policies and procedures from the Berryville Elementary and Intermediate Student Handbook:

I have access to an electronic copy or will request a hard a copy of the Student Handbook effective for the 2020-2021 school year and am hereby notified of the contents therein.

I have access to an electronic copy or will request a hard copy of the Student Ethics Policy, Guidelines and Prohibitions. Questions about any network curriculum activity and/or Berryville School Computer Network will be answered by the Technology Coordinator, at 870.480.4647 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.

I have access to an electronic copy or will request a hard copy of the Parent Engagement Information, including the School-Parent Compact and Parent Engagement Plan for the 2020-2021 school year.

I have access to an electronic copy or will request a hard copy of the Behavior and Discipline sections of the Student Handbook. Discipline consequences will range from a minimum of a verbal warning to a maximum consequence of expulsion.

I have access to an electronic copy or will request a hard copy of the asbestos policy.

I give permission for my child to learn and work in the Outdoor Classroom.

Parent/Guardian Signature

Date

Student Signature (3-5 students only)
Print student name

Date

Classroom Teacher

Grade

ACKNOWLEDGEMENT OF RECEIPT (SCHOOL COPY)

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Print student name

Date

Classroom Teacher

Grade

Berryville Elementary/Intermediate School

Parent/Student Handbook

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

Superintendent: Mr. 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

Elementary School K-2

Principal: Mr. Kelly Swofford

Office	870-480-4640
Fax	870-480-4649
Counselor's Office	870-480-4642
Nurse	870-480-4641
Cafeteria	870-480-4643

Intermediate School

Principal: Dr. Lisa Lee Geren

Office	870-480-4647
Fax	870-480-4648
Counselor's Office	870-480-4644
Nurse	870-480-4645
Cafeteria	870-480-4646

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NOTE

This handbook is an outline of expectations and school procedures. Every rule and possibility cannot be written down. Students and parents should be aware that decisions on issues not addressed in this handbook will be made as necessary. If you have questions concerning some particular phase of the school that you do not find the answer to in this handbook, please consult your child's teacher, the school counselor or the principal.

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.

MISSION STATEMENT

Berryville Elementary and Intermediate Schools are committed to creating an environment where every child is safe, valued, respected and achieves.

SCHOOL MOTTO

Learning-The Choice is Mine

THE 10 BOBCAT TRADITIONS

Tradition 1 **BE THE EXAMPLE**

- I am responsible
- I own my actions
- I do the right thing even when no one is looking and without expecting to be recognized

Tradition 2 **BE THE GOAL SETTER**

- I think ahead
- I make a plan and stick to it

Tradition 3 **PRIORTIZE**

- I am a self-starter and follow my plan
- I put work before play

Tradition 4 **COMPROMISE WITH OTHERS**

- I am an encourager
- I work to find mutual solutions to conflicts

Tradition 5 **BE AN ENGAGED LEARNER**

- I look people in the eyes when talking
- I listen to other people's ideas and feelings

Tradition 6 **COLLABORATE WITH OTHERS**

- I get along well with others
- I work positively with others toward a common goal

Tradition 7 **BE ALL YOU CAN BE**

- I take care of myself
- I learn in lots of ways

Tradition 8 **CARING COUNTS; MANNERS MATTER**

- I respect others' ideas and feelings
- I use good manners everywhere at all times

Tradition 9 **BELIEVE IN YOURSELF**

- I am an important part of my school and community
- I focus on my potential not my past

Tradition 10 **SHARE YOUR TALENTS**

- I celebrate what makes me unique and special
- I discover my natural abilities

General Information

ACCREDITATION

The Berryville Elementary and Intermediate Schools are fully accredited by AdvancEd Accreditation. To be a member means that very high standards must be maintained. The school board, administration, and the school faculty are constantly on guard 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.

EDUCATIONAL GOALS

We realize some of our educational goals are beyond the responsibility of the school, and this is why we believe strongly that the family and other agencies and institutions of our community must cooperatively be involved in the educational development of our children.

We believe an optimum education can best be achieved by developing ideals in each child, which include:

1. High moral values and ethical behavior.
2. Self-worth, individual identity and self-confidence.
3. Mental, emotional and physical health.
4. Positive and cooperative attitudes.
5. An appreciation and understanding of the family as the basic unit of society.
6. A desire for knowledge, a love of truth and self-discipline necessary to develop his or her potential to the fullest.
7. Open inquisitive minds and develop flexible personalities that are adaptable to the ever changing world.
8. Thinking skills, communication skills, and mathematical skills developed to the highest degree possible and an appreciation and understanding of the sciences and of the interdependencies of earth and all organisms.
9. A genuine sense of appreciation and gratitude for the land and natural resources of the earth and a commitment to the wise uses of these resources.
10. Responsible actions in our democratic society.

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, and phone (870) 480-4669.

PARENT INVOLVEMENT ACA § 6-15-1701-1705, Act 1423

It is the policy of the Berryville School to foster and support active parental involvement. We recognize that a child's education is a responsibility shared by the family and school. In an effort to educate all students effectively, the parents and school must work as knowledgeable partners. Since parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children. The position of the Berryville School is to support a parental involvement program that will:

- Involve parents of students of all grade levels in a variety of roles;
- Be comprehensive and coordinated in nature;
- Recognize that communication between home and school is frequent, two-way, and meaningful;
- Promote and support responsible parenting;
- Acknowledge that parents play an integral role in assisting student learning;
- Welcome parents in the school and seek parental support and assistance;
- Recognize that a parent is a full partner in the decisions that affect his/her child and family;
- Recognize that community resources strengthen school programs, family practices, and student learning;
- Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district.

Berryville Intermediate Parent and Family Engagement Plan

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.
 - Each teacher will send home a folder containing student papers and work samples each week. Parent will be asked to sign and return the folder to school.
 - Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
 - The school will provide to parents reports every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
 - The school and teachers will send newsletters home with the students, post notices in school facilities and public buildings, and provide information to the local newspaper and radio stations about parent workshops and meetings.
 - The school will use the student handbook, school website, signage at the school entrance, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.
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 parent and family engagement and build staff and parent capacity to engage in these types of efforts.
 - The meetings will be held at various times during the day or evening to better accommodate parents.

- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing the School's Title I Plan.
 - Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of student's test scores and explanation of interventions teachers are using to assist the child in reaching achievement gaps.
 - Conferences are scheduled for October and March
 - The school will encourage parents in the following types of activities to increase involvement based on interest surveys given at parent/teacher conferences.
 - Popcorn poppers
 - Special "Special Someone" lunches
 - Lunch with a Loved One Olympic Day volunteers
 - Open House
 - Choir concerts
 - Various committees
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. 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.
 - STATE REQUIREMENT- 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 of 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.
 - STATE REQUIREMENT- 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 understandings of effective parental involvement strategies. Now 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 expectation and creating a climate conducive to parental participation.
4. How will your school work with parents to create a School-Parent-Compact?
- School staff and parents will develop a compact. The 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.
5. How will your school provide opportunities for parents to be involved in the development implementation and evaluation of the school wide 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.

- 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.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for the Parent and Family Engagement.
- 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 advance and guidance for school improvement.
- STATE REQUIREMENT- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

6. How will your school provide resources for parents?

- STATE REQUIREMENT- The 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.
- STATE REQUIREMENT- 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.
- STATE REQUIREMENT- 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.
- STATE REQUIREMENT- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
 - Berryville Intermediate School has designated the Campus librarian to serve as the Parent Facilitator.

7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- The school will engage parents in the annual evaluation using 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 engagement plan and make changes if warranted.

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

- The school will ask parents to fill out the survey.
- The school will use the results to plan the parent engagement activities for the year.

- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual evaluation.
9. When will your school plan the Annual Title I Meeting that must be conducted separately?
- The school will conduct a bi-annual Title I meeting for parents.
 - The school will hold an annual Title I meeting separate from any other meeting 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.

School-Parent Compact 2020-2021

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

School Responsibilities

The Berryville School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student achievement standards as follows:
 - Teachers will be highly qualified in their area of instruction.
 - District will utilize effective research-based curriculum.
 - Support services will be provided to include: school counseling, School-based Mental Health, school nurses, instruction for English language learners, Gifted and Talented program and Special Education services to promote a safe and effective learning environment.
2. Hold parent-teacher conferences twice annually, during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress as follows:
 - Progress Reports will be issued at mid-quarter.
 - Report Cards will be issued quarterly.
4. Provide parents reasonable access to staff. Specifically, staff will be available as follows:
 - Email
 - Scheduled appointments
 - Phone calls
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

- Volunteer forms made available during Kindergarten round-up, Open House, and Parent Teacher Conferences and compiled in a book which is kept in the teachers' lounge so as to be easily accessible.
- Parents may also participate through Parent Involvement Activities and as field trip or field day chaperones.

