ADMINISTRATION

Bryan Cornish, Superintendent

Carla Wardlaw, Assistant Superintendent

Tiffany Gathen, Principal

Daniel Williams, Assistant Principal

BOARD OF EDUCATION

Jerry Daniels, President

Dr. Kerry Pennington, Vice-President

Angela Marshall, Secretary

Joey Cathey

Shannon Gorman

Greg Mormon

Joel Tolefree
WARNING!

Possessing a Firearm
Act 567 of 1995 of the State of Arkansas prescribes “expulsion from school for a period not less than one year for possession of any firearm or other weapon prohibited upon the school campus.” Warren School District and Warren High School adhere to the law.

Any student who finds himself or herself unknowingly or mistakenly in possession of a firearm or other weapon must immediately turn it over to a school official.

Committing a Felony on School Property
Act 1243 of 1997 states that “whenever the principal or other person in charge of a public school has received information leading to a reasonable belief that a student….has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge shall immediately report the incident to the Superintendent of the school district. The superintendent, or his designee, shall report the incident to the appropriate local law enforcement official for investigation.

Megan’s Law
The Warren School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender’s dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school’s property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers. It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons not to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

Unless limited by the terms and conditions of their probation or parole, a parent or guardian who is a sex offender shall be allowed to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.
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INTRODUCTION

PHILOSOPHY
Education in its broadest sense is not merely the training of the mind, but rather a general training of the physical, moral, and mental self. It is realized that if any one of the three is neglected, an unbalanced life is the result. Also, it is realized that education should be practical and applicable to daily living. A desirable school environment should be created in which youth may be instructed according to the needs of the individual and of the community in which he or she lives.

MISSION STATEMENT
We believe every student has the right to the highest quality of education and job-related training. We will work to cultivate a safe and positive environment while encouraging all students to achieve their highest potential.

ACCREDITING ASSOCIATION
Warren High School has been a member of the North Central Association of Colleges and Secondary Schools since 1924. A secondary school member of the North Central Association (NCA) is accredited for an indefinite period. Its certificate of membership is valid as long as the school satisfies conditions for accreditation by the Commission on Secondary School and is fully approved by the legally constituted or recognized accrediting agency in its state.

THE PLEDGE OF ALLEGIANCE
The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desk.

Students shall not be compelled to recite the Pledge, but 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 comment, retaliation, or disciplinary action.

SCHOOL COLORS
Orange and black are the official school colors of Warren High School. These colors are used on all letters and awards given by the school and on the uniforms worn by academic and athletic teams, band, and cheerleaders.

WARREN HIGH SCHOOL MOTTO
The school motto for Warren High School is “Academics Come First.”

SCHOOL MASCOT
The “Fightin’ Lumberjack” is the mascot for Warren High School. This name is applied to all academic and athletic teams, band, and cheerleaders.

ALMA MATER
Hail to the Warren High. Cheer them along the way.
Onward to victory, May they win again today.
We’ll give a cheer for the Warren High. Long may they reign supreme.
Shout ‘till the echoes ring for the glory of our team.
BUILDING REGULATIONS

Building regulations are those guidelines that are developed to facilitate student life and learning in Warren High School.

a. **Students should not report to school before 7:15 a.m.** unless they ride a bus or arrangements are made with school personnel.

   Teachers are not on duty before 7:35 a.m., and the school cannot be responsible for students until that time.

b. **Students who miss one or more periods must check in through the office before going to class.**

   Students arriving after 8:20 a.m. will be considered absent from their first period class for that day.

c. **Students needing to enter the building before the bell rings in the morning must enter the designated door.** All doors lock automatically. Students needing to re enter the building must use the buzz-in system to gain access to enter the building.

d. **Once students have reported to school, they shall not leave the campus without permission from the principal’s office.** A student is considered on campus if he or she is in a vehicle which is on school property. Students must get out of vehicles immediately upon arrival to campus. Students must be signed out by a parent, guardian, or designated adult before allowing to leave school.

e. **Students are to be in assigned classes or areas or have a hall pass from the assigned teacher before leaving class.**

g. **All eating and drinking shall be done in the cafeteria or outside except on special occasions.**

   Students who have drinks or food on campus shall not litter!

h. **The school will not accept items for delivery to students.**

   Under no circumstances may a student accept a delivery from a vehicle. When time permits, the office staff will send to a student necessary school items brought to the office by a family member.

i. **School announcements will be read daily over the intercom by the Student Council president or another Student Council officer.** Students are responsible for information given in the announcements. Each teacher will receive a copy by email. If a student arrives at school after the announcements are made, it is the student’s responsibility to become familiar with the content of the day’s announcements.

j. **Students may not organize school social activities without the approval of the building principal.**

   Overnight trips must be approved by the Warren School District Superintendent. Out of state overnight trips must be approved by the Warren School District Board of Education.

Closed Campus
The Warren School District operates under a “Closed Campus” policy. This policy affects both the students of the school and visitors on the campus, upon their arrival at school. Students will not be permitted to leave campus without parental permission any time during the day, including lunch, and without checking out through the student affairs office. Students leaving campus for any reason without the approval will be subject to disciplinary action. If a student leaves campus for lunch, they must check out and leave with a parent. They may not get checked out and drive off of campus on their own. Due to closed campus policies, no outside food is permitted to be delivered to students to be eaten on campus.

Check Out Policy
Child safety is a very high priority at Warren High School. Parents must sign their child out in the student affairs before they are permitted to leave the campus. The parent may add two (2) designated adults to the sign out sheet. Picture identification will be required for the designated adults on the list before checkout will be allowed. No student is allowed to be checked out over the phone.

Video Monitoring
In our goal to provide a safe and secure learning environment, Warren High School buildings and campus are monitored by closed circuit television and audio monitoring. Signs have been placed around the building and campus warning that all activities are recorded to aid in the prosecution of any crime against this facility.
Professional Qualifications of Teachers
Any parent/guardian of a student in the Warren School District may request information regarding the professional qualifications of your child’s teacher(s). Interested parents/guardians should complete a Parent Request for Teacher Information form, available in the Warren School District administration building, 408 Cherry Street, Warren, Arkansas between 8 A.M. and 4 P.M. Mondays through Fridays. A response will then be mailed to the parent within ten working days from the date of the request.

Nondiscriminatory Policy
No student in the Warren School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non discrimination may be referred to the following person: Carla Wardlaw, Equity Coordinator, who may be reached at 408 Cherry Street, P.O. Box 1210, Warren, Arkansas 71671 (870) 226-6738 Fax: (870) 226-8531. For further information on notice of non-discrimination or to file a complaint, visit http://wdcro/bcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Visitors Policy
Parents, grandparents, legal guardians, business and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for that purpose other than to attend an activity open to the general public, are required to first report to the school’s main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal’s prior approval and the teacher’s knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so. Students are not permitted to have non-adult visitors in school.

Parents wishing to visit their children during the school day shall register first with the office. If there is any question, concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent’s custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours without the consent of the custodial parent unless there is a file-marked court order on file in the school.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if eighteen [18] years of age), or in response to a subpoena or arrest warrant unless a call has been made to the Child Abuse and Neglect Hotline. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. Principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the social services with a court signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good-faith effort to get a message to the parent to call the principal or designee and leave both a day and an after-hours telephone number.
SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)

The Warren School District shall work with area law enforcement in a manner consistent with applicable state law and Division of Elementary and Secondary Education Rules to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender’s dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school’s property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons not to be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference and the offender is escorted to and from the conference by a designated school official or employee.

At Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent, guardian, great-grandparent, or is related by blood or marriage within the second (2nd) degree of consanguinity to a student enrolled in the public school; and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he/she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.
CONTACT WITH STUDENT WHILE AT SCHOOL

Contact by Parents
Parents wishing to speak to their children during the school day shall register first with the office.

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

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

To protect the security of statewide assessments, no electronic device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student’s individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy’s disciplinary provisions.

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

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

- Using electronic devices during class time in any manner other than specifically permitted by the classroom teacher;
- Permitting any audible sound to come from the device when not being used for the above reason;
- 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 record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms or bathrooms;
- Creating, sending, sharing, viewing, receiving, 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 IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student’s parents/guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents/guardians. Students have no right of privacy as to the content on any electronic devices that have been confiscated. Students who use school issued computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

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

ACADEMIC REQUIREMENTS

Equal Education Opportunity

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

Academics

Warren School District offers students diverse curricular opportunities. To meet graduation requirements, a student must complete 22 classes and have a minimum cumulative Grade Point Average (GPA) of 1.60. Students who complete the requirements for graduation will receive the General Diploma. All grades for graduation requirements secured outside of WHS (correspondence courses, etc) must be received by May 1.

Students desiring to complete the college core track must have a minimum GPA of 2.75 and complete the specific course requirements. Such a student will be distinguished as a “Completer” and will receive a gold seal on his/her diploma and his/her transcript.
Students are encouraged to pursue more challenging academic goals and may qualify as an Honor Graduate by meeting additional requirements (See Honor Graduate requirements).

At Warren High School, students in grades nine through twelve will be required to schedule and attend a full school day. Enrollment and attendance in vocational educational training courses, college courses, school work programs, and other department sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located in the school. If the class is related to a seasonal activity, the class must continue to meet until the class ends to be counted toward the requirement of planned instruction time.

Students in grades nine through twelve will be enrolled in not fewer than three hundred fifty (350) minutes of planned instructional time each day as required for graduation.

The Warren School Board shall retain the right to develop policies for granting waivers to students who would experience proven financial hardship if required to attend a full school day.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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

Arkansas and WHS Graduation Requirements

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Digital Learning Classes

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

Smart Core Curriculum and Graduation Requirements for the Class of 2020

SMART CORE: Sixteen (16) units

English: 4 units - 9th, 10th, 11th, and 12th
Oral Communications: one-half (½) unit
Mathematics: 4 units (or 3 units of math and 1 unit of Computer Science)* At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
*A two-year algebra equivalent of a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- Algebra II; and
- The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science - 3 units
- DESE approved biology - 1 credit;
- DESE approved physical science - 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: 3 units
- Civics -½ unit
- World History - 1 unit
- US History - 1 unit
- Other social studies - ½ unit

Oral Communications - ½ unit
Physical Education - ½ unit
Health and Safety - ½ unit
Economics - ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts - ½ unit

Career Focus - 6 units
*Computer Science - (optional) - A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and complete basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

Core:
English: 4 units
- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics: 4 units (or 3 units of math and 1 unit of Computer Science*)
- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4 unit requirement)
  (All math units must build on the base of algebra and geometry knowledge and skills.)
Science: 3 units
- DESE approved biology - 1 credit;
- DESE approved physical science - 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: 3 units
- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- Other social studies - ½ unit

Oral Communications - ½ unit
Physical Education - ½ unit
Health and Safety - ½ unit
Economics - ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts - ½ unit
Career Focus - 6 units

*Computer Science - (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer Science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and complete basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

Smart Core Curriculum and Graduation Requirements for the Class of 2021 and thereafter

Arkansas and WHS Graduation Requirements
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

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

Personal and Family Finance
All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

English: 4 units - 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

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

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)

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

- Algebra II; and
- The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science - 3 units

- DESE approved biology - 1 credit;
- DESE approved physical science - 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: 3 units

- Civics -½ unit
- World History - 1 unit
- US History - 1 unit
- Other social studies - ½ unit

Oral Communications - ½ unit

Physical Education - ½ unit

Health and Safety - ½ unit

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

Fine Arts - ½ unit

Career Focus - 6 units

*Computer Science - (optional) - A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and complete basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.
Core:

English: 4 units
- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics: 4 units (or 3 units of math and 1 unit of Computer Science*)
- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4 unit requirement)
(All math units must build on the base of algebra and geometry knowledge and skills.)