Parent Responsibilities

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

- Monitoring attendance
- Making certain that homework is completed
- Monitoring amount of television watched
- Participating, as appropriate, in decisions relating to our children's education
- Staying informed about our children's education and communicating with the school or school district as appropriate
- Serving, when possible, on policy advisory groups, such as Parent Advisory Council or other school advisory or policy groups.

RECOMMENDED EDUCATIONAL ROLES

Student:

- Engage in the learning process
- Exhibit positive character and behavior

Parent:

- Support the learning process at home
 - Provide an organized study environment
 - Speak positively about specific subjects and school in general
 - Make certain your child attends school regularly and is on time.
- Get involved
 - Communicate with teachers and other school staff
 - Attend parent/teacher conferences
 - Attend extracurricular events in which your student is involved
 - Volunteer

Teacher:

- Support learning process at school by teaching, through a variety of methods, the content in subject area(s)
- Communicate with parents about student accomplishments and needs
- Demonstrate professionalism and tact

School:

Provide a safe and supportive learning environment that bolsters student success

Helpful Hints and Information for a Successful Year

- The first bell rings at 8:05. Classes start at 8:10 and end at 3:15; doors open at 7:40.
- Meal prices are as follows: \$1.75 for lunch and \$1.25 for breakfast.
- District provides snacks for the students in the late afternoon.
- Students that miss more than 10 days per semester may be reported to juvenile services unless there are extenuating circumstances. We do have an Attendance Works program being implemented for students with chronic absenteeism.
- Being on time is VERY important. Greeters are helping students safely enter the school. If its 8, you're late!
- If your phone number or address changes, we need to know ASAP.
- Check out our website www.bobcat.k12.ar.us for current announcements and updated pictures. All faculty emails can be found on our website.

10 EFFECTIVE WAYS PARENTS CAN HELP THEIR STUDENT SUCCEED

1. Value your student's endeavors in both academic and extracurricular activities.
2. Form an alliance with your student's teachers.
3. Always model good character traits for your student.
4. Pass along a positive attitude.
5. Discipline in a positive manner.
6. Know how and when to say no.
7. Be a parent first and always, not your student's best friend.
8. Support your student when and if they are right.
9. Allow independence in your student as they demonstrate responsibility.
10. Read in front of and to your student every day.

PARENT RIGHT-TO-KNOW

Our 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 information 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 or 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, holds an associate's degree (or higher) OR passed the Praxis Paraprofessional Exam.
2. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
3. 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 870-480-4640 or 870-480-4647 or by email at KSwofford@bobcat.k12.ar.us or LGerren@bobcat.k12.ar.us

Should you have any other questions regarding your child's education, please do not hesitate to contact us.

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 the morning announcements of each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge.

Students choosing not to participate shall be quiet and stand still. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge 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 at the beginning of the day. Students may reflect, pray, or engage in a silent activity. Teachers or school employees in charge of a 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.

THE SCHOOL DAY

The school day begins at 8:10 A.M. and ends at 3:15 P.M. for K-5 students. Students are to be in school during school hours. Teachers do not grant permission for students to leave campus. If it becomes necessary for a student to leave school at the end of the day in a different manner than he/she normally arrives, the parent/guardian shall notify the main office no later than 2:30 by telephone, in writing, or in person. Otherwise, the student will be sent home the same way he/she arrived when the school day began or by normal routine.

VISITATION

All visitors are to stop at the school office, check in and pick up a visitor pass. Visitors, please remember the classrooms are busy places and interruptions must be kept to a minimum. Because a teacher's primary responsibility is to the children, drop-in classroom visits are not permitted. Any time a teacher is called out of class or away from duty, instructional time is lost and the children are left unsupervised. Visitors shall refrain from confronting or harassing students. Students from other schools are not permitted to visit the classrooms.

If parents have business with a teacher that will take more than a moment, they should arrange for a conference at a convenient time. A conference by phone or in person can be arranged through the school office. Teachers have preparation periods daily and are usually available for conferences at that time.

WEB PAGE

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

ACADEMIC INFORMATION

ACCELERATED READER (AR) HONOR CODE

To help maintain the atmosphere of mutual trust and confidence among students and teachers and to ensure that each student is judged solely according to his or her own merits, the Berryville Elementary School community has established the following Honor Code:

No student will unfairly advance his or her own performance in the Accelerated Reader program, nor will he or she in any way intentionally limit or advance the performance of his or her fellow students using the Accelerated Reader.

The Berryville Elementary School community firmly believes in this Honor Code. The student signing the pledge confirms his or her belief in the Honor code and therefore, he or she is expected to report suspected violations of the Honor Code.

The scope of actions that would fall under such a code is very broad. The following are examples of what the community will consider as cheating:

- Giving or receiving questions or answers for an Accelerated Reader test or, in any way, cheating on an Accelerated Reader test.
- Using Cliff Notes, classic comic books, movies, videos or shortened or abridged versions of the books on the Accelerated Reader book list to try to pass the test.
- Using any means besides reading the full, unabridged version of the book to pass an Accelerated Reader test.

Maintenance: An academic honor system secures for the students freedoms, conveniences and privileges that would not otherwise be possible. It engenders an atmosphere for learning without the constant surveillance that would otherwise be necessary. The system requires all students to accept the responsibility of maintaining the standards of the community. Thus, each student must accept the responsibilities of the Honor System.

Mechanics: Any member of the community suspecting a violation may (a) confront the accused and see that this person reports them self or, (b) report it to the teacher involved.

Penalty: A willful violation of the Honor Code will result in suspension of the student from participating in the Accelerated Reader Program for the rest of that specific nine weeks and from participating in any rewards related to completing that nine weeks goal and yearly goals.

Pledge and Reaffirmation: At the beginning of the school year or at time of enrollment, each student and parent will read this code and sign the parent and student signature sheet and return it to school.

4.45 BERRYILLE SCHOOL DISTRICT'S SMART CORE CURRICULUM AND 4.46 GRADUATION REQUIREMENTS

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

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of

their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the 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.

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 or 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 six-hour day or minimum thirty (30) hour week is required

CONSISTENCY IN COURSE WORK

The Berryville Elementary and Intermediate School's courses comply with ADE rules governing the comprehensive plan for consistency and rigor in course work. ACA 6-11-105, 6-15-1506.

CORE – Sixteen (16) units

English – four (4) units

Oral Communications – one half (1/2) unit

Social Studies –three (3) units [one (1) unit of world history, one (1) unit of U.S. history, one half (1/2) unit of civics]

Mathematics – four (4) units [one (1) unit of algebra or its equivalent* and one (1) unit

of geometry or its equivalent.* All math units must build on the base of algebra and geometry knowledge and skills.] Comparable concurrent credit college courses may be substituted where applicable.

Science – three (3) units [at least one (1) unit of biology or its equivalent and one (1) unit of a physical science]

Physical Education - one half (1/2) unit

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

Economics - one half (1/2) unit

A one half (1/2) unit of Economics is required for graduation and may be counted toward the required three (3) social studies credits or toward the six (6) required career focus elective credits. If the course is taught by an appropriately licensed social studies teacher, credit may be applied to meet graduation requirements in social studies or toward the career focus electives. If the course is taught by an appropriately licensed business education teacher, graduation credit can only be applied toward career focus requirements.

The appropriate course code must be used to differentiate the application of credit for graduation to either the area of social studies or the area of career focus elective credit.

Fine Arts – one half (1/2) unit

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

GRADING (ASBA 5.15)

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

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

Grading Scale K-2 Standards-based report card

Grade Points 3rd-5th A (100-90); B (89-80); C (79-70); D (69-60); F (59 and below)
A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points

Legal reference: ACA 6-15-902; State Board of Education: Standards of Accreditation 12.02; ADE Rules and Regulations Governing Uniform Grading Scales for Public Secondary School

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 aware of the subject matter being taught and the child's academic progress.

Homework is expected to be done within a reasonable 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. Communication logs, agendas or calls to parents will be a method of notification when students are not completing assignments.

LOCAL CREDIT

Local credit courses can count for credit numbers 22, 23, and 24 toward graduation. Examples of local credit courses include athletics, office/teacher aide.

MAKE-UP WORK

Students who miss school and comply with the absence policy shall be allowed to make up the work they missed during their absence under the following rules:

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student.
- Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have the number of days missed plus one to complete and turn in all missing work including tests.
- Make-up work which is not turned in within the schedule for that assignment shall receive a zero when applicable.
- A maximum 25% penalty for late work will be assessed each day for up to four days. A zero will be given on the 4th day when applicable.
- Students are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return. As required/permitted by the student's Individual Education Program or 504 Plan.
- If a student is present when a test is announced, and absent when the test is given, they must make the test up the first day they return to school.
- Students will be denied credit for excessive absences, out-of-school suspensions, or expulsions.

PARENT CONFERENCES

According to the Arkansas Department of Education Standards for Accreditation (12.04.02), elementary and intermediate school teachers, kindergarten through fifth grade, shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conference, or a home visit. A report card or grade sheet is given to the parent at the parent-teacher conference or to the student at the end of each nine-week period. If a parent wishes further explanation than given on the report card, he/she should feel free to request additional information. Teachers have planning periods available to conference with parents on request.

PROMOTION/RETENTION (ASBA 5.12)

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

PROMOTION AND RETENTION GUIDELINES

Promotion or retention of students shall be primarily based on the following criteria (if applicable by grade): classroom performance in literacy and math; attendance; previous achievement scores; current assessment data scores; standards-based report for Kindergarten-Second; previous recommendation for retention; state mandated assessment; current achievement scores if available; among any other data collected. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If parents chose not to attend, or if the school cannot reach them, the conference will still be held. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

5.11-PROMOTION/RETENTION/COURSE CREDIT for 6-12 SCHOOLS

Arkansas Department of Education is currently revising the Academic Improvement plan requirements. 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.

Students considered for acceleration (i.e., promoting grade level without doing the coursework) must follow the protocol: 1) have a formal written request submitted to the principal; 2) a review committee consisting of parent, teacher, counselor, and principal will convene to review all aspects of the impact of the promotion (i.e., academic, emotional, and social). If a decision cannot be reached, the final decision shall rest with the principal. If a decision is made to accelerate the student, the parent must sign a formal letter assuming all responsibility for the academic, emotional, and social skills missed due to the advance promotion.

Legal references: ACA 6-15-402, 6-15-404, 1602, 2001, 2005, 2009; State Board of Education: Standards of Accreditation 12.04.3; ADE Rules Governing the ACTAAP and the Academic Distress Program 7.02.7, 7.02.9, 7.03.7, 7.03.7.3

REPORTING STUDENT PROGRESS

In an effort to keep parents informed about student progress, the following measures are used:

- Parents are encouraged to use the communication logs of students in grades kindergarten through second grade, and agenda books of students in grades three through five as a means of school/home connection to keep current of such things as homework or missing assignments.
- Parents can view student progress of third, fourth and fifth grade students by checking their child's grades on-line through HAC (Home Access Center) on the schools website.
- Parents 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 frequent between home and school. Parents are encouraged to request conferences as needed during the school year.
- Progress reports will be given to parents at the mid-point of each grading period in grades K-5. Parents receiving a progress report showing deficiencies are requested to contact their child's teacher and/or principal to arrange a conference.
- A report card or grade sheet is issued each nine weeks and should be signed and returned immediately to verify parent notification of student performance.
- A parent-teacher conference is held during the first and third reporting periods. The state requires these conferences be documented and have 100% participation either by school conference, phone conference or home visit.
- Achievement tests are given annually to all students in grades three through grade five. Kindergarten through grade 2 assessments will be given three times per year. Test results will be 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

5.16 GRADUATION REQUIREMENTS

Total number of credits to graduate from Berryville High School is 24 credits. Twenty-two of these required credits must follow state guidelines, the remaining two can be local credit. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

REQUIREMENTS FOR GRADUATION

Berryville High School's requirements for graduation: a unit of credit is given for successfully completing a class for an entire school year with a grade of 60 or better, one-half 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.

English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
Health	1/2 Credit
Physical Ed.	1/2 Credit
Fine Arts	1/2 Credit
Oral Com.	1/2 Credit
Core Total	16 Credits
Electives	7 Credits
Computer Technology	1Credit
TOTAL	24 Credits

SMART CORE – Sixteen (16) units

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

Mathematics – four (4) units [All students must take a mathematics course in grade 11 or grade 12 and complete Algebra II.] Comparable concurrent credit college courses may be substituted where applicable.

Algebra I or Algebra A & B (Grades 7-8 or 8-9)

Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)

Algebra II

Fourth math unit range of options: (choice of: Transitions to College Math, Pre- Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math)

Natural Science – three (3) units with lab experience chosen from Physical Science, Biology or Applied Biology/Chemistry, Chemistry, Physics or Principles of Technology I & II or PIC Physics

Social Studies – three (3) units [one (1) unit of world history, one (1) unit of U.S. history, one half (1/2) unit of civics]

Oral Communications - one half (1/2) unit

Physical Education - one half (1/2) unit

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

Economics - one half (1/2) unit

A one half (1/2) unit of Economics is required for graduation and may be counted toward the required three (3) social studies credits or toward the six (6) required career focus elective credits. If the course is taught by an appropriately licensed social studies teacher, credit may be applied to meet graduation requirements in social studies or toward the career focus electives. If the course is taught by an appropriately licensed business education teacher, graduation credit can only be applied toward career focus requirements.

The appropriate course code must be used to differentiate the application of credit for graduation to either the area of social studies or the area of career focus elective credit.
Fine Arts - one half (1/2) unit.

ATTENDANCE INFORMATION

ATTENDANCE POLICY

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

All children, ages 5 through 21 on or before August 1, must attend school unless an appropriate exception applies under Ark. Code Ann. 6-18-201, 6-18-202, 6-18-207 (Repl. 1993), Senate Bill 217. Attendance is the primary responsibility of the parents. Regular attendance is required by the Berryville Public Schools. Each student is expected to attend classes every day except when illness, injury, or conditions beyond the student's and/or parent's control prevent attending classes. Frequent absences for any reason are certain to have a negative effect on a student's performance in school. It is important that parents understand the necessity of regular attendance and accept responsibility for their child's attendance.

According to Act 473 of 1989, as amended by House Bill 1042, The Board of Education of each school district in this state shall adopt a student attendance policy as provided for in Arkansas Code 6-18-209 which shall include a certain number of 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. Districts should ensure that any student who does not comply with the district's attendance policy because of illness or health problems could be evaluated under Section 504 of the Rehabilitation Act of 1974. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

This policy applies to all students in grades K-12. It also applies to all courses or assignments for which a student is enrolled or assigned. Parents wishing attendance information may contact the office. Students must be present three (3) hours in order to be counted one-half day present or six (6) hours present to be counted a full day. In addition, all late arrivals or early

dismissals
will be counted as tardy.

Students are not permitted more than ten (10) absences from any one class per semester. Excused Absences: First ten (10) absences per semester. Only a letter or note from a governmental entity, medical, dental, or mental health professional rendering services to a student will be accepted after the tenth (10th) absence or credit for work missed shall be denied. Unexcused Absences: Every absence after the tenth (10th) absence per semester. Students returning from an absence must give a note to the office within five (5) school days. Act. 1322 of 2013.

NOTE: When a student has accumulated a total of five (5), seven (7) and ten (10) absences per semester, the attendance clerk or principal will notify the parents/guardians by mail or phone of the student's absences. The ten (10) day notice 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).

COMPULSARY ATTENDANCE

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, 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.

CHECK-IN PROCEDURE

Students absent the previous day should bring a note to their homeroom teacher from a parent or other acceptable entity stating the reason for the absence. Parents should check students in through the office anytime students arrive late.

CHECK-OUT PROCEDURE

Parents, or other authorized adults, needing to check students out before the end of the school day should go to the office with proper identification and complete an early dismissal form. If someone other than a child's parent will be picking up a child, the parent must notify the school office. Anyone other than parents must have authorization and identification to pick up a child. Parents may designate continuous authorization for pick-up on their child's registration form kept on file in the school office. Parents may also authorize release for an individual to pick up their child by sending a signed notification to the office that is verifiable. It is the responsibility of the parent/guardian to notify the school of any changes. Car rider tags are issued through the office. Parents need to display their tag to school personnel in advance to collecting their child, or go to the office with proper identification. If a parent/guardian needs to pick up a student that has gotten on a bus, the parent must go to the office with appropriate identification. The office staff will contact the bus. Students will not be removed from a bus that is already in route.

Students who become ill during the day should, with the teacher's permission, report to the school nurse. If necessary, the nurse will contact the parents and complete the check-out form. If the parents cannot be immediately contacted, the student will remain in the nurse's office until the parent or guardian can be reached. If parents are not reached by the end of the day and the nurse deems it appropriate, the child will be sent home in the regular manner. Should there be an

emergency involving an accident or serious illness and the parents cannot be contacted, the student will be taken to medical or dental facilities to meet his/her needs.

EXCESSIVE ABSENCES

Students with more than ten (10) total absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with the persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Students accumulating more than ten (10) absences shall be denied credit for missed assignments due to any additional absences UNLESS absence is accompanied by a letter or note from a governmental entity, medical, dental, or mental health professional rendering services to this student or prior approval has been given by the administration with a signed agreement. Excessive absences shall not be a reason for expulsion of a student. Upon the eleventh (11th) consecutive absence without prior approval from the administration, the student may be dropped from record and will need to reenroll upon returning.