Science: 3 units
- DESE approved biology - 1 credit;
- DESE approved physical science - 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: 3 units
- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- Other social studies - ½ unit

Oral Communications - ½ unit
Physical Education - ½ unit
Health and Safety - ½ unit
Economics - ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts - ½ unit

Career Focus - 6 units

*Computer Science - (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and complete basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

Virtual Arkansas
Students in grade levels 10-12 are eligible to participate in Virtual Arkansas. Classes that are offered on Warren High School campus cannot be taken through Virtual Arkansas. Virtual Arkansas classes require a semester test to be taken.

Concurrent Credit Policy
A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the
Arkansas Department of Education (ADE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

As permitted by the ADE Rules Governing Concurrent College and High School Credit, a student, who takes a three-semester hour remedial/developmental education class shall receive half (½) credit for a high school career focus elective. The remedial/developmental education class cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize student’s eligibility for extracurricular activities or graduation.

Additional Credit Requirement

Annual parent/student meeting will be held to explain Smart Core/Core with distribution of forms requiring signatures (parent and school official) necessary for the course of study selected. It is permissible for students to earn two units of additional credit by correspondence courses from an accredited extension service. A student may not enroll in a class for additional credit if it would place him/her in more than eight classes in a semester.

Early Graduation - Act 275 of 1997

Any student who is enrolled in Warren High School and has earned the number of credits required for graduation shall be eligible to graduate from Warren High School without regard to the grade the student is enrolled in at the time such credits are earned. The Intent for Early Graduation form must be completed, submitted and approved prior to grade 11.

Home Schooling

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to home school. The notice shall be given:

- At the beginning of each school year, but no later than August 15;
- Fourteen (14) calendar days prior to withdrawing the child (providing the student is not currently under disciplinary action for violation of any written school policy, including but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter; or
- Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian’s intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- The mailing address and telephone number of the home school;
- The name of the parent or legal guardian providing the home school;
- Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
● A statement of whether the home-schooled plans to seek a high school equivalency diploma during the current school year;
● A statement if the home-schooled student plans to seek a driver’s license during the current school year;
● A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
● A signature of the parent and legal guardian, which must be notarized if the home-schooled student plans to seek a driver’s license during the next school year.

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

Enrollment or Re-Enrollment in Public School
A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:
● A transcript listing all courses taken and semester grades from the home school;
● Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
● A portfolio of indicators of the home-schooled student’s academic progress, including without limitation;
● Curricula used in the home school;
● Tests taken and lessons completed by the home-schooled student; and
● Other indicators of the home-schooled student’s academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score. A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher that the home-schooled student’s grade level and academic course level in the home school:
● As indicated by the documentation submitted by the home-schooled student;
● By mutual agreement between the public school and the home-schooled student’s parent or legal guardian; or
● If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student’s grade placement and course credits. The District will determine the home-schooled student’s grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District’s other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:
● Award of course credits earned in the home school;
● Placement in the proper grade level and promotion to the next grade level;
● Participation in any academic or extracurricular activity;
● Membership in school-sponsored clubs, associations, or organizations;
● A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine(9) months immediately prior to graduation; or
● Scholarships.

Graduation - Home Schooled Students
Any home-schooled student who enrolls or re-enrolls in Warren School District must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high-school diploma from the district. Warren School District shall have authority to assess any home schooled student who enrolls or re-enrolls in the district in order to determine proper educational placement. Home schooled students who enroll or re-enroll in the Warren School District for the purpose of graduating Warren High School will not be allowed the privilege of graduating with honors or of being Valedictorian or Salutatorian.
Warren High School Graduation Requirements

Prerequisites according to the Warren High School Academic Handbook will be followed. Completion of lower grade/level classes is mandatory before enrolling in upper grade/level classes. All students shall successfully complete the following requirements to be eligible for graduation from a public school in Arkansas:

**English**
4 units (classes)

**Oral Communications**
½ unit (class)

**Social Studies**
3 units (classes)

- World History 1 unit (class)
- American History 1 unit (class)
- Civics/Economics 1 unit (class)
- Any other SS ½ unit (class)

**Math**
4 units (classes)

- Algebra 1 unit (class)
- Geometry 1 unit (class)
- Any other math 2 units (classes)

All math units must build on the base of Algebra and Geometry knowledge and skills.

**Science**
3 units (classes)

- Biology 1 unit (class)
- Physical Science 1 unit (class)
- Any other Science 1 unit (class)

**Physical Education**
½ unit (class)

**Health and Safety**
½ unit (class)

**Fine Arts**
½ unit (class)

**Computer Science**
1 unit (class)

**Electives**
7 units (classes)

Must have a GPA of 1.6 or above

**Academic Challenge Scholarship**

For information about the Academic Scholarship, please go to the following website: scholarships.adhe.edu

**Honor Graduate Requirements**

A student must meet all academic requirements for the Arkansas Academic Challenge Scholarship along with the following:

- Must have a 3.5 or better grade point average
- Must have earned credit in at least 10 advanced courses
- Must have 1 credit of the same foreign language

**Advanced Classes**

Pre-AP English 9  Pre-AP English 10  AP English Language
AP English Literature  Pre-AP Physical Science  Pre-AP Biology
AP Chemistry  Pre-AP Algebra I  Pre-AP Geometry
Pre-AP Algebra II  Pre-AP Calculus  AP Calculus
Pre-AP Civics/Pre-AP Economics  Pre-AP World History  AP American History
Any Concurrent Credit Class through Virtual Arkansas on WHS Campus  AP US History

**Transitional English 12 (413010) - English Credit**

Transitional English 12 is an ELA one-unit class, designed to dramatically accelerate students’ literacy skills essential for college and career readiness. The class is comprised of the two Transitional Literacy Ready ELA modules and additional district-developed units of study that encompass the ELA Common Core State Standards for grade 12 in their entirety. Transitional English 12 fulfills the grade 12 English credit requirement for both Core and Smart Core. In Transitional English 12, students receive instruction in reading, writing, speaking and listening, and language, emphasizing literary and informational texts from diverse genres in print and digital formats. The texts selected for the class must be within the grade 11-12 text complexity band and increase in complexity over time. The class closely
examines unique characteristics of texts from each discipline and emphasizes the specific strategies needed to comprehend them. The class focuses on developing the requisite literacy skills for success in higher education and the workforce by incorporating texts from ELA, history/social studies, science, and technical subjects. These texts will also be used as models for student writing products, emphasizing both informative and argumentative types.

Transitional Math Ready (439110) - Fourth Math Credit
Transitional Math Ready focuses on the key readiness standards from the Common Core State Standards as well as the eight Standards of Mathematical Practice. The class addresses some of the essential college- and career-readiness standards from Algebra I, Geometry, and Algebra II. Schools offering Transitional Math Ready must fully instruct students in the following Southern Regional Educational Board (SREB) Math Ready Modules using the SREB curriculum:
Unit 1: Algebraic Expressions
Unit 2: Equations
Unit 3: Measurement and Proportional Reasoning
Unit 4: Linear Functions
Unit 5: Linear Systems of Equations
Unit 6: Quadratic Functions
Unit 7: Exponential Functions

Students who enroll in this course must be in grade 11 or 12 and have successfully completed Algebra II or be currently enrolled in Algebra II. Students successfully completing Transitional Math Ready shall receive a fourth mathematics credit that meets the Smart Core requirement of a math beyond Algebra II.

Marks of Distinctions - Additional Valedictorian & Salutatorian Requirements
To be considered for Valedictorian or Salutatorian, a student must earn credit in 12 advanced classes in addition to all the requirements listed above. The Valedictorian is determined as the student/students who have all A’s and the Salutatorian is determined as the student/students who have the fewest number of B’s (In the event no student has all A’s, the Valedictorian will be determined as the student/students with the fewest number of B’s. The remainder of the students are ranked according to grade point average. Valedictorians, Salutatorians, and honor graduates will be determined at the end of eight semesters. Valedictorian, Salutatorian, and Honor Graduates will be announced at the Senior Awards Assembly. This will be based on the eight-semester transcript.

Graduation for Seniors from the Math and Science School (ACT of 1326 of 1997)
Students who attend school in the Warren School District prior to acceptance to the Arkansas School for Mathematics and Science may elect to participate in graduation activities the year they graduate, including prom, Baccalaureate, awards program, and all other graduation activities.

Students attending the Math and Science School will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will be sent to the last address of record in school district records. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate. Students who will graduate early from the Math and Science School and who intend to participate in any activities must notify the Warren High School principal, in writing by October 1, that they will graduate early and plan to participate in graduation activities.

Math and Science students will be responsible for the costs of these activities to the same extent as Warren students and agree by participating to abide by the Student Handbook of the Warren School District at these functions. Math and Science students who violate provisions of the Student Handbook at senior activities may be barred from attending one or more future events upon recommendation of the high school principal, subject to appeal to the superintendent, whose decisions shall be final. Math and Science School students who enroll or re-enroll in the Warren School District for the purpose of graduating from Warren High School will not be allowed the privilege of graduating with honors or of being Valedictorian or Salutatorian.

Student Classification
Students at Warren High School will be classified as Sophomore, Junior, or Senior status according to the number of credits they have
earned and the classes they have taken. Classification for each student will be confirmed at registration. Freshmen: Must have passed at least five semesters of these core-curriculum classes for the previous year at Warren Middle School: English, Math, Science and Social Studies. Students will be retained if they fail both Math and English. Summer classes must be approved by the principal.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Classes Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore (10th)</td>
<td>Grade 9 English</td>
</tr>
<tr>
<td>Junior (11th)</td>
<td>Grade 9 &amp; 10 English</td>
</tr>
<tr>
<td>Senior (12th)</td>
<td>Grade 9, 10, &amp; 11 English</td>
</tr>
</tbody>
</table>

To graduate from Warren High School, a student must have earned 22 credits.

**Student Promotion and Retention**

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

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

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

A. The building principal or designee;
B. The student’s teacher(s);
C. School counselor;
D. A 504/special education representative (if applicable); and
E. The student’s parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

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

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

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

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

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

- The student’s SSP will be updated in order to assist the student with college and career readiness skills, course selection in high
school, and improved academic achievement; and

- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

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

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

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

**Homework**

Warren School District considers homework to be part of the instructional program and a logical and reasonable extension of the school day; therefore, the District encourages the appropriate and reasonable use of homework as a teaching-learning strategy. Homework shall be assigned with the following criteria in mind:

- Grade level, maturity level, achievement level, content, and availability of resource materials shall be considered.
- The teacher shall allow time for guided practice during the regular class period.
- Homework shall be checked and feedback given.
- At the parent’s request, the office will get assignments for students who miss two or more consecutive days. Requests must be made by 8:00 a.m. and may be picked up in the office between 3:00 p.m. and 4:00 p.m.
- Homework will not be assigned as punishment for disciplinary infractions.

**ACADEMIC GRADES**

**Grading**

Parents, legal guardians, parents having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, legal guardians, parents having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a class, 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 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 affect academic improvement. Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the class. Grades earned in college courses will be assigned the numeric values listed in the Conversion Chart used to compute student grade point average.