Whenever a student exceeds ten (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. Students who attend in-school suspension shall not be counted absent for those days. Days missed due to expulsion or out-of-school suspension shall not receive credit for work missed. 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.

Act 1223 of 2011 allows a parent/guardian to petition the administration for special arrangements to address the student's absences. If special arrangements are granted by the school, they will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. This agreement is to be signed by a school administrator, parent, and student.

EXCESSIVE TARDINESS

Excessive Tardiness can interfere with the learning process. Excessive tardiness will be defined as more than five tardies per semester. When a child reaches the sixth tardy, the parent will be notified of the excessive tardy and a conference between parent and principal will be encouraged to find a way to correct the tardiness. Subsequent tardies may result in disciplinary action against the student in the form of a disciplinary referral under Rule 32: Principal's Authority which could include in-school suspension.

TRUANCY

Arkansas law Act 867 (HB 1616) authorizes school districts to enter into a cooperative agreement with law enforcement officials to implement a stay-in-school program. The 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, transported to the parents or to a truancy reception center, which has been designated by the school district. Effective 7.3.89.

BEHAVIOR AND DISCIPLINE

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, witnessed by a principal or teacher, observing the students due process rights. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment given and an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e., out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice (ACA 6-15-505(c) (1), 6-15-503, Act 333 of 1995).

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. Additional ISS time can be issued to a student who chooses to disrupt, is uncooperative, or chooses to not complete class work. However, if a student acquires three additional days over their assigned ISS time, if the student is uncooperative during ISS, or if the parent rejects the ISS disciplinary action, the student will be placed in out of school suspension for her/his remaining ISS assignment. 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.

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. In addition they will not be allowed to participate or attend extra-curricular activities and/or be present on school property.

In all cases the following procedure shall be followed:

- The student shall be given written notice or advised orally of the charges against him/her;
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- If the principal finds the student guilty of the misconduct, he/she may be suspended;
- The principal or his/her designee shall notify the Superintendent as to the reasons for the suspension and its duration;
- An attempt will be made by the principal to notify the parents by phone outlining the nature of the offense, the reasons for the suspension and its length. At that time, arrangements should be made for a parent conference at a time convenient to both parties. A follow-up letter shall be mailed to the last address reflected in the records of the school district, a copy of which is to be maintained in the principal's office. No suspended student shall be allowed to leave the school grounds during the school day until a parent, guardian or other proper authority shall assume responsibility for him/her.
- The parent conference shall be attended by the parent, student, principal and other staff members as directed by the principal. In no case shall a student be returned to class until this conference has been held. The conference should review the nature of the problems leading to the suspension and a reasonable course of action to remediate this problem.
- The student and parents shall have the right of appeal and review of a suspension. All appeals should be made in writing within 5 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.

- All absences due to suspension shall be unexcused. If a student should be suspended three times during a year, it shall be recommended that the student be expelled from classes for the duration of that year. In all cases involving expulsion, procedural guidelines outlined for a suspension shall be followed.

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. 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 or legal 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 or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student. In addition, the student will not be allowed to participate or attend extra-curricular activities and/or be present on school property.

BEHAVIOR POLICY

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, et cetera, constitutes battery and/or assault and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and is also strictly forbidden. Violations of this policy will result in a possible suspension or expulsion from school 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 at school related activities.

The following actions are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, a minimum of verbal warning to a maximum of 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 when traveling to or from school. Below each rule is a standardized list of disciplinary actions 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 and still choose to disrupt will be subject to out-of-school suspension for the remainder of the assigned time. Parents will be notified ahead of time and by mail for out-of-school suspension, expulsion and loss of credit. Should a student be arrested at school, the school will attempt to contact the parent/guardian until the end of the school day, at which time a note shall be dropped in the mail. Parents or students who refuse ISS or Corporal Punishment, the student will be assigned OSS.

ABBREVIATIONS USED:

CP	Corporal Punishment;
ISS	In-School Suspension;
OSS	Out-of-school suspension.
Expulsion	Indefinite Suspension
FINS	Family in Need of Services

Expulsion with loss of credit requires board approval; therefore, the student is placed in indefinite suspension until the Board meets. Any offense after the first one shall place the students on PROBATION for the remainder of the semester and he/she is subject to close supervision at school and in extra-curricular events. In some cases, it may become necessary for the school to file a Family in Need of Services with the court system to seek additional support.

RULES AND CONSEQUENCES

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

- A. 1-3 days ISS or Corporal Punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. Recommend for Expulsion

Rule 2: TRUANCY

A student shall not be absent from school without parent 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. 1-3 days ISS or Corporal Punishment
- B. 3-5 days ISS
- C. 10 days ISS and send information to juvenile authorities
- D. 5 days ISS and file a FINS (Family in Need of Services)
- E. 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. 1-3 days ISS or Corporal Punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 4: WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, when traveling 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, numchucks, 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.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. 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 not less than one (1) 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 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. 1-3 days ISS

C. 3-5 days ISS

D. 1-3 days OSS

E. 3-5 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 remainder of the 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. 1-3 days ISS or Corporal Punishment

B. 3-5 days ISS

C. 1-3 days OSS

D. 3-5 days OSS

E. 10 days OSS

F. Recommend for Expulsion

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

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

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

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

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Cell phones may be used during lunch time and between classes as a communication device as long as it does not interfere with other students. Students bring devices at their own risk. The school will not be responsible for lost or damaged devices.

A. Principal/Parent conference and confiscation of device until this meeting takes place.

B. 1-3 days ISS or Corporal Punishment

C. 3-5 days ISS

D. 1-3 days OSS

E. 3-5 days OSS

E. 10 days OSS

F. Recommend 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 testing (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. 1-3 days ISS or Corporal Punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. Recommendation of Expulsion

Rule 12: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

A student who commits assault and/or battery upon a member of the faculty or staff

- A. 3 days ISS or corporal punishment
- B. 3 days OSS
- C. days OSS
- D. 10 days OSS
- E. Recommend for Expulsion

Rule 13: 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

Rule 14: BOMB THREATS OR OTHER DISRUPTIVE INTRUSIONS SUCH AS A FALSE FIRE ALARM

A student who calls in a bomb threat and/or other threat to the health and safety of students and/or employees shall face the following

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

Rule 15: FIGHTING

When students fight, it may be difficult to determine who is at fault. When a cooling off period

is needed, both students may be immediately suspended (ISS) in different areas of the building while information is being gathered. . Punishment will then be as follows:

- A. 1-3 days ISS
- B. 3-5 days OSS
- C. 3-5 days OSS
- D. 10 days OSS
- E. Recommend for Expulsion

Rule 16: 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 of any minor student under the age of 18 shall be liable for said damages.

- A. 1-3 days ISS or corporal punishment
- B.-3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 17: DISORDERLY CONDUCT

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. **This includes physical contact with another student.**

- A. 1-3 days ISS or Corporal Punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 18: 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. 1-3 days ISS or corporal punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 19: 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.
- Leave the cafeteria when finished eating. Take no food outside.
- 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 gum chewing

- A. Principal Conference
- B. 1-3 days ISS or corporal punishment
- C. 3-5 days ISS
- D. 1-3 days OSS
- E. 3-5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 20: 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. 1-3 days ISS or corporal punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 days OSS
- F. Recommend for Expulsion

Rule 21: 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. 1-5 days OSS
- B. 10 days OSS
- C. Recommend for Expulsion

Rule 22: 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 23: 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

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 and staff.

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 the Second Chance smoking prevention and cessation curriculum during 1 day of in school suspension (ISS)

2nd offense – tobacco products will be confiscated; school will contact parents/guardians, and require the Second Chance smoking prevention and cessation curriculum during 3 days of in school suspension (ISS)

3rd offense – tobacco products will be confiscated; school will contact parents/guardians, and student must complete the Second Chance smoking prevention and cessation curriculum during 5 days of ISS

4th offense – tobacco products will be confiscated; school will contact parents/guardians, and student must complete the Second Chance smoking prevention and cessation curriculum during 3 days OSS

5th offense – tobacco products will be confiscated; school will contact parents/guardians, and the student must complete the Second Chance smoking prevention and cessation curriculum during 5 days OSS

6th offense – tobacco products will be confiscated; school will contact parents/guardians, and the student must complete the Second Chance smoking prevention and cessation curriculum during 10 days OSS

7th offense – tobacco products will be confiscated; school will contact parents/guardians, and the student will be recommended for 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

Date Revised: 6/5/19

Rule 24: GAMBLING

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

A. 1-3 days ISS or corporal punishment

B. 3-5 days ISS

C. 1-3 days OSS

D. 3-5 days OSS

E. 10 days OSS

F. Recommend for Expulsion

Rule 25: CAMPUS BOUNDARIES

Berryville campus is a very spread out campus. Students are not allowed to be behind the bus garage. Students should not be on the track, football field, or practice fields unless in a supervised class.