**Grade Changes**

After a grade has been submitted to an electronic grade book, verified by the teacher, entered into eSchool, and printed on a progress report, a grade change for a student must be submitted in writing by the teacher to the counselor and signed by the teacher, student, parent, or guardian of the student, the principal and counselor. A reason for the grade change must be given and approved by all above, which will be
signified by their signatures. Then and only then, will a counselor make the grade change in eSchool.

**Grade Computation**

Grades assigned to students for performance in a class shall reflect only the extent to which a student has achieved the expressed academic objectives of the class. Grades that reflect other educational objectives such as those contained in the student outcomes and curriculum frameworks and benchmarks may also be given. (This policy prohibits counting attendance, behavior, etc., as part of the academic grade.)

**Report of Progress**

Report of Progress will be given out in the classroom the week following the end of the grading period or at Parent-teacher conferences. An academic grade will be indicated for each class. Report of Progress is an interim report that keeps parents and students informed about their class status. Every student will receive a progress report in every class.

**Parent/Teacher Communication**

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

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult(s) in a student’s home to discuss the student’s academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent/legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing behind pace in their grade level.

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

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**CONVERSION CHART FOR GPA FOR PURPOSE OF SCHOLARSHIPS, NCAA/AAA ELIGIBILITY, & STUDENTS TRANSITIONING IN/OUT OF DISTRICT**

<table>
<thead>
<tr>
<th>OMNIBUS SCORE FOR COURSE</th>
<th>LETTER GRADE (FOR TRANSCRIPT ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.75</td>
<td>A</td>
</tr>
<tr>
<td>3.50</td>
<td>A</td>
</tr>
<tr>
<td>3.25</td>
<td>B</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>2.75</td>
<td>C</td>
</tr>
<tr>
<td>2.5</td>
<td>C</td>
</tr>
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<tr>
<td>1.25</td>
<td>F</td>
</tr>
<tr>
<td>1.0</td>
<td>F</td>
</tr>
</tbody>
</table>
Scoring of evidence for learning goals/targets within each measurement topic (MT) will be 1-4:

1 - with help;
2 - student demonstrates only foundational knowledge skills toward target;
3 - proficiency on target (goal/standard);
4 - apply learning beyond target.

The teacher will look at preponderance of evidence in determining the overall score for the MT. (No averaging of scores within a measurement topic.) To get the Omnibus Score, the scores of the different measurement topics will be averaged.

Pre-Advanced Placement (IB) or ADE Honors Classes
All teachers who are willing to accept the challenge of a rigorous academic curriculum should be given consideration for admission to Pre-Advanced (IB) Placement or ADE Honors classes. Removal from the Pre-Advanced (IB) Placement or ADE Honors classes will follow the WHS policy for dropping a class or changing a schedule.

Advanced Placement, International Baccalaureate, and Honor Classes
Students in grade levels 7-12 who take advanced placement (AP) classes, International Baccalaureate (IB) classes, Honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) shall be graded according to the following schedule:

- A=100-90
- B=89-80
- C=79-70
- D=69-60
- F=59 and below

For the purpose of determining grade point averages, see the Core Conversion chart.

For a student to be eligible to receive weighted credit for an AP or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.

“Honors Classes” are those classes that have been approved by a DESE as honors classes. Honor classes must stress higher order learning and be offered in addition to curriculum offerings required by the Standards of Accreditation.

Students who transfer into the district will be given weighted credit for the AP classes, IB classes, honors or concurrent college courses; and other courses approved for weighted credit by DESE for weighted credit that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

Schedule Changes
All requests to drop a class, add a class, or in any way change a student’s schedule must be made through the counselor’s or principal’s office. Changes must be requested within five days after the semester begins. All changes must be approved by the principal and/or the counselor before they are official. In some cases, the principal and/or the counselor and faculty members may recommend a change in a student’s schedule (dropping a higher level class for a lower level class) during a semester if they feel that the change will benefit the student. Schedule changes will be based on the educational placement of the student. All changes must be approved by the principal before they are official.

Transcript Requests
A student must be 18 years of age or have written parent/guardian permission to obtain an academic transcript. A graduating senior will be given the first two copies of his/her transcript at no charge. Additional copies of the transcript will cost $2 each.
ADMISSION AND WITHDRAWAL

Admission Requirements

Students new to the District should first register in the Office of the Superintendent in the District Office at 408 Cherry Street, Warren, AR.

To enroll in a school in the District, the child must meet one of the criteria below:

- Be a resident of the District as defined in the Warren School District Residence Requirement Policy.
- Meet the criteria outlined in the policy on “Homeless Student.”
- Be accepted as a transfer student under the District policy.
- Participate under a school-choice option and submit the required paperwork by the choice option.

Prior to the child’s admission to a District school, the student should do the following:

- 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-digit number designated by the Department of Education.
- The parent, guardian, or other responsible person shall provide the District with one of the following documents indicating the child’s age:
  1. Birth certificate, or a county recorder certifying the child’s date of birth
  2. Attested baptismal certificate
  3. Passport
  4. Affidavit of the date and place of birth by the child’s parent or guardian
  5. United States military identification
  6. Previous school records
- The parent, guardian, or other responsible person shall indicate on school registration forms whether or not the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person’s expulsion has expired.
- The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student’s age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to school until the outbreak has been resolved and the student’s return to school is approved by the Arkansas Department of Health.

Uniformed Service Member’s Children

For the purposes of this policy:

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

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

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

“active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
“Eligible child” means the children of:

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

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

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

An eligible child as defined in this policy shall:

- Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
- Be eligible for enrollment in the next highest level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
- Enter the District’s school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
- Be enrolled in classes and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the classes/and/or programs;
- Be provided services comparable to those the student with disabilities received in his/her previous school used on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
- Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to existing 504 or Title II plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student.
- Be enrolled by an individual who has been given the special power of attorney for the student’s guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent.
- Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

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

**Student Transfers**

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

The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.
Transfer Between Schools

1. Any student transferring from a school accredited by the Arkansas Department of Education (ADE) to another school accredited by the ADE shall be placed into the appropriate grade level.

2. Any student transferring from a school that is not accredited by the ADE to a school that is ADE accredited shall be evaluated by the staff of that accredited school to determine that student’s proper placement in the accredited school. Any grades, class credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, class credits, and promotions from other accredited Arkansas public educational entities.

3. Any student transferring from a school that is not accredited by the Department of Education to a district school shall be evaluated by district staff to determine the student’s appropriate grade level placement. A student transferring from home school will be place in accordance with Policy 4.6 - HOME SCHOOLING.

4. Permanent school records, as required by the ADE, shall be maintained for each student enrolled in the District until the student graduates or is beyond that age of compulsory school attendance. A copy of the student’s permanent records shall be provided to the receiving school district upon the transfer of the student to another district when all obligations-textbooks, fines, fees, charges, etc - are cleared.

5. A transfer student will report to the Office of the Superintendent at District Office at 408 Cherry Street, Warren, AR, for enrollment purposes.

Residence Requirements

In loco parentis means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person’s parent or legal guardian; and
2. Formal legal approval.

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

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

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

The schools of the 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) whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside with the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, for school attendance purposes.

In order for person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by the custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. Under instances prescribed in the A.C.A. 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on
active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

SCHOOL CHOICE

School Choice Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support;
- Facilities Distress; or
- Foster Child School Choice

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

When the last successful application requesting to transfer out of the District before the District’s three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual’s sibling group to transfer out of the District even though these applications are beyond the District’s transfer cap.

School Choice Transfers into the District - Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another District’s resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the Spring, but in no case later than March 1.

Application Process

The student’s parent shall submit a school choice application on a form approved by the ADE to this district along with a copy to the student’s resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District’s central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards
approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application’s date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transferred to and resides on a military base may submit an application and transfer at any time if the student’s application:
1. Is filed with the nonresident school district within fifteen (15) days of the parent’s or guardian’s arrival on the military base;
2. Includes the parent’s or guardian’s military transfer orders; and
3. Includes the parent’s or guardian’s proof of residency on the military base.

The approval of any application for a choice transfer into the District is potentially limited by the applicant’s resident district’s statutory limitation of losing no more than 3% of its past year’s student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district’s 3% cap has not been reached. The superintendent shall contact a student’s resident district to determine if the resident district’s three percent (3%) cap has been met. The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student’s resident district, in writing, of the decision to accept or reject the application.

Accepted Applications
Applications which fit within the District’s stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District’s stated capacity standards, the acceptance shall be null and void.

A student, whose applications has been accepted and who has enrolled in the District, is eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling’s application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education. Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications
The District may reject an application for a transfer into the District under Standard School choice due to lack of capacity. However, the decision to accept or reject an application may not be based on the student’s previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District’s capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

An application may be provisionally rejected if the student’s application was beyond the student’s resident district’s three percent (3%) cap. The student’s resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student’s application was provisionally rejected due to the student’s resident district having reached its three percent (3%) cap and the student’s
resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District. Any applications that are denied due to the student’s resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District
All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers:

- Through Opportunity School Choice due to the school receiving a rating of “F” or a district classified as in need of Level 5 Intensive Support under A.C.A. 6-18-227;
- Due to the district’s identification of Facilities Distress under A.C.A. 6-21-812; or

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceed the limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

When the last successful application requesting to transfer out of the District before the District’s three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual’s sibling group to transfer out of the District even though these applications are beyond the District’s transfer cap.

Facilities Distress Choice Applications
There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences:

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student’s resident district remains in facilities distress;
- The student is not required to meet the May 1 application deadline; and
- The student’s resident district is responsible for the cost of transporting the student to this District’s school.

OPPORTUNITY SCHOOL CHOICE
Transfers into or within the District
For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student’s assigned school to another school in the District or from the student’s resident district into the District if:
Either
- The student’s resident district has been classified by the state board as in need of Level 5 - intensive support; or
- The student’s assigned school has a rating of “F”; and

By May 1 of the year before the student intends to transfer, the student’s parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student’s request to transfer to the:
- DESE;
- Sending school district; and
- Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student’s application:
A. Is filed with the nonresident school district within fifteen (15) days of the parent’s or guardian’s arrival on the military base;
B. Includes the parent’s or guardian’s military transfer orders; and
C. Includes the parent’s or guardian’s proof of residency on the military base.

Within 30 days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over 18 years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void. If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over 18 years of age, may appeal the District’s decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than 10 calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student’s transfer under Opportunity School choice is effective at the beginning of the next school year and the student’s enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student’s right to apply for transfer to a district other than the student’s assigned school or resident district under the Standard Choice provisions of this policy. The District may, but is not obligated to provide transportation to and from the transferring district.

**Transfers out of, or within, the District**

If a District school receives a rating of “F” or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of “F”.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

**Unsafe School Choice Program**

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

**School Choice Capacity Resolution**

The Board of Directors of the Warren School District has approved by the Board, the following capacity resolution for school choice applicants for the 2019-2020 school year under the provisions of policy 4.5-School Choice and applicable Arkansas law.
Applicants, whose applications meet the provisions of policy 4.5-School Choice, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by August 1 based on the school district’s available capacity for each academic program, class, grade level, and individual school.

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

The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, class or classes, program of instruction, or special services that originally applied for. If such an examination determines that capacity has been reached in the appropriate class, class or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.

The district reserves to itself the ability to decline or accept under school choice any student, whose acceptance would require the district to add additional staff, for any reason.

Withdrawal from School
If a student withdraws from school for any reason, he or she must see the principal or the counselor. The principal or counselor will give the student a withdrawal form, which must be signed by each of the student’s teachers, the media specialist, the guidance counselor, the food services director, and the attendance officer. The teacher will record the student’s checkout grades and signify that all textbooks have been turned in. Once the student’s records are cleared, the principal will then sign the form, and the student may take it to the next school in which he or she enrolls. Student records will only be forwarded to the new school when requested if the student has properly checked out and paid all fines, etc. If a student’s records are not requested from the new school within ten days, the counselor will notify the principal and the authorities will be notified.

ATTENDANCE

Entrance Requirements
To enroll in a school in the District, the child must be a resident of the District as defined in District policy 4.1-Residence Requirements, meet the criteria outlined in policy 4.40-Homeless students or in policy 4.52-Students who are foster children, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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 student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a 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 grade 1 if the results of the evaluation justify placement in grade 1 and the child’s parent or legal guardian agrees with placement in grade 1; otherwise the child shall be placed in Kindergarten.

Any child may enter grade 1 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 grade 1.

Students who move into the District from an accredited school shall be assigned to the same grade level as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade level placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6-HOME SCHOOLING. 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.

It is the policy of the Warren School District that all services will be discontinued for a student on the date they reach the age of 22. If the student is receiving special education services, the IEP team will meet prior, or on, that date to determine service progression and transition from the school setting.

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

- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 Division of Elementary and Secondary education.
- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one of the following documents indicating the child’s age:
  1. A birth certificate;
  2. A statement by the local registrar or a county recorder certifying the child’s date of birth;
  3. An attested baptismal certificate;
  4. A passport;
  5. An affidavit of the date and place of birth by the child’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  6. United States military identification; or
  7. Previous school records.
- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person’s expulsion has expired following the hearing before the Board.
- In accordance with Policy 4.57-Immunizations, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Act 1255 of 2005 requires schools to “immediately” enroll foster children whether or not they produce “required clothing or required records”. ASBA does not believe this means schools are required to admit students currently under expulsion from their previous school. The student cannot be enrolled until the board gives the student a hearing to determine whether to enroll the student. Therefore, a prompt hearing is recommended. The US Supreme Court has held that public schools may not use immigration status as a criterion for admitting and educating students.

Requests should be sent to the Director, Division of CD/Immunization, Arkansas Department of Health, 4815 W. Markham, Slot 48, Little Rock, Arkansas, 72205. Letters of exemption or denial will be issued to the school.

Compulsory Attendance Requirements
Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (Residence Requirements) within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in private or parochial school
- The child is being homeschooled, and the conditions of Home Schooling policy have been met.
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having
lawful control of the child, or person standing in loco parentis elects not to have him or her attend kindergarten. A kindergarten waiver form prescribed by the regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.

- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program.

**ABSENCES**

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

Education is more than the grades students receive in their classes. 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. In recognition of the need for students to attend school regularly, the District’s policy governing students absences is as follows:

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student’s physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District’s truancy policy.

**Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than four (4) school days prior to its presentation will not be accepted:

- The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
- Death or serious illness in their immediate family;
- Observance of recognized holidays observed by the student’s faith;
- Attendance at an appointment with a government agency;
- Attendance at a medical appointment;
- Exceptional circumstances with prior approval of the principal; or
- Participation in an FFA, FHA, or 4-H sanctioned activity;
- Participation in the election poll workers program for high school students;
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- Absences granted, at the Superintendent’s discretion, to 17 year old students who join the National Guard while in grade 11 to complete basic training between grades eleven (11) and twelve (12).
- A student may have no more than eight (8) absences (excused or unexcused) unless the parent completes a Plan of Action with the building principal or his designee.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

“Excused absence” means that a student is allowed to make up missed work, and “excused absence” counts as an absence when deciding exemption, perfect attendance, etc.
Unexcused Absences
Absences not defined above or not having an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as an unexcused absence. Students with eleven (11) absences in a class in a semester shall not receive credit for that class. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four (4) absences (excused or unexcused), his/her parents, legal guardians, person with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. When a student has eight (8) absences (excused or unexcused), his/her parents, guardians, or person in loco parentis shall be notified and a meeting scheduled with the assistant principal to discuss the absences.

Whenever a student exceeds eight (8) absences (unexcused) in a semester, the District shall notify the prosecuting authority and the parent, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law unless a waiver has been granted by the principal or the parent has completed a Plan of Action for absences.

It is the Arkansas General Assembly’s intention that students having excessive absences be given assistance in obtaining credit for their classes. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person having lawful control of the student or persons standing in loco parentis may petition the school or district’s administration for special arrangements to address the student’s unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student’s parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

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

● 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 call 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 one class day to make up their work for each class day they are absent.
● Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
● 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 IEP or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7-Absences. Out-of-school suspensions are unexcused absences. Work missed while a student is suspended or expelled from school may not be made up for credit and students shall receive a zero for missed assignments. In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57-Immunizations.
College or Career Day
In an attempt to support students in their efforts to further their education, seniors at Warren High School who have at least a 1.50 GPA and at least sixteen (16) credits at the beginning of his/her senior year, will be permitted to take two college/career days. All college/career days must be arranged through the Warren High School Counselor’s Office. Students who choose to take a college or career day must do the following:

- Present a letter from the institution that he/she is planning to attend, indicating the date of the planned visit.
- Complete a college/career day form and have his/her teachers sign the form before the date of the visit.
- While on the visit, have an official from the institution sign the college/career day form and return it to the school when the student returns.

Special considerations will be given for visits initiated by the college or university for recruitment purposes.

Tardies
Promptness is an important character trait that District staff is encouraged to model and help develop in our school’s students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teachers and their classmates which compromises potential student achievement. (See Tardy Policy)

Truancy
Truancy is defined as a student’s being absent from class without permission. The student will not be permitted to make up work missed as a result of the truancy (except semester or 9 week exams), and a grade of zero will be recorded for any daily work or tests which are missed. Disciplinary action to be taken according to the Truancy Policy.

STUDENT SERVICES

Adult Education
The Warren Adult Education Program at Southeast Arkansas Community based Education Center (SouthArk Community College) provides the opportunity for adults to improve their basic academic skills in a self-paced learning environment. Assistance is provided for adults who want to earn their GED (General Equivalency Diploma). Instruction is also provided for preparing to enroll in technical or college classes.

Programs are designed for those interested in improving their skills for entry into the job market, improving parenting skills, or developing English as a second language.

Classes are open to anyone 18 years of age or older. Day and evening classes are offered, and students may enroll at any time during the school year. There is no charge for adult education classes or GED Testing.

Sixteen or seventeen year old public school students shall make a formal request to test (TABE) with the Director of Adult Education through home school’s district office. A waiver to enroll in the adult education program will be granted only to those following the correct procedures outlined below.

- A formal request for permission to test.
- Passing the TABE with an 8.5 grade level or above.
- Stay in public school until the waiver is granted by the district’s superintendent.
- If score is not an 8.5 grade level, the student may request to retest TABE in 30 days.
- Must present an original birth certificate, photo ID and social security number.

All classes at the Adult Education Centers are free and enrollment is open throughout the year.

Alternative Learning Environments
The Alternative Learning Center located in Warren, Arkansas, on the high school campus, offers an alternative for education to students who cannot or will not function in a traditional setting. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in ALE shall not be punitive in nature.
The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team’s placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE school;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate).
  - The District shall document its efforts to contact the student’s parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian’s convenience, and maintain such documentation in the student’s Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student’s regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics from items A through L below:

A. Disruptive behavior
B. Dropping out of school
C. Personal or family problems or situations
D. Recurring absenteeism

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

E. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
F. Abuse: physical, mental or sexual;
G. Frequent relocation of residency;
H. Homelessness;
I. Inadequate emotional support;
J. Mental/physical health problems;
K. Pregnancy; or
L. Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate), and the student, outlining the responsibility of the ALE, parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student’s current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the DESE rules. The SAP may be revised from time to time by the ALE Placement Team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student’s return to the regular educational environment.

The district’s ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the DESE rules.

Assemblies
All teachers and students are expected to attend all assemblies unless excused by the principal. If a student has been barred from attending for disciplinary reasons or for failure to participate actively, that student must report with his or her books to the area designated for study.
during the assembly. The student must remain in the designated area during the entire assembly. A student with numerous disciplinary offenses may lose his or her privilege.

Auto Policy
Uncontrolled usage of automobiles around groups of students creates a safety hazard. Strict rules regarding the entering and leaving of school grounds with vehicles must be observed. All students driving to school must adhere to the following regulations.

- Students must purchase a parking permit from the office, provide proof of driver's license, and proof of liability insurance. A vehicle parked on campus without a parking permit may be towed at the student’s expense after proper investigation by school officials.
- Vehicles must be parked on first arrival in the morning and **not re-entered** until the student is leaving school for the day.
- When reporting to school in a vehicle, students shall park the vehicle immediately and go to the approved area on campus where a faculty member is on duty. Students may not ride around campus. Student must purchase a parking permit from the office. An unauthorized vehicle parked on campus may be towed at the operator’s expense after proper investigation by school officials.
- Drivers must observe a 5 mph maximum speed limit while on the school parking lots and a 15 mph limit on other school grounds.
- Students must park vehicles in designated student areas.
- No one is to drive through bus loading areas between the hours of 7:30 am and 3:30 pm as stipulated on signs in the area.
- Excessively loud music is prohibited on campus and violates local police codes.
- High school students who drive are not to be on the elementary or middle school campuses except to load or unload passengers whose parent or guardian has approved such transportation and notified the building principal of such approval.
- Students must drive in a safe, orderly fashion and observe all traffic signs.
- Students are not allowed to ride on the outside of any vehicle, including truck beds. Students must be inside the vehicle with doors properly closed.
- If a student has a vehicle accident on campus, the accident should be reported to the building principal immediately. The Warren School District will not be responsible for damage done to student vehicles or the contents within the vehicle is parked on the school campus.
- Warren High School students may be dropped off and picked up in the front circle drive or in the parking lot west of the building.
- Students must park in the student parking lot for all after school activities.

Driver’s License Application
Every application for an instruction permit or for an operator’s or chauffeur’s license by a person less than 18 years old on October 1 of any year shall be accompanied by a form from the office of WHS that contains the following:

- Enrollment in WHS
- Statement of “regular attendance” in compliance with the Attendance/Truancy Policy of WHS
- Statement of a “C” average for the previous semester. A handicapped student receiving special education or related services must show proof of attendance as above and completion of his/her IEP in order to be issued a license.

Loss of Driver’s License
The Department of Finance and Administration shall be notified when a student 14 years of age or older is no longer in school, and the student shall be subject to losing his/her driver’s license.

Food Services
The District makes available to students free breakfast and lunch through the Community Eligibility Provisions program (CEP). All enrolled students of Warren School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact Amanda West, Child Nutrition Director @ 870-226-8532.

Adult Breakfast - $1.85
Adult Lunch - $3.70
Fundraisers
All fundraising and charity drives sponsored by a school must receive the approval of the principal and the superintendent. Only two (2) fundraisers will be allowed per year for each organization. Participation in any fundraising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

The sponsor of the group will be responsible for seeing that all funds are turned in and receipted through the office. These deposits should be made on a daily basis if large amounts of money are raised. Students who are issued materials or goods are responsible for the value of the items and any expected profit to be realized from the sales. In the event that these items are stolen or lost, the student will be expected to pay for the items. If a student cannot agree to this policy, the student should notify the sponsor that he or she will not participate in the activity. Certain fundraisers are traditionally considered “taken” by specific groups. Others are passed around from year to year with the approval of the principal. Students are prohibited from selling any item or from solicitation on a state highway or within ten feet of a state highway.