- A. Conference and warning
- B. 1-3 days ISS or corporal punishment
- C. 3-5 days ISS
- D. 1-3 days OSS
- E. 3-5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 26: CHEATING ON TESTS/ASSIGNMENTS

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
- B. Student receives zero, calls parent, and receives 3 days ISS or corporal punishment
- C. Student receives zero, calls parent, 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 and 10 days OSS
- G. Recommend for Expulsion

Rule 27: DRESS AND GROOMING

The following policy concerning the district dress code was reviewed by a uniform committee, composed of parents, students and staff, in the spring of 2000. The committee's recommendation was adopted by the school board on July 17, 2000, as the official K-12 dress code. There are many details and styles of clothing that cannot be covered in this policy. Students and parents 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 activities.

The dress code does not allow the following items to be worn:

- Shirts, hats, buttons, badges etc. with obscene or risqué printing, advertising of tobacco, alcohol or drugs, suggestive phrases, pictures or any other form of advertising illegal for youngsters.
- Tube tops, spaghetti straps, cut off T-shirts, midriff blouses, netted shirts, or chains on clothing
- Spandex or biking shorts
- Ripped, torn clothing or holes exposing flesh above the knee.
- Face paint, costume masks, or any items covering identity are not permitted unless for health and safety reasons.

- No pajamas
- Skirts, mini-skirts or dresses may not be worn shorter than the middle of the thigh.
- Hats, scarves, bandanas, etc. are not to be worn on the head.
- Wearing undergarments as outer garments or clothing wrong side out.
- Waist band of pants, shorts, or jeans must be above the hip bones with the sagging or bagging of pants not permitted.
- For safety reasons, body piercing will not be allowed with the exception of the ears.
- Students may not wear shorts shorter than mid-thigh.
- Sunglasses are permitted only for medical circumstances.
- Shoes are to be worn at all times.

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 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
- B. ISS and change
- C. 1-3 days ISS
- D. 3-5 days ISS
- E. 1-3 days OSS
- F. 3-5 days OSS
- G. 10 days OSS
- H. Recommend for Expulsion

Rule 28: NEGLECT OF TEXTBOOKS

The school provides textbooks for students to use students must take care of them. They may not leave books unattended in the halls, floors, gym bleachers, outside, cafeteria tables or anywhere else that they might be damaged, lost or destroyed. Books that are marked on or damaged will be paid for on a pro-rated basis.

- A. Principal Conference
- B. 1-3 days ISS or corporal punishment
- C. 3-5 days ISS
- D. 1-3 days OSS
- E. 3-5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 29: 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 during the regular school day, at school activities at home or away, nor during extra-curricular events on school property.

- A. Principal Conference
- B. 1-3 days ISS or corporal punishment
- C. 3-5 days ISS
- D. 1-3 days OSS
- E. 3-5 days OSS
- F. 10 days OSS
- G. Recommend for Expulsion

Rule 330: 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 their 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 it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

Definitions:

Bullying is any incident or pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying can be a threat or actual, physical harm; it can be verbal abuse of the child. Bullying also includes unacceptable behavior identified in this policy which is electronically transmitted. Bullying is a series of recurring actions committed over a period of time directed toward one student or successive, separate actions directed against multiple students.

Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. Act 1437 of 2005. § 6-18-514

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

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person
- Demeaning humor or discrimination relating to a student’s race, gender, national origin, religion, age, sexual orientation or disability
- Blackmail, coercion, extortion, demands for protection money or other involuntary donations or loans
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Hazing, or aiding in the hazing of another student

- Intimidation or discrimination communicated either by person-to-person, indirectly by writing, or by any telephonic or electronic means, including cyber bullying, including text messaging, email, voicemail, Internet, et cetera
- Threats of harm to student (s) possessions or others

Definition of Electronic Bullying

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 functions 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

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

- A. 1-3 days ISS or corporal Punishment
- B. 3-5 days ISS
- C. 1-3 days OSS
- D. 3-5 days OSS
- E. 10 day OSS Recommend for Expulsion

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.

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.

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 activity, such as ball games, dances, banquets, et cetera, without lawful business shall be guilty of a misdemeanor, and if convicted, shall be subject to fines up to two hundred fifty dollars (\$250.00). 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. (Ark. Law 6-21-607)

TRANSPORTATION RULES

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

- All students must obey the driver's directions promptly and cheerfully.
- There is to be no eating, gum chewing or drinking of anything 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, et cetera, at all times.
- Students must use proper boarding and departing procedures.
- Students may not bring on board 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 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 is allowed.
- No ethnic, racial or derogatory comments towards students or school personnel will be tolerated.
- No matches, lighters or other flammable materials are allowed on the bus.
- Any action by a student that is deemed unsafe is prohibited.
- No students may 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 contact by discipline note or telephone
Second Offense	1-day bus suspension and parent contact
Third Offense	3-day bus suspension and parent contact
Fourth Offense	10-day bus suspension and parent contact
Fifth Offense	30-day bus suspension and parent contact
Sixth Offense	Bus suspension for the remainder of the school year

Severe Rules Violations

- A. Possession of drugs, alcohol, tobacco, and/or related materials is prohibited (see Student Handbook for disciplinary actions Rule 6 and Rule 22).
- B. Possession of weapons such as guns, knives, razorblades, stun guns, et cetera, is prohibited (see Student Handbook for disciplinary actions Rule 4).
- C. Students suspended off a route bus may not ride on another route bus during the term of the 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 the District’s Student Discipline Handbook.

Parents should be aware that in case of an accident in a school vehicle that the student’s insurance will be primary and the school’s insurance will be secondary.

STUDENT BEHAVIOR RULES

The Berryville Public School’s Code of Conduct was created by a committee of students, parents, teachers, administrators and board members. The purpose of this code is to provide a school atmosphere conducive to educating the young people of the district in the ideals of our democratic society. The rules of the code take into consideration the rights and responsibilities of each group involved (students, parents and the school relative to the stated purpose.

The rules are comprehensive and govern all phases of the student's life at school. Conduct on a school trip or activity, computer or Internet, cell phones or telephones, other means of communication media where the communication originates or ends on District property, or any school function is considered within the limits of school jurisdiction, and the disciplinary code will be applied. All punishment for misconduct should be understood as a corrective measure. All codes of conduct shall ensure the equality of educational opportunity for all students regardless of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

School discipline is a process through which students are expected to achieve success by having firm, consistent rules to follow. In order to guarantee all the students in our school the excellent learning climate they deserve, we are using the following discipline plan as approved by the Berryville Board of Education.

We believe all students can behave appropriately at school. No student will be allowed to disrupt learning. This code depends on the support of everyone to be effective. The following general rules are designed to identify some but not all expected student behaviors while at school. These rules are expected to be enforced throughout the elementary and intermediate schools.

- Students will respect the rights of others by keeping their hands, feet, books or other objects to themselves and by leaving the property of others alone.
- Any acts of misbehavior including horseplay, rough-housing, moving about in the room without permission, throwing objects, et cetera, that disturbs the learning process will be prohibited.
- Students will NOT run, push other students or speak loudly in the halls, especially when other classes are in session.
- Students will show proper respect to peers, school employees, parents and guests.
- Students will behave appropriately in the cafeteria (see Rule 18 for cafeteria regulations), restrooms, on the playground and all other areas outside the classroom.

Playground Rules:

- (1) Be in control of yourself at all times (ex: no pushing; no kicking someone; no throwing objects intending to harm someone; no playing games that results in pushing someone down or bullies them).
- (2) No jumping out of swings or off equipment.
- (3) No running up or down slides. Slide normally.
- (4) No standing on top of high equipment.
- (5) Stay inside the fenced area unless you have permission otherwise.

If a student chooses to break a rule, teachers may choose the following consequences:

- 1st Offense Warning; Student-teacher conference including action plan for correcting behavior
- 2nd Offense Up to one-half of recess in detention
- 3rd Offense Up to one-half of recess in detention, activity detention, and notification to parent or guardian of problem and consequences by written disciplinary referral or parent-teacher conferences
- 4th Offense Referral to Principal

Severe Clause – Offenses committed by students at school, while students are under school jurisdiction and considered to be anti-social, a persistent disregard for school rules, disruptive or of gross misconduct in nature shall be grounds for immediate corporal punishment and/or parent notification with possible suspension without going through each step.

Special education students follow the regular school discipline policy unless otherwise indicated in their individual educational plan (IEP).

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. 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 REQUIREMENTS

ENTRANCE REQUIREMENTS (ASBA 4.2)

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outline in the Homeless policy (see 4.40 Homeless Student), be accepted as a transfer student under the provisions of District policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with the placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully

completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment. Act 1255 of 2005 requires schools to “immediately” enroll foster children whether or not they produce “required clothing or required records” unless under expulsion from previous school.