HEALTH SERVICES

Communicable Diseases and Parasites
Students with communicable diseases or with human 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: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA, streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (110.4 F when taken orally). 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.

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

In accordance with 4.57-IMMUNIZATIONS, the District shall maintain a copy of each student’s immunization record and list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student’s return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. 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. 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.

Physical Examinations or Screenings
The district conducts routine health screenings such as hearing, vision, and scoliosis 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.
The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

**Student Illness/Accident**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student’s parent or legal guardian. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

Note: Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

**Immunization and EPSDT Requirements**

In accordance with the Arkansas Department of Health and Education regulations, no child shall be admitted to a public or private school or childcare facility of this state, irrespective of grade or transfer, who has not been age-appropriately immunized against particular diseases designated by the State Board of Health.

Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing the minimum requirements.

Medical or religious exemptions from immunizations may be acquired through the Medical Director, Division of Communicable Disease/Immunization at the Arkansas Department of Health. You may reach this office at (501) 661-2169. This regulation is pursuant to the State Board of Education’s authority under Arkansas Act 244 of 1967, Act 633 of 1973, and Act 871 of 1997.

Provisions have been made for students who transfer from another School District. These students will be allowed a maximum of thirty (30) calendar days to produce documentation of immunizations. All students entering public school for the first time must have a physical examination (Early Periodic, Screening, Diagnosis and Treatment-EPSDT) or its equivalent. The equivalent of EPSDT refers to a physical examination administered by a licensed health care provider qualified to conduct screening examinations. The physical exam must have taken place within twenty-four (24) months of the first day of school. This regulation is pursuant to the State Board of Education’s authority under Arkansas Code ANN. 6-15-202 (1987) and 6-18-701.

**Immunizations**

**Definitions** - “In process” means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s). “Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella, and Varicella.

**General Requirements**

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

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

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

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

In order to continue attending classes in the District, the student must have submitted:
1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

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

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

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

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

Exclusion from School
In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.
Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:

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

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

Annually by December 1, the District shall create, maintain, and post to the District’s website a report that includes the following for each disease requiring an immunization under this policy; the number of students in the District that were granted an exemption by the Department of Health from an immunization; the percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and the percentage of a population that must receive an immunization for herd immunity to exist.

**Student Medications**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug administration, 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.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student’s medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity and type of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student’s name, the ordering health care 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 pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student’s IHP. The district’s supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school’s intention to dispose of any medication. Medications not picked up by parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

The only Schedule II medications that shall be allowed to be brought to school are methylphenidate (Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (Adderall or closely related medications as determined by the school nurse). To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet. For the student’s safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.
The district’s supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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

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

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian’s written authorization shall not be required to assist the student in the application of sunscreen.

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

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

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

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

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

Emergency Administration of Epinephrine
The school nurse or other school employee designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.
The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student’s school nurse, authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student’s school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant many administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District’s procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

Guidelines of Act 1694 of 2005

Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school-sponsored activities, and at off-site school-sponsored activities.

The following guidelines must be met and followed for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. The parent or guardian of a student, who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with a completed Medication Self-Administration Consent Form and be willing to assist the school nurse in preparing an individualized healthcare plan for the student. Medication for self-administration shall be supplied by the student’s parent/guardian and be in the original prescription-labeled container. The parent/guardian is responsible to notify school officials of any change in the student’s medication or dosage. Written permission from a licensed healthcare practitioner is required as well. The student must competently demonstrate to the school nurse the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both. The student is responsible for immediately reporting to the school nurse and the school administrator (or designee) following the use of an asthma inhaler, auto-injectable epinephrine, or both. Any student who does not demonstrate reliable behavior while carrying his or her emergency medication will lose this privilege and the medication will be kept in the health office.

It is recommended that the parent/guardian of a student carrying an asthma inhaler or auto-injectable epinephrine provide the school with an additional asthma inhaler or auto-injectable epinephrine, or both, to be available in the event of an asthma or anaphylaxis emergency,
which shall be immediately available to the student. The parent or guardian may also choose to provide the school will additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency. A student is prohibited from sharing, transferring, or in any way diverting his or her own medication to any other student. Any student using an inhaler or auto-injectable epinephrine without authorization shall be subject to disciplinary measures according to the school board policy for drug abuse.

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 or her to have such on his or her person. If a student with asthma and/or severe allergies does not formally request to carry self-administration medications, his or her parent/guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency. The authorization for self-administering medications shall be valid for only this school and for the current academic year only. The authorization must be renewed yearly and/or anytime a student changes schools. Medication consent forms may be picked up from or completed in the school health or student affairs office.

Homeless Students
The Warren School District will afford the same services and educational opportunities to the 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.

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 non-homeless 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 the student-centered factors related to the child’s or youth’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child’s or youth’s best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child’s or youth’s parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

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

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

1. Are:
   a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
   c. Living in emergency or transitional shelters;
   d. 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.

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

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for
transportation to and from school for the foster child to the extent it is reasonable and practical. Upon notification to the District’s foster care liaison by a foster child’s case worker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment. Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

**Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

- The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
- Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district’s court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
- Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district. When a foster child transfers from the District, the foster child or the foster parent is responsible for the foster child’s transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

**Insurance for Students**

The Warren School District maintains a contract with a reputable insurance company to provide accident insurance for students. The
protection is offered to each student for a very small fee. Students have an opportunity to purchase the insurance at the beginning of each school year and are encouraged to do so. Under the plan, the student is insured from the time he or she leaves home in the morning until he or she returns home in the afternoon. The student is also protected during school activities and on school-sponsored trips. Coverage is in force when traveling by automobile to and from school. Parents are urged to read the exclusions in the respective policy.

School Meal Modifications
The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district’s Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

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

The medical statement should include:

- A description of the student’s disability that is sufficient to understand how the disability restricts the student’s diet;
- An explanation of what must be done to accommodate the disability, which may include:
  - Food(s) to avoid or restrict;
  - Food(s) to substitute;
  - Caloric modifications; or
  - The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district’s Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student’s disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child’s disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request. The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

Lockers
Lockers are assigned at the beginning of each school year, and a rental fee of $5.00 is charged for the use of the school combination lock. Students are not allowed to use a personal lock on the lockers.

Metal Detectors
Metal detectors, owned by the District, will be used monthly or as needed as a safety precaution. All students will walk through the portable metal detectors to check bags, purses, clothing, etc. If prohibited items are found in a metal detector check, the violator(s) shall be disciplined under school district policies.

Publications and Distribution
The official publications of Warren High School consist of the Pine Cone, the student yearbook.

Students have the right to distribute and possess literature; however, the school administrators may prohibit a specific issue or publication if there is factual basis to believe that the possession or distribution will be disruptive to school activities. The following guidelines will be
maintained:

- The time, place, and manner of student distribution may be reasonably regulated by the school administrators.
- All literature shall be free from obscenities, libelous statements, and personal attacks and shall be in the bounds of reasonable conduct.
- The guidelines of the District’s publications policy will be followed.

Special Instructional Services

When a student is prevented from attending school for two consecutive weeks or more because of illness or other mental or physical disability, the parent or student may make application for special instructional services, provided the student’s physician notifies the school of such circumstances. Absences granted with this status will be considered excused absences with physician’s permission. The student will not be eligible for exemption from semester exams.

504 and ADA Services

The Warren School District ensures that individuals with disabilities associated with district either as students, school staff, or parents of students are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 9173 and the Americans with Disabilities Act (ADA).

Section 504 states that no otherwise qualified individual with a disability...shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In compliance with Section 504 and the ADA, the Warren School District agrees to provide students covered under these acts with a free appropriate public education.

Under 504 and ADA, a person is considered to have a disability if that person:

- has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- has a record of such an impairment, or
- is regarded as having such an impairment.

The Act defines a physical or mental impairment as:

- any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
- any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Students with disabilities, who are protected under Section 504 and the ADA, but not eligible for IDEA services, must be afforded a FAPE (Free Appropriate Public Education). The process that the Warren School District uses to ensure FAPE includes referral, evaluation, placement, programming, planning, and re-evaluation.

Referral of children for Section 504 and the ADA can be made by anyone. Generally, teachers and parents make most of the referrals. Students should be referred for 504/ADA services if they meet the definition of disability noted above. A written referral should be submitted along with any relevant, substantiating evaluation documentation (diagnosis, evaluation materials, etc.) to the school principal or his/her 504 designee as the building 504 facilitator. Just because a person is referred for consideration for 504/ADA services does not mean that the person will be determined to be eligible. Referral is simply a first step in the process.

Once a referral has been made, the building 504 facilitator will convene a referral committee and notify the parent of the time/place of the evaluation/re-evaluation. A minimum of three school staff members who are knowledgeable about the student and about Section 504/ADA services will comprise the committee. The parent will be notified of the committee meeting. Along with a notice of the time/place of the 504 evaluation meeting, the parents will be provided notice of their right to examine relevant records and a copy of the parent’s rights under 504.

An evaluation will be conducted by the committee to determine if the child is eligible for 504/ADA services. Relevant, substantiating documentation provided with the referral, as well as observations, anecdotal information and other evaluation information may be used by
the committee. Results from standardized achievement tests and classroom grades may also be considered, if appropriate. Parents attending the evaluation committee meeting will be provided with another copy of their right to examine relevant records and a copy of the parent’s rights under 504.

If the committee decides that the student has a substantial limitation to a major life activity, the student will be placed in the 504 program and will be eligible for 504 services. If a student is determined to be eligible, the committee will design a written program plan of educational accommodations needed. A copy of the plan will be sent to the parent, to all teachers who work with the student, and to any other appropriate school personnel. A copy of the previous school year’s plan of 504 accommodations will be provided to each teacher of a student receiving 504 services at the beginning of each school year. Re-evaluation conferences of all students on a 504 plan will be held during the first quarter of each school year. Parents also have a right to initiate the district’s grievance policy.

Questions about 504 and ADA services should be directed to, the district’s 504 coordinator, Rhonda Daniel, at (870)-226-8500, ext. 225, 408 Cherry Street, Warren, Arkansas 71671.

Service Animals in District Facilities

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal’s behavior. Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler’s disability. Examples of work or task include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity’s facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control by means of voice control, signals, or other effective means. A service animal shall be groomed to prevent shedding and dander and shall be kept clean of fleas and ticks.

District staff may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal’s handler does not take effective action to control it; or
- The animal is not housebroken.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Prior to working in the school, any person responsible for providing care and supervision of the animal must go through the same
process for background checks as required of all employees of the school system. The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

**Student Welfare**

The Warren School District and the Board of Education directs full compliance by the District with the child abuse and neglect reporting laws. Any school official or employee, who knows or has reasonable cause to suspect that a child has been subjected to physical or sexual abuse or neglect or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report by telephone to the Hotline of the Department of Human Services at 1-800-482-5964. The teacher may notify the school principal and counselor. The school official will then call the school nurse to document any marks on the student. It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been abused or neglected.

**Textbooks**

Textbooks for students in Grade Levels 9-12 are furnished free by the State of Arkansas and Warren School District. When textbooks are issued, the following guidelines should be followed:

- The teacher, not the student, will write the student’s name in the book.
- The textbook number and name of each student will be recorded by the teacher so that the book may be checked in properly at the termination of use.
- All students will be responsible for reasonable care and use of the book.
- At the end of the year, the student will return the book and pay for any damage beyond reasonable use and wear of the book.
- If a book is lost, the student is responsible for paying the replacement cost of the book.
- If a book is lost during the year, students will be required to pay for the lost book to receive another so that the student’s learning and grades will not suffer. This will be done by the end of the 9-weeks in which the book has been lost.
- Students will be assigned detention for books found in the hallway, cafeteria and other areas.

**EXTRACURRICULAR ACTIVITIES**

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

Extracurricular activities are an important part of the total education process. The Warren School District offers students a variety of clubs, sports, and other opportunities for participation. Each group is governed by a set of rules and regulations and is subject to the approval of the school building administrators and the Warren School District Board of Education. All activities of groups must be scheduled on the official school calendar kept in the principal’s office. The Board of Directors, administration, and faculty of the Warren School District encourage the participation of all students in extracurricular activities of their choice to challenge themselves in all areas of education, physical, emotional, and social, as well as intellectual. However, staff in charge of these activities shall limit and control interruption of instructional time in the classroom and the number of absences for such activities.

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

**Extracurricular Eligibility**

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

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

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

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

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

**Academic Requirements**

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

- Are On or Above Pace in all academic classes the previous semester; or
- If the student has passed four (4) academic classes the previous semester but is not On or Above Pace, the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

**Students with an Individual Education Program**

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

**Arkansas Activities Association**

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

**AAA Governed Activities**

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

**Non-AAA Governed Activities**

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

**Art Club**

Any student who is presently enrolled in Art or has taken an art class at WHS is eligible to join the Art Club. Art Club meetings are the 4th Wednesday each month. Field trips are taken to art galleries and the Arkansas Art Center.

**Athletics**

1. The Athletic Department of Warren School District adheres to all rules of the Arkansas Activities Association (AAA). The
2. The annual handbook of the AAA will clarify all rules.
3. Students must have the approval of a parent or guardian and coach involved to join an athletic team.
4. All academic rules apply to physical fitness activity classes and all sports.
5. Participation in physical activities will not preclude participation in other activities if the student can schedule responsibilities to the satisfaction of coaches and sponsors involved.
6. Students who are absent for more than half of a school day must obtain, prior to school’s dismissal, the principal’s and the athletic director’s and/or the coach’s permission to participate in any extracurricular event.
7. All rules in the District handbook apply to athletes at all school-sponsored events at home or away from home, administrator, will discipline athletes for violation of these rules using the same guidelines listed under the Discipline Policy and Drug Policy as reflected in the Student Handbook.
8. Any student who will not cooperate in the training program set by the coaching staff will receive an F for the semester.
9. An athlete may not quit one sport and go to another until he or she fulfills the following requirements:
   - Before being dropped from sport role, a waiting period of five school days must be allowed to give the athlete time to consider all the consequences of dropping a sport. During this five-day waiting period, the student will be assigned to the off-season coach.
   - The coach of the first sport in which he is enrolled must release the athlete.
   - The coach of the sport to which the player is going must also accept the player.
   - The Athletic Director must approve the change.
   - The student must go through proper school authority (counselor or principal) and procedure for dropping any class so the school will have on record the location of the student.
10. At the end of an athletic program or sport, all seniors in that sport will either go to another area or remain to assist in the off-season program.
11. Cheerleaders for athletic events will be required to ride school-provided (or approved), transportation to athletic events and will not ride the team bus unless approved by the Transportation Director, the sponsor(s), the Athletic Director, and the coach or coaches involved.
12. The Athletic Director is the recognized grievance official for complaints concerning athletics.
13. All athletes will ride school-provided transportation to and from athletic events, except as approved by school officials as described above.
14. All participants in athletics must sign an eligibility form stating conditions of eligibility as required by the Arkansas Athletic Association.
15. Athletes at Warren High School who need remediation will meet all regulations as established by the AAA.
16. In addition to the foregoing rules, the district shall abide by the rules and regulations of the AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he/she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

**Football**
- All students wishing to join the football program must enter the off-season program at the start of the second semester and remain in the program through the end of the football season the following fall. However, students may be excused from football off-season to participate in another sport.
- Football players and managers will ride to and from all athletic events on school transportation except in an emergency as approved by the Athletic Director and coach or coaches.

**Basketball**
- All students wishing to play basketball must join the basketball off-season program when school begins and remain in the program until the end of the semester unless they are involved in football. Following the basketball season, students will remain in off-season until the end of the year unless they participate in another sport.
- All basketball players will ride the team bus to events and return home with the team. However, students may be released to parents at an event with a note from the parents and the coach’s approval.
Baseball, Golf, Soccer, Softball and Tennis

- Golf and tennis will be offered after school in the fall.
- Baseball, softball and soccer will be offered after school in the spring.

Track

- All students who join the track program must remain in the program until the end of the semester unless they join another sport or are assigned to another supervised area.
- Members of the track team will return from track meets as a group unless they are released to their parents with a note and the coach’s approval.

Athletic Drug Testing Policy

1st offense - The parent or guardian will be contacted. The player will be put on 30 day probation where he/she receives counseling two times per week. The player will be retested after 30 days. The player will be able to stay in sports and continue to participate as long as they are going the proper requirements. (After a player tests positive the first time, he/she will be retested every time the WSD administers a drug test.)

2nd offense - The parent or guardian will be contacted. The player will be suspended from play for a 2 month period. The player will receive counseling two times per week. The player will stay in the sport, but will not be able to participate in practice or games during the time they are suspended. The player will be required to be drug tested every 30 days the remainder of his/her career. If the player fails to drug test every 30 days, he/she will be kicked out of sports.

3rd offense - The parent or guardian will be contacted. The player will be suspended for one calendar year. The player will not be able to stay in sports. After one calendar year, the player will be retested.

Band

- The student must be able to perform music at his/her grade level according to ASBOA All-Region standards 10-13.
- The student must have parental/guardianship approval before applying for membership in the band program.
- Any transfer students enrolling at the beginning of a semester must be interviewed/auditioned by the band director before applying for membership in the WHS band.
- Any student who has previously dropped out of band for any reason will be readmitted solely at the director’s discretion. Also, that same student will be required to perform music at his/her grade level according to ASBOA All-Region audition standards.
- Any student who has been removed from the band program for disciplinary reasons may not reapply for band. The band department of the Warren School District adheres to all rules of the Arkansas Activities Association and the ASBOA.

Beta Club

The National Beta Club is a non-secret service leadership club for high school students. Invitations are extended for membership to those students that have a 3.00 GPA. Students in grade levels 10-12 are eligible for membership. Beta Club members must earn Pre-AP status in at least one class, AP, or Early College to High School classes offered on WHS campus each year. The student must have obtained Pre-AP status in at least three classes per year and must be enrolled in one AP or Early College class offered through WHS campus during their senior year. To remain in the WHS Beta Club after induction, each member must maintain a 3.0, attendance and service requirements as set by the bylaws of the club. Attendance at meetings is highly encouraged. The meetings will be on the third Wednesday of the month. The executive committee will meet on the second Friday. Special meetings may be called at the sponsor’s discretion.

Once a member is dropped, they may be considered eligible for the program for the next school year as long as all prerequisites have been met and no other infractions of the rules have been made.

Officers will be elected from and by the active membership. Offices include president, vice-president, secretary, treasurer, fundraising chairperson, and publicity. Members having met requirements may run for state offices. (See National Beta Club Manual for details.) Also, members having met local requirements may attend the state convention as a group. Competitions are offered for interested members. While at convention, the members are under the guidelines of the local and state organizations.

Membership in the WHS Beta Club may be precluded as a result of truancy, ISS, suspension, disorderly conduct in connection with a
school sponsored event, or participation in an illegal act during school or at a school sponsored event with recommendation from the Beta Club sponsor. The final decision will be made by the WHS principal. Members are expected to be good leaders, positive role models, and responsible citizens in the school setting and in the community.

Character Education

Act 631 of 1997 states that the General Assembly of the State of Arkansas finds that “character and citizenship education must be strengthened in public school to prepare young people for positive dealings with the social order of today.” In agreement with this act, Warren School District piloted a Character Education program in the spring of 1997 and implemented this program in the fall of 1997.

Student coaches are chosen through a selection process involving office conduct forms from previous years, administrators and the facilitators of the character education program. Any student wishing to be considered for a character coach position must apply and go through the selection process. Those selected will be required to miss various classes on the days they present at the elementary schools. Missed work and tests must be taken care of in advance by contacting the teacher of the class being missed. Absenteeism from these classes for Character Education is excused by the school district. Missing presentations and/or assignments on a student’s assigned date may result in removal from the program.

Cheerleaders

Tryout eligibility: A candidate for cheerleading must meet the following requirements:

- Meet the district and AAA academic rules for athletic participation.
- Attend a meeting before tryouts with a parent/guardian to obtain information on expenses, practice, and tryout procedures unless prior approval is given by the sponsor. All parental paperwork must be signed and returned within three days.
- Attend all days of pre-tryout clinic unless excused by sponsor and administration for extenuating circumstances.
- Be a full-time student, meeting legal residency requirements for Warren High School.
- Meet all eligibility rules for extracurricular participation as stipulated by the Arkansas Activities Association.

The candidates with the highest 13 scores from tryouts will be named as WHS cheerleaders.

Choir

The goal of the choral music program is to teach students the basics of music as well as the ability to read and perform music. The intent is for students to learn music reading skills that they can use throughout the rest of their life. Students may join the choir program at any time during their senior high years if they have previous musical experience (at least one year of junior choir, band, or piano lessons). Two choirs are available at WHS.

Vocal Music I - Grade 9 students  
Advanced Vocal Music - Grade Level 10-12 students

There is also a select girl’s ensemble whose membership is determined by an audition process. Girl’s Ensemble meets after school one to two days a week.

All students will be expected to participate in ALL public performances both local and out of town. The choir presents a minimum of four (4) formal concerts and numerous informal performances each year. Grades will be given for each formal performance. Grades may or may not be given for the informal performances. Participation in Region and State Festival (if the choir qualifies) are also required with a grade assessed for these events as is done with the concerts. Students are encouraged to do so. Additional information is contained in the Choral Music Department Policies Handbook.

Drama Club

The Drama Club is open to all Warren High School Students, grade levels 9-12. Play casts are selected from auditions. Production and stage crews are volunteer. Meetings, rehearsals, or work time (sets, wardrobe, etc) will be called at the sponsor’s discretion. There will be a membership fee each year.

Family Career & Community Leaders of America (FCCLA)

Family Career and Community Leaders of America is a vocational student organization that functions as an integral part of the Family and
Consumer Sciences education curriculum and operates within the school system. FCCLA is the only in-school student organization with the family as its central focus. The goal of the organization is to help youth assume active roles in society through Family and Consumer Science education in areas of personal growth, family life, vocational preparation, and community involvement.

WHS FCCLA members are involved in District meetings, Star Events, and State Convention. Members also participate in State and National Projects. Any student enrolled in school who is taking or has taken a Family and Consumer Science course may become a member. Membership is voluntary. The regular meetings are on the 2nd Thursday of each month.

**Fire Marshals**

Fire marshals are chosen by the sponsor to staff regular monthly fire drills.