Prior to the child’s admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child’s social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:
 - A birth certificate;
 - A statement by the local registrar or a county recorder certifying the child’s date of birth;
 - An attested baptismal certificate;
 - A passport;
 - An affidavit of the date and place of birth by the child’s parent or guardian;
 - United States military identification; or
 - Previous school records.
3. Proof of residency:
 - Utility bill (Cannot accept P.O. Box)
 - Tax record
 - Rental agreement

4. IMMUNIZATIONS: Students are to be immunized in accordance with Arkansas State Laws: Act 224 of 1967, 633 of 1973, 871 of 1997, and Act 999 of 2003, 6-18-702. According to those laws: No...child shall be admitted to a public or private school...of this state who has not been age-appropriately immunized against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red (Rubeola) Measles, German (Rubella) Measles, Mumps, Hepatitis B, Varicella (Chicken Pox), and other diseases as designated by the State Board of Health, except as otherwise provided by law, as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

The Arkansas Department of Health recommends pertinent school immunizations and the Arkansas Board of Health adopts and enforces these immunizations state-wide. These requirements may change from year to year.

The Arkansas Department of Health recommends pertinent school immunizations and the Arkansas Board of Health adopts and enforces these immunizations state-wide. These requirements may change from year to year.

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric) vaccine with one given on or after the student's fourth birthday; at least three doses of Polio vaccine with one given on or after the student's fourth birthday; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; one dose of Hepatitis A given on or after the student's first birthday; and two doses of Varicella (chickenpox) vaccine. A medical professional's [medical doctor (MD), advanced practice nurse (APN), doctor of osteopathy (DO), or physician assistant (PA)] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted (See Table II). Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

For Grades 1st through 12th, the mandatory vaccines required include the following: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DtaP), Diphtheria/Tetanus and Pertussis (DTP), Diphtheria/Tetanus (DT-pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult); at least three doses of Polio vaccine; two doses of MMR (measles, mumps and rubella) vaccine; three doses of Hepatitis B vaccine (or an alternative two-dose Hepatitis B vaccine for 11-15 yr. old children) and two doses of varicella. One dose of Hepatitis A is required for First Grade. History of disease can be provided in lieu of getting vaccine, but only if reported by a medical professional. EXCEPTION: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMR doses are not required. In addition to these requirements, One Tdap vaccine will be required for children who will be 11 years of age or older on or before September 1 of each school year. Meningococcal vaccine will be required for students entering 7th grade. Students turning age 16 on or before September 1, 2014, regardless of their grade will also need a meningococcal shot if they have not already received one. If they have had one prior to turning 16, they will need a second vaccine. The complete immunization requirements can be found on

the Arkansas Department of Health's Rules and Regulations webpage at <http://www.healthy.arkansas.gov>.

Immunization Exemptions

Individuals shall complete an ANNUAL application for medical, religious and philosophical exemptions. A notarized statement by the individual requesting the exemption must accompany the application. All individuals requesting an exemption must complete an educational component developed by the Department of Health that includes information on the risks and benefits of vaccinations. All individuals must sign an "informed consent" form provided by the Department of Health that includes:

- A statement of refusal to vaccinate;
- A statement of understanding that at the discretion of the Department of Health the non-immunized child or individual may be removed from Berryville School during an outbreak if the child or individual is not fully vaccinated; and
- A statement of understanding that the child or individual shall not return to Berryville School until the outbreak has been resolved and the Department of Health approves the return.

Only a letter issued by the MEDICAL DIRECTOR IN THE IMMUNIZATION SECTION OF THE ARKANSAS DEPARTMENT OF HEALTH will be accepted as a valid exemption. Statements from private physicians are not acceptable without the letter as stated above. The forms are available from the Immunization Section upon request only at Immunization.section@arkansas.gov or calling 1-501-661-2169.

This letter from the Arkansas Department of Health will need to be presented at the time of enrollment or registration if child is already enrolled

- Proof of legal guardianship if you are not the custodial parent.
- Kindergarten Physical

Arkansas Department of Education Regulations requires that all enrolling kindergarten students have a comprehensive preschool examination. The physical exam must be administered by a licensed physician or a registered nurse qualified to conduct screening examinations, and be equivalent to an EPSDT. (Early, Periodic, Screening, Diagnosis, Treatment). It may have been done within two years prior to the student's initial enrollment in kindergarten. A Kindergarten Physical must be presented at time of enrollment into kindergarten, prior to the admission to the Berryville School District.

4.40—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.²

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;
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 4.13.³

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 Berryville School District will only accept School Choice transfers at the beginning of each semester. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently available in the affected school. 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 (A.C.A. 6-18-206(f)(3), amended by Act 552 of 2007, Act 1227)

STUDENT TRANSFERS

Any student transferring from a school accredited by the Arkansas Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Second semester transfers would need to be approved in the December school board meeting.

Any student transferring from home school or a school that is not accredited by the Arkansas Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. (A.C.A. 6-18-316, 6-18-510, 6-15-504 (f), State Board of Education Standards of Accreditation 12.05.2 VII (E) (1), District Policy 4.4).

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, ~121~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) day 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 the 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.

WITHDRAWAL FROM SCHOOL

If a student leaves this school to go to another school, it is necessary to notify the office. All obligations, such as library fines, must be paid before withdrawal is complete. Text books and library books should be returned; the school may charge for lost or damaged books, calculators, and/or geo templates.

FOOD SERVICE

FREE AND REDUCED MEAL PROGRAM:

Parents and/or 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 school's office or may be downloaded 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 child 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. Ala carte items are not part of the free/reduced program. Only students that have been approved by the direct certification list do not need to fill out an application. Parents and/or 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.

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

Students bringing lunches are expected to eat in the lunchroom with other pupils. Refrigeration facilities are not available for student lunches brought from home. The school encourages parents to consider healthy choices when packing their child's lunch.

During the declared school day, an elementary school site may not serve provide access to, through direct or indirect sales, or use as a reward, any Foods of Minimal Nutritional Value (FMNV) or competitive food. This includes FMNV and competitive foods given, sold, or provided by school administrators, or staff (principals, coaches, teachers, club sponsors, et cetera) students or student groups, parents or parent groups, or any other person, company or organization associated with the school site. (Arkansas Regulation 5.01.2)

Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. (Arkansas Regulation 5.02.4)

Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units. (Arkansas Regulation 5.02.6)

Nothing in these rules shall be construed to prohibit or limit the sale or distribution of any food or beverage item through fund raisers by students, teachers, or other groups when the items are sold off the school campus. (Arkansas Regulation 6.02.8)

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. Menus are posted on the District's website at <http://bobcat.k12.ar.us>.

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. If a student has a left over balance in their account at the end of the school year, that amount is carried over to 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

Breakfast (K-5) \$1.35; Lunch (K-5) = \$1.85

HEALTH AND SAFETY

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 or 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 or legal guardians of students found to have live human host parasites (Head lice, Bedbugs, 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 or legal 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.

EMERGENCY DRILLS

Emergency drills are just what the title indicates, drills to get everyone ready in case an emergency situation arises. Exit plans for fire drills are posted in each room. All students should know the exit procedure for each room so there is no delay in executing the fire drill. The signal for a fire drill is a continuous bell or horn in the building. When the warning sounds, all students are to exit the room according to the exit plan listed for that room by walking-not running. During such drills, no talking, playing or other distraction will be tolerated. These drills are designed to possibly save lives in an actual emergency so they are to be taken seriously. Tornado drills are indicated by a rapid on-off ringing of the bell system. When the bell sounds, students are to move to the area assigned to their class and remain there quietly until the all clear bell is sounded.

All schools shall conduct fire drills at least monthly. Tornado drills shall be conducted at least 4 times annually per state requirement. Students who ride school buses shall also participate in emergency evacuation drills at least twice each year. Other types of emergency drills may also be conducted. (ACA 12-13-109)

HEAD LICE POLICY

- 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 until formally cleared 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 students and siblings)
- 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 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 close to the scalp, the nurse will dismiss him/her from school to repeat the above procedure.

Multiple Occurrence Procedure

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

NURSE

The school nurse will conduct routine health screenings such as hearing, vision, height and weight due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential (ACA 6-18-702(b),(c), (f)). In addition, the nurse keeps track of student health records, BMI (Body Mass Index) and other paperwork. The BMI is solely a screening test similar to , hearing and vision screenings that the school already performs. Students having chronic health conditions or special dietary needs should be documented by a letter from a physician and submitted to the nurse.

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 screenings. If I do not wish to give permission, I will do so in writing by September 1, 2019.

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. Any health remedy, **not** regulated by the FDA, will be administered. This includes, but is not limited to, herbal remedies and essential oils.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian must bring the student's medication to the school nurse, or in the absence of the nurse, to the principal's office. When controlled medication, such as ADHD medications, are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of medication(s). . Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, 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.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who 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. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a

student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

If a student becomes ill during the day, the nurse will notify the parent/guardian before releasing the student to go home. Certain criteria must be met to send a student home by nurse dismissal. This includes, but not limited to, fever, vomiting, diarrhea (3 or more episodes), and severe injury. If a student calls a parent to pick them up, a nurse dismissal will not be provided. In emergencies, the student will be taken to the emergency room at Mercy Hospital in Berryville.

All medication(s) kept with the school nurse must be picked up by a parent or legal guardian by the last day of school. Medications not picked up will be disposed of by the School Resource Officer (SRO) in accordance with current law and regulations.

SEVERE WEATHER POLICY

Usually school will not be in session when the weather makes it dangerous for school buses to travel. On doubtful mornings, the local radio stations will announce the decision of whether school will be held. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio station will be notified. Parents need to discuss in advance with their children and classroom teacher what to do in case school dismisses early, including dismissal procedure if the procedures will be different than normal.

STUDENT SERVICES

CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

(ASBA 5.6)

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same Challenge to Instructional Material form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's Challenge to Instructional Material form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's Challenge to Instructional Material form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Legal Reference: 20 USCS 1232(h) (c)
(C) ENGLISH AS A SECOND
LANGUAGE

Berryville Schools provide English as a Second Language for students (ESL). Parents will be given a home language survey at the time of enrollment to help identify students eligible for this program.

EXTRACURRICULAR ACTIVITIES

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. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the schools' administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

For the purposes of 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, interscholastic athletes, cheerleading, band, choral, math or science competitions, and club activities. ADE 10.05-10.06.

FIELD TRIPS

When a field trip is to be taken, students will bring home a permission form indicating the purpose, destination and date. This form must be signed and returned to the teacher in order for the child to participate. Parent chaperones driving separately may transport their child(ren) only, unless other students provide written notification/permission from their parent or guardian.

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 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 second grade or later. Students can be nominated by teachers, parents or others through the G/T coordinator. 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.

GUIDANCE

The school guidance program exists to facilitate the human growth and development of each individual student. The school believes the cooperative efforts of family, community and school are necessary for the full development of children.

In an increasingly complex society, young people are called upon to make important transitions in life. The counseling services will promote the mental, social, moral and physical growth and understanding needed to help each student to attain his/her personal best. These services will foster personal growth and values, understanding of self and others, realistic self-appraisal and decision making.

The school guidance program compliments our character education curriculum. The Second Step and Steps to Respect curriculum is designed to promote empathy, impulse control and anger management. This program is taught by the classroom teacher, and is supplemented by our guidance program.

INSURANCE

Accident insurance which protects school children injured at school, while traveling to or from school, and while engaged in specific school activities is offered to all students. A deadline for obtaining the insurance is announced during the first quarter.

Student insurance is available to all students through the school. Although presented through the school, the school does not realize any compensation. It is offered strictly as a service to the

students and the patrons of the school district. This insurance is offered to students during the first week of school and normally has two plans available. One plan covers accidents during the school day; the other plan covers accidents for 24 hours per day for year-round coverage.

LIBRARY MEDIA CENTER

The school library media center is a vital part of the instructional program. Through regularly scheduled class and independent study times, students are encouraged to explore books, periodicals, do research and access audio-visual materials that the center contains. Books are checked out for a one-week period. Parents and students are requested to cooperate and see that materials are returned on time and in good condition. There are charges for late, damaged or lost materials. If books are lost or damaged, a charge equal to the current price or \$10.00 for hardbacks and \$5.00 for paperbacks, whichever is greater, and a handling charge of \$1.00 is assessed. A fine of 5 cents per day will be charged for overdue books on days school is in session. If students are absent the day their book is due, they are to return the book the first day they return and notify the librarian that they were absent. If students do this, fines will not be charged for the days they were absent.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned in to the school's Lost and Found box in the Nurse's office. Articles not claimed in a reasonable amount of time will be disposed of due to lack of storage.

Students should not bring valuable possessions to school. Students should not leave purses, wallets, money or other personal items lying around in rooms. The school cannot bear the responsibility for lost or broken items.

PARTIES

There are 9 recognized school party dates during the year. The list of dates will be provided to all parents at the beginning of the school year. Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. (Arkansas Regulation 5.02.4)

Children may bring invitations to out-of-school parties and give to pupils before school or during lunch. Please be cognizant that handing out invitations in front of other children can leave hurt feelings for those being left out. The school will not disperse personal information regarding students' addresses or phone numbers for the purpose of party invitations.

PHYSICAL EDUCATION

Physical education training is offered for all elementary and intermediate students in grades K-5 for a minimum of 40 minutes per week as mandated by the state. If a student's participation has some limitations, a medical doctor's written excuse must be on file.

Regular school clothing is satisfactory for most physical education activities. However, certain activities such as fitness testing and track may require tennis shoes or other types of appropriate

clothing be worn. Students will be notified by the physical education instructor on these occasions.

Bright Futures

Parents and teachers are encouraged to join our local chapter each school year. Fundraisers help support the program which benefits our students and schools. Meetings are held monthly. Contact the school office or district website for more information.

SCHOOL BASED MENTAL HEALTH SERVICE

The Berryville School District participates in a School Based Mental Health Program through Youth Bridge. Berryville School counselors and principals may assist with questions and referrals of this program.

SCHOOL SUPPLIES

A supply list for each grade level will be posted in area businesses and published in the local paper. Students may purchase pencils and paper from the “Catty Shack” school store at Intermediate in the morning before school.

SECTION 504

Special services are offered for qualifying students having a documented impairment that adversely affects a child’s education and are at-risk for failure in the classroom. Modifications to the delivery of instruction (not to the curriculum) and high-stakes testing are available for students who qualify under the 504 guidelines. Parents with concerns about their children’s physical or intellectual needs who would like more information regarding the district’s 504 program should contact the District 504 Coordinator or the building principal.

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusions 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. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches.

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 Policy, 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. (ACA 6-18-513, 12-12-509, 12-12-510, 12-12-516, 9-13-104)

SEXUAL HARASSMENT

I. Purpose

Sexual harassment constitutes a violation of federal law. Both Title VII and Title IX prohibit such activities. It is the policy of the Berryville School District to maintain a learning and working environment that is free from sex discrimination including sexual harassment.

II. Authority

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

It shall also be a violation of this policy and federal law for students to harass other students or district employees through conduct of communication of a sexual nature as defined below. Furthermore, it shall be a violation of this policy and federal law for any non-employee and non-student to harass a student or employee as outlined in this policy.

III. Definitions

A. Types of Sexual Harassment

The courts and the Equal Employment Opportunity Commission (EEOC) have frequently defined two types of harassment:

- Quid Pro Quo—when a person with authority demands submission to sexual advances as an explicit or implicit term or condition of employment.
- Hostile Environment—Unwelcome behavior that is sufficiently severe, persistent or pervasive to limit a student's or employee's ability to participate in or benefit from the education program, or to create an intimidating, hostile, offensive, or unsafe working and learning environment.

B. Characteristics of Sexual Harassment.

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by a member of the school staff to a student or another employee or when made by any student to another student or district employee constitute sexual harassment when any of the following apply.

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, safety, acceptance, or academic advancement.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment, academic standing, or safety.
- Such conduct has the purpose or effect of substantially interfering with an individual's

academic or professional performance or creating an intimidating, hostile or offensive work, learning or social environment. This includes conduct at all school or school related activities, including conduct on school buses.

C. Examples of Sexual Harassment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- Pressure for sexual activity.
- Suggestions or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Intentional brushing against a student's or an employee's body for sexually oriented reasons.
- Any inappropriate or sexually motivated unwelcome touching.
- Sexually explicit or threatening communication whether written, verbal, or graphic directed toward an individual with sexual or demeaning implications.
- Gender based harassment.
- Bullying based on sex.
- Sexual assault.
- Sexual violence.

IV Filing Complaints

- Any person who alleges sex discrimination or sexual harassment may use the District's equity complaint procedures (detailed below) or may complain directly to any District employee, or to the Equity Coordinator/Superintendent, Owen Powell, the individual designated to receive such complaints: Owen Powell, 902 West Trimble Ave., Berryville, AR 72616 (870) 480-4669
- Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the complainant's status nor will it affect future employment, grades or work assignments.
- Upon receipt of a complaint of sexual harassment, the District employee shall notify his or her supervisor as soon as possible who shall in return notify the Equity Coordinator. If the complaint is given verbally, it shall be reduced to a written form within 24 hours and forwarded to the Equity Coordinator.
- An adequate, reliable, and impartial investigation will be conducted immediately by school officials independent of any law enforcement investigation regarding the same complaint or grievance. The investigation may consist of, but is not limited to, personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident or circumstances surrounding the complaint. During the course of the investigation the District will use a preponderance of the evidence standard. A written report on the investigation will be provided to the Equity Coordinator within ten (10) days of the complaint or report of sexual harassment.
- If the complaint involves the building principal or immediate supervisor, the complaint may be filed with the Equity Coordinator/Superintendent. If the complaint involves the Equity Coordinator/Superintendent, the complaint may be filed with the Board of Education; 902 West Trimble Ave., Berryville, AR 72616 (870)480-4650

- In addition, at the discretion of the District, immediate steps may be taken to protect the person filing the complaint, students and employees pending the completion of the investigation.
- The district will ensure that victims are aware of their Title IX rights and available resources, such as counseling, and right to file a complaint with local law enforcement.