**Future Business Leaders of America**

The Warren SEACBEC Chapter of the Future Business Leaders of America (FBLA) provides an integral part of the instructional program for students in Grade Levels 10-12 in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities. Members will be required to be on or above pace in all classes. All students who accept membership must subscribe to the group’s creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. There will be a membership fee each year. Members may participate in regional, state and national events. The regular FBLA meetings are on the 2nd Wednesday of each month. The executive committee will meet on the 1st Wednesday of each month.

**Future Farmers of America**

The FFA, previously known as the Future Farmers of America is the largest and oldest organization of high school students in the U.S. and U.S. territories. The main purpose of the FFA is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Students who enrolled in agriculture classes are eligible for membership and may participate in FFA activities such as Career Development Events (CDE), State FFA Convention, State FFA Leadership Conference, and any other FFA sanctioned activity that promotes leadership, personal growth, and career success.

**National Honor Society**

The National Honor Society (NHS) is a national organization which represents the most honored group in Warren High School. The organization was formed on a national scale in 1921 and was organized in WHS in 1934. NHS is a school organization for outstanding students in Grade Level 12 under the auspices of the National Association of Secondary School Principals. Membership into the Warren Chapter of NHS will be determined by GPA and class selection. All eligible students must meet the same course requirements as honor graduates and have a 3.50 or higher GPA. NHS students must meet the same course requirements as honor graduates.

**Spanish Club**

The Spanish Club is open to all students who are enrolled in Spanish II or have completed Spanish II. The Spanish Club meets the second Tuesday of each month.

**Student Council**

The Student Council of Warren High School serves as the tie between the faculty, community and the student body. The aims of the Student Council are to establish higher and better ideas of conduct, to train students to acquire experience and efficiency in the practice of democracy, to encourage students to participate in all school activities, and create and foster a spirit of cooperation between students and faculty. The Student Council fosters school spirit through assemblies, contests and stunts, conducts elections, promotes interest in good government, investigates and adopts or presents to proper authorities suggestions for improvements of the school, honors teachers and administrators, cooperates with outside organizations in approved youth movements and with other schools in promoting the Good Sportsmanship Code.

The elections for the Student Council officers and representatives will be held annually. The representatives will be elected in September.
Student Council meetings are held on the first Tuesday of each month. Special meetings may be called at the sponsor’s discretion. Two consecutive unexcused absences from regular monthly meetings will result in the dismissal from the council. Vacancies on the council will be replaced by the executive committee.

Student Council officers and the grade level from which they are elected are as follows: President - Senior Class, Vice-President-Junior Class, Secretary - Sophomore Class, Treasurer-Freshman Class, Reporter-Freshman-Senior Class. All students running for Student Council office shall sign a petition and obtain twenty-five signatures of students in grade levels 9-12 on their petition. Their campaign manager must be listed on the petition. All candidates opposed and unopposed will be introduced by their campaign manager before the student body, in an assembly, and give a speech pertaining to their office and limited to three (3) minutes. Student Council officers are elected annually, and representatives are elected in the beginning of each school year.

All Student Council officers and representatives will participate in the setting up, decorating, and cleaning of the Cultural Center and the royalty area for Homecoming at the football field.

The WHS Student Council is a member of the Arkansas Association of Student Councils, the Southern Association of Student Councils, and the National Association of Student Councils.

Requirements for candidacy for Student Council officers and representatives follow:

- GPA of 2.00 for the previous semester before candidacy
- Officers: No suspensions or assignments to ISS for the previous semester before candidacy
- Representatives: No suspensions or assignments to ISS for the previous semester before candidacy

Extracurricular Activity Eligibility for Home Schooled Students

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request. Home schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student’s resident school zone as permitted by this policy. Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student’s resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

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

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student’s request to participate to the student’s school’s principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility to participate in an interscholastic activity is required to register for no more than one course in the District’s school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student’s interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students. A student and the parent or legal guardian of the student shall sign and return acknowledgement of receipt, and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A home-schooled student who has met the tryout criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:
Standards of behavior and codes of conduct;
Attend the practices for the interscholastic activity to the same extent as is required of traditional students;
Required drug testing;
Permission slips, waivers, physical exams,; and
Participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:
Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity. Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported. A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

OTHER ACTIVITIES AND HONORS
Class Officers
The following Class Officers will be elected each year: President, Vice-President, and Secretary/Treasurer.
Requirements for candidacy for Class Officers follow:
GPA of 2.00 for the previous semester before candidacy
No suspensions or assignments to ISS during the previous year
Elections will be held each year. Duties of the class officer will be as assigned by the Class Sponsors.

Homecoming
The maids and queen will be selected by the following process:
The student body (grade levels 10-12) will elect the homecoming court.
Eight maids and one queen will be elected. Criteria for being on the ballot will be as follows:
1. Must be a senior girl in accordance with the classification policy of WHS
2. Must have a 2.00 GPA.
3. Must have had no out of school suspensions or expulsion throughout grade 10-12.
4. No ISS throughout grade 10-12.
The girl receiving the most votes will be queen.
The eight receiving the most votes after the queen will be maids.
A coronation ceremony will be held followed by a Homecoming parade (weather permitting). The court will wear formal evening gowns. Only the queen may wear white. Two piece dresses that show part of the mid-section or see-through dresses are not permitted.

Mr. & Miss WHS
Mr. & Miss WHS ballots shall be completed in senior English classes before the end of the first semester. The following criteria must be met by the candidates:
Must have a 2.00 cumulative GPA.
May have no suspensions.
May have no ISS assignment.
Criteria will be considered for grade levels 10-12. The male and female seniors who receive the most votes are designated as Mr. and Mrs. WHS.
Prom dues are non-refundable. Prom dates must be in grade level 9 or above and have not reached the age of 21. Prom dresses: Two piece dresses that show part of the midsection are not permitted. Waiters and Waitresses for Prom are selected from the Sophomore class by popular vote of the Junior class members. The number of waiters and waitresses selected will be decided by the Junior class prom sponsor and the school principal. Students selected to be waiters or waitresses may not attend prom as a guest. To be eligible for prom waiter and waitress, a Sophomore must have the following criteria pertaining to grade level 10:

- 2.00 GPA or better in all classes
- No suspension or ISS

Graduation Attendants
Each year graduation attendants are selected to assist with Senior Awards Assembly, Baccalaureate and Commencement. Selection is made from the Juniors that have a 3.30 GPA or higher. These students have the same course requirements as honor students. Students assigned to ISS or suspended from school their junior year, prior to the completion of the selection process, are NOT eligible. Class sponsors and administration reserve the right to determine eligibility if an infraction occurs after the selection.

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

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary. Fraternities, sororities, and secret societies are forbidden in the District’s schools. Membership to student organizations shall not be by a vote of the organization’s members, nor be restricted by the student’s race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

DISCIPLINE POLICIES

Introduction and Purpose
The Warren School District Board of Education has a responsibility to protect the health, safety and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

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

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

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new student
upon their enrollment. Each student’s parent, legal guardian, person having lawful control of the student, or person standing in loco
parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and
educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District’s student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge reports to the police any incidents the person has personal knowledge of or
has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime
involving a deadly weapon on school property or while under school supervisions. If the person making the report is not the
Superintendent, that person shall inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or
other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The superintendent
or designee shall inform the Board of Directors of any such report made to law enforcement. The minimum penalty for student
misconduct will be a verbal warning, and the maximum penalty will be expulsion by the Board or legal action dependent upon the
severity and frequency of the misconduct.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without
limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Prohibited Conduct
Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors
are unacceptable in such an environment and are hereby prohibited by the Board. The minimum-maximum consequence for each
Prohibited Conduct is listed in parenthesis. Prohibited behaviors include, but shall not be limited to, the following:

● Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating
insubordination;
● Disruptive behavior that interferes with orderly school operations;
● Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
● Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
● Possession or use of tobacco in any form on any property owned or leased by any public school;
● Willfully or intentionally damaging, destroying, or stealing school property;
● Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal
school hours unless specifically exempted by the administration for health or other compelling reasons;
● Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants,
or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a
drug;
● Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any
medical supplies in their possession;
● Inappropriate public displays of affection;
● Cheating, copying, or claiming another person’s work to be his/her own;
● Gambling;
● Inappropriate student dress;
● Use of vulgar, profane, or obscene language or gestures;
● Truancy;
● Excessive tardiness;
● Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex,
sexual orientation, gender identity, or disability;

● Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;

● Hazing, or aiding in the hazing of another student;

● Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;

● Sexual harassment;

● Bullying;

● Operating a vehicle on school grounds while using a wireless communication device; and

● Theft of another individual’s personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Academic Dishonesty (Warning - Suspension)

Students will be disciplined for cheating, copying, helping another to cheat, or passing off another’s work as his/her own work.

Assault or Battery (Suspension - Expulsion & Reporting to Legal Authority)

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person. Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. A parent-student-principal/assistant principal conference will be required upon re-entering school following any suspension for fighting.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptation, is calculated to:

● Cause a breach of the peace;

● Materially and substantially interfere with the operation of the school; or

● Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

Avoiding a fight is defined as removing yourself from the situation and informing the duty teacher, principal, assistant principal or another teacher immediately. Students who choose to stay in the situation, do not inform school officials about the situation, and then use physical force shall be guilty of fighting. For fighting, discipline shall be as follows:

● 1st offense: 1-5 day suspension

● 2nd offense: 5-7 day suspension with possible recommendation for expulsion

● 3rd offense: 7-10 day suspension with possible recommendation for expulsion

Assault or Battery on a School Employee (Suspension/Expulsion - Reporting to Legal Authorities)

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any school employee. For Assault or Battery on a school employee, the discipline shall be as follows: Suspension with recommendation for expulsion.

Bomb Threats - Student (Expulsion-Reporting to Legal Authorities)

A student who calls in or participates in a bomb threat to a school will be referred to the legal authorities and will be recommended for expulsion.

Bullying (Warning-Expulsion)

Definitions:

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

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

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

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

- Cyberbullying
- Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes;
- 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 relating to student’s actual or perceived attributes;
- Blackmail, 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;
- Stealing or hiding books or belongings, and/or
- Threats of harm to student(s), possessions, or others;
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Ex: “Slut”, “You are so gay.”, “Fag”, “Queer”).

“Cyberbullying” means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student of school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.
“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment; and

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

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

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

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

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
   a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that heir student is the victim in a credible report of bullying; and
   b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
   a. That a credible report or complaint of bullying against their student exists;
   b. Whether the investigation found the credible report or complaint of bullying to be true;
   c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
   d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
   - A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
   - Any action taken as a result of the investigation; and
• Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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

Cell Phones or any other communication and/or Electronic Devices (Confiscation-Suspension)
Usage of cellular phone, headphones, paging device, iPod, MP3 player of and other similar device is prohibited during normal school hours. Students will be permitted to talk on cell phones during lunch period in the Free Zone. The Free Zone will include the WHS Cafeteria and the bus loading area during the student’s scheduled lunch time only. Students may also listen to music with earbuds only during lunch time in the Free Zone. The school will not be responsible for lost or stolen phones or times used on a phone. Neither can school personnel spend valuable school time searching for these items when lost or stolen. As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound or data. These items can be disruptive to the educational process and may be used for purposes not intended for or approved by parents and/or school personnel.

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 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.
• Videoing, posting, and/or sharing fights that occur on school property or at school functions.

The student and/or the student’s parents/guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32 - SEARCH, SEIZURE, AND INTERROGATIONS. Students who use a school issued electronic device and/or computer for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

Discipline for violation of this policy follows:
• First offense: Written warning
• Second offense: 3 days of After-School detention
• Third Offense: Confiscation of phone for ten days with return to parent after 3:15 pm.
• Fourth offense: Loss of privileges/suspension

Disrespect for School Employee (Warning-Expulsion)
Disrespect for a school employee may be demonstrated by failing to comply with their reasonable directions or otherwise demonstrating insubordination.

Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to do the following:
• Cause a breach of the peace
• Materially and substantially interfere with the objectives of the school and/or
• Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation
Disruptive Behavior (Warning-Expulsion & Reporting to Legal Authority)
No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying or any other conduct, intentionally cause the disruption of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee office a student whose behavior is so unruly, disruptive, or abusive that is seriously interferes with the teacher’s ability to teach the students, the class, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Dress and Grooming (Warning-Suspension)
The Warren School District Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. Students who are dressed inappropriately will be sent home to change. Students sent home for dress code violations will receive an unexcused absence for the classes missed.

The following guidelines will be used by all students and parents in determining appropriate dress and grooming both in school and at all school-sponsored events.

- Dress and grooming shall be in keeping with health and sanitary practices.
- Students may not wear clothing or hairstyles that can be disruptive or hazardous in educational activities, such as shop class, lab classes, physical education, art, cheerleading, or in some types of job-training programs.
- Clothing or any kind of adornment with a message that is indecent, profane, offensive, drug, alcohol, tobacco related, suggestive, or inflammatory may not be worn.
- Footwear that is appropriate for school and other public wear is required. House shoes are not allowed. Pajamas of any kind may not be worn.
- Headwear (such as caps, hats, cloths, etc.), sunglasses, heavy coats, and other such apparel shall not be worn in the building. Such items must be stored in lockers during the day. However, students should realize the danger of losing such items and reminded to lock lockers.
- Clothing, related accessories, symbols, or styling habits of secret organizations are not allowed.
- A student may not wear suggestive or revealing clothing. Such clothing includes, but is not limited to, short shorts, halter tops, cropped or short tops, bare midriffs, bare shoulders, tank tops, spaghetti straps, clothing with holes above the knees, mesh or other see-through clothing.
- Shorts and skirts must be no shorter than 2 ½ inches above the knee.
- Tops must have at least 2 ½ inch wide straps, no sagging armholes, and a body length which will cover the waist.
- Clothing will be worn in a manner consistent with its design. A student may not wear pants hanging or sagging below the waistline. Overalls must be worn with both straps buttoned over the shoulders. Belts will be buckled.

Drugs and Alcohol (Suspension-Expulsion & Reporting to Legal Authority)
An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the WSD shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property, is in attendance at school or any school sponsored activity, has left the school campus for any reason and returns to the campus, or is en route to or from school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance.
The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications dietary-supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35 - STUDENT MEDICATIONS.

Any student who exhibits noticeable and/or detectable signs of impairment which are the result of drug, alcohol, or any other controlled-substance usage will be disciplined by this Drug Policy. The building principal and/or the designee shall make the final decision regarding the student.

When any violation of the Drug Policy of the WSD occurs, the following disciplinary actions will be taken:

1. Students who are noticeably and detectably under the influence of any controlled substance but do not possess or sell will be disciplined in the following way:
   a. First offense:
      i. For the first offense, a student will be suspended for ten school days.
      ii. Before a student may re-enter school, he or she must receive professional counseling or rehabilitation services and provide documentation of satisfactory progress from the counselor. It is the responsibility of the parent or guardian to secure and finance these services.
   b. Second offense:
      i. For the second offense, a student will be suspended for ten school days; and a recommendation for expulsion for the remainder of the current semester will be made.
      ii. Before a student may re-enter school, he or she must receive professional counseling or rehabilitation services as stipulated in 1.a.i.
   c. Third offense:
      i. For the third offense, a student will be suspended for ten school days and recommendation for the remainder of the school year will be made.

2. Students who are found in possession, buying or selling any controlled substance will be disciplined in the following way:
   a. First offense:
      i. A student will be suspended for ten school days, and a recommendation for expulsion for the remainder of the current semester will be made.
      ii. Law enforcement officials will be called.
      iii. Before a student may re-enter school, he/she must receive professional counseling or rehabilitation services as stipulated in 1.a.ii.
   b. Second offense:
      i. A student will be suspended for ten school days, and a recommendation for the remainder of the current school year will be made.
      ii. Law enforcement officials will be called.

**Drug Dog**

A registered, trained drug dog may be used by the WSD to prevent the use and/or possession of prohibited drugs or alcohol on school district property. The dog is gentle and has been specially trained to locate marijuana, alcohol, and other illegal drugs. Periodic, unannounced visits to all District schools and school-sponsored activities will be made by the drug dog and handler. Lockers, automobiles, and all areas of the buildings may be searched. A student will be held responsible for any prohibited items found in his or her locker, automobile, or possessions at school. If prohibited items are found during a school check, the violator(s) shall be disciplined under school district policies and the local police shall be notified.

**Extortion (Warning - Expulsion)**

Students shall not obtain or threaten to obtain anything from another person by force or threat of force.

**Gambling (Warning - Suspension)**

Students shall not gamble while on school property or school buses or at school-sponsored activities.
Gangs and Gang Activity (Parent Contact - Expulsion)
The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. The following actions are prohibited by students on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or;
- Extorting payment from any individual in return for protection from harm from any gang.

Students found in violation of this policy shall be disciplined by methods up to and including suspension.

Language and/or Gestures (Warning - Suspension)
A student may not use profane, violent, vulgar, abusive, or insulting language or gestures at any time. Severe profanity will result in immediate suspension.

Laser Pointers (Confiscation - Suspension)
Students shall not possess any handheld laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it.

Leaving Campus (Parent Contact - Suspension)
Students in WSD are closely supervised. Once a student comes to school by bus, car, walking, etc. he or she may not leave school without permission from school personnel or a parent or guardian. Students must be checked out and picked up by a parent, guardian, or approved, designated adult.

Loitering or Trespassing (Warning - Expulsion)
No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school officials, nor shall a student go on WSD property for any purpose while serving suspension or expulsion. No student from another campus is allowed on another school’s campus during school hours without permission of school officials.

Network User Policy (Warning - Expulsion & Reporting to Legal Authority)
Use of computers in school is a privilege, not a right. All students will follow the rules and regulations of the User Network Policy.

Public Displays of Affection (Warning - Expulsion: Sexual Acts)
Public displays of affection is inappropriate in a school environment. Students will not embrace, kiss, etc., in school, on campus, or at any school-sponsored event.

Sexual Harassment (Warning - Expulsion)
The WSD is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and verbal will not be tolerated.

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

“Sexual harassment” means conduct that is:

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

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

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

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

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

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

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

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

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

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

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

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

**Tardy Policy**
A student is tardy if he or she is not in the classroom or other assigned location by the time the tardy bell stops ringing. Generally, there are no excused tardies unless school personnel detains a student, in which case, the staff member should send a note with the student to class.

- As part of effective classroom management, teachers will monitor tardiness in individual classrooms.
- Individual teachers will complete and turn in a daily tardy record at the end of each period.
- A student will be assigned to lunch detention for each tardy. Lunch Detention will be served the day following the tardy during the first 20 minutes of the student’s lunch time. A student who is absent on the day he/she is to report to detention must make up the detention at lunch on the day of his/her return to school.
- Students will not be admitted to Lunch Detention after the tardy bell has rung. All students reporting to Lunch Detention must bring school-related books and materials with them.

**Terroristic Threats (Suspension - Expulsion)**
Purposely making a threat to cause death to another person is terroristic. ACT 1046 of 2001 makes it a Class D felony to seriously threaten school employees or students.

**Tobacco and Tobacco Products (Detention - Suspension)**
Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate the policy may be subject to legal proceedings in addition to student disciplinary measures.
With the exception of recognized tobacco cessation products, the policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vaping products or devices, or under any other name or descriptor.

Possession of Tobacco Products
1st Offense 3 Days After School Detention
2nd Offense 3 Days ISS
3rd Offense 3 Days Suspension

Use of Tobacco Products
1st Offense 3 Days Suspension with parent conference
2nd Offense 5 Days Suspension
3rd Offense 10 Days Suspension and Probation

Truancy Policy
Truancy is defined as a student’s being absent from class without permission. The student will not be permitted to make up work missed as a result of the truancy (except semester or 9 week exams), and a grade of zero will be recorded for any daily work or tests which are missed. Disciplinary action to be taken involving truancy includes the following:

- 1st Offense - The student will be assigned an unexcused absence and receive a zero for any assignments missed for the class. A parent conference will be required. ASDH will be designed.
- 2nd Offense - The student will be assigned three days In-School suspension and a parent conference will be held.
- 3rd Offense - A parent conference will be scheduled, and the student will be suspended for three days. The school will file a FINS petition with local authorities on the student.
- 4th Offense - The student will be recommended for expulsion, or be recommended for application for the Alternative Learning Center.

Vandalism or Theft (Repair/Item Return - Expulsion & Reporting to Legal Authority)
A student will not willfully or intentionally damage, threaten to damage, or steal school property or the property of another student or employee.

Weapons and Dangerous Weapons (Suspension - Expulsion & Reporting to Legal Authority)
“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:
- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school.
while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period (1) one year. The Superintendent shall have the discretion to modify such expulsion recommendation for a student on case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the students. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a 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 mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

Behavior Not Listed Above (Warning - Expulsion & Reporting to Legal Authority)
Students shall not engage in any behavior that violates Arkansas Law in school or at school-sponsored events, even though an action may not be specifically detailed in this Discipline Policy.

DISCIPLINE FOR INFRACTIONS OF THE DISCIPLINE POLICY

Consequences for violation of the WSD Discipline Policy may include, but not limited to, the following list. Also, the list is not intended to be “sequential.” Serious or repeated violations of the Discipline Policy will naturally move to the discipline to a higher degree.

- Warning
- Seating reassignment
- Detention hall with an individual teacher
- Lunch Detention (for tardies only)
- After-School detention hall
- Confiscation with or without return of property
- Parent contact and/or conference
- Behavior contract
- Restitution
- Removal from class
Discipline for Students with Disabilities

Discipline procedures for students with disabilities in the WSD will be in compliance with the individuals with Disabilities Education Act (IDEA, Public Law 94-141) which meets the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Other specific clarifications follow:

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).

Where in-school discipline or short-term suspension (10 school days or fewer) is involved, a school may remove a student with disabilities for a disciplinary infraction without its being considered a change of placement, and IDEA’s parent notification provision would not apply. Also, there is no requirement for a prior determination of whether the student’s misconduct was a manifestation of the student’s disability. Schools may remove any student with disabilities for a disciplinary infraction for us to ten school days per offense. During a period of short-time exclusion, school is not required to provide any educational services to the students.

For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district’s first determining whether or not the student’s misconduct was a manifestation of the student’s disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student, such as his or her IEP committee.

When a student with a disability is suspended, written notice shall be sent to the office of the Special Education supervisor.

Detention

After-School Detention

Students may serve no more than 15 days per semester in detention. All detention at WHS is one hour after school. When the designated number of days has been served, discipline procedures will proceed to more severe categories. Students who are assigned to detention will be given written notice at least one day before the time is to be served so that the parent will be aware of the student’s being at school for an extended time. Students who are assigned detention must bring a pencil/pen and paper. If a student fails to attend detention, he/she will be assigned