V. School District Action

- Upon determination that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.
- The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the alleged harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA (Family Educational Rights and Privacy Act). If the alleged harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

VI. Reprisal

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Legal Reference:

Title VII, Civil Rights Act, 1964, U.S.C. Section 703

Title IX, 1972, 20 U.S.C. Section 1681

U. S. Department of Education's

Office of Civil Rights Guidance Document, 1996

Equal Employment Opportunity Commission's Guidelines, 1980

**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

SPECIAL EDUCATION

Special education services are offered for qualified students with disabilities. All federal and state laws are applicable for student's Individualized Educational Programs (IEP). Parents 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.

STUDENT SALES AND DELIVERY

Students are requested not to sell or buy items at school unless they are sponsored by the School or the Principal approves the sale. Interruptions of instructional time to make deliveries of flowers, balloons, et cetera, will be kept to a minimum. School secretaries are busy meeting the needs of students and staff during the school day and don't always have time to make deliveries. The school will not be responsible for delivery of items that are not a part of the student's instructional or educational needs. Students will be notified to come to the office to pick up delivery before the end of the school day.

TELEPHONE

The main use of the school phone is for business. Necessary plans should be made with students before they leave home in the morning.

A student may use the phone by securing permission from the teacher and presenting an approval note to the office. Students and teachers will not be called out of class to answer the phone except in case of extreme emergency. Long distance calls made by students will be made collect.

TEXTBOOKS

Textbooks will be issued to students by the school to use throughout the academic year. These will be provided at no cost to each student. If books or other materials are lost or damaged, the student will be expected to pay for the repair or replacement of school provided books and materials.

MISCELLANEOUS

ACCESS TO STUDENT INFORMATION

Federal law permits the school district to disclose personally identifiable information in the student's educational records to school officials with legitimate educational interest. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including, but not limited to...transportation personnel...); 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 she/he 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.

BERRYVILLE DISTRICT: STUDENT ACCEPTABLE USE FORM FOR INTERNET

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 permit your child to perform research and to learn how to use computer technology. Your son or daughter will reach this world-wide network through a computer account provided by the Berryville Public School District and governed by District Policy 4.29.

Independent 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 both the student and the parent or legal guardian is on file. Access is a privilege, not a right. Access entails responsibility.

Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students.

Individual users of the district computer networks are responsible for their behavior and communication 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

and/or instructional 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 addressed 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 Communications 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.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. 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 you may have or you may call the Technology Coordinator.

Legal References: 20 USC 6777; 47 USC 254(h); ACA 6-21-107

PRIVACY OF STUDENTS’ RECORDS/DIRECTORY INFORMATION (ASBA 4.13)

All students’ education records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty-five (45) days of the request. 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 education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental 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 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, 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 noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent or 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 or guardians, their attorneys and the court which issued the order.

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

clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications, such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, 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 or student if over the age of eighteen (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 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.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at:

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

Legal Reference: 20 U.S.C. 1232g; 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

STUDENT ETHICS POLICY GUIDELINES AND PROHIBITIONS

Dear Student:

- PART ONE

The Internet is a world-wide telecommunications network. There are thousands 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 lets you use these resources. The purpose of your student account is to let you 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, et cetera, is not permitted on school computers.
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. Cyber bullying, harassing, insulting, threatening 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, including using the computer to access or create sexually explicit or pornographic text or graphics, is prohibited and will face disciplinary action as specified in student handbook.
15. Misuse of computer/electronic communication, including any unauthorized use of telephones, two way radios, cell phones, software, peer-to-peer networks, Internet, et cetera, is prohibited.

- 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.

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 set forth by the District Policy 4.14.

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

Anyone at Berryville Schools wanting to display a sign or poster must have it approved 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.

STATE LAWS

Act 6-11-1101 **Door-to-Door Selling** of Fund-raising Merchandise: The General Assembly finds that door-to-door selling of fund-raising merchandise by elementary school children, defined as children in grades K-6, should be conducted with adult supervision. Adult supervision means with a person age sixteen (16) years or older and approved by the parent.

Act 854 of 1987 **Smoking on School Campus:** In accordance with this law and to promote a healthier environment for all concerned, it shall be the policy of Berryville Public Schools to prohibit the use of tobacco or products containing tobacco on all Berryville Public Schools' campuses.

Act 1282 of 1999 **Handguns in Schools Prohibited:** Provides that no person under the age of 18 shall possess a handgun. Violation shall be a Class A misdemeanor. This Act provides that no person shall possess a firearm upon the property of public school, upon any school bus or at a designated bus stop. Violation is a Class D felony and no sentence imposed for violation can be suspended, probated or treated as a first offense. Effective 4.9.99.

Act 567 **Firearms or Other Weapons:** Requires that all students who bring firearms or other weapons upon a school campus shall be expelled for not less than one year. An appeal may be made to the superintendent. Act 130 allows a person who is a civil war re-enactor to carry a civil war era weapon onto school property for educational purposes as long as a school official grants approval in advance and the weapon is unloaded.

Act 6-17-106 **Insult or Abuse of Teacher:** A.) Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school

responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500).

B.) Each school district shall report to the Department of Education any prosecutions within the school districts under this section.

Act 814 of 1977 **Using Abusive Language to School Bus Driver:** A.) It is unlawful for any person or persons to threaten, curse or use abusive language to a school bus driver in the presence of students in this state. B.) Any person who violates the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00).

Act 663 of 1999 **Parental Responsibility for Providing a False Address for Purposes of Public School Enrollment:** Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

Act 1117 of 1999 **Home Schooling:** Parents or guardians desiring to home school their child(ren) shall notify the superintendent of their local school district of their intent and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their child during the time that a parent chooses to home school. This notice and waiver must be submitted no later than August 15th for the fall semester or December 15th for the spring semester.

Parents or guardians moving into the school district during the school year must give written notice and sign a waiver within fourteen (14) calendar days of establishing residency within the district of their intent to home school.

Public school students currently under disciplinary action for violation of any written school policy including, but not limited to, excessive unexcused absences will be eligible for home school enrollment only 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.
- The student has been expelled.

Act 1408 of 1999 **Hand-held Laser Pointers:** It is unlawful for a person under 18 years of age to possess a hand-held laser pointer without the supervision of a parent/guardian or teacher.

Act 1516 of 1999 **Passing a Stopped School Bus:** Passing a stopped school bus which is receiving or discharging passengers is a Class A misdemeanor. Any party who violates any provisions of this act, upon conviction, shall be fined no less than thirty-five dollars (\$35.00) nor more than five hundred dollars (\$500.00) or confined in the county jail not to exceed ninety (90) days or both fined and imprisoned.

In addition to the above penalties, the court may order community service for not more than seven (7) days and may suspend the person's driver's license for a period of not less than ninety (90) days or more than six (6) months.

Act 37 of 2011 **Cell Phone Use:** Handheld wireless telephones shall not be used in a school zone: during school hours; when children are present and outside; except for an emergency purpose. This applies to highway work zones as well.

Students are required to obey all other District Policies, State, and Federal laws not listed. Visit <http://www.aaea.k12.ar.us> and <http://arkansased.org> for current State laws and <http://www.ed.gov> for Federal laws and District Policies are kept in the Superintendent's Office.

COMPLAINTS AND GRIEVANCES/RESOLVING PARENTAL CONCERNS

If a student or the parent of a student involved in a disciplinary ruling wishes to contest the ruling, the concern must be submitted in writing within five school days to the school principal asking that the ruling be reviewed and/or changed. The students and parents shall have the right of appeal and review of a disciplinary action. Disciplinary actions 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 or individual school board members.

If a student or parent has a concern over an academic or non-academic matter, the student or parent will first talk to the teacher to reach a solution. If not satisfied, parent may talk to the principal. If an agreement is not reached, the student or parent may set up a conference with the superintendent (Act 307 of 2007).

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection to information being published)

I, the undersigned, being a parent of a student or a student eighteen (18) years of age or older, hereby note my objection to the 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, et cetera, is not within the control of the District. I understand that by signing this form, the student named below will NOT appear in the school yearbook.

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

Name of student (printed)

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

Date form was filed (to be filled in by office personnel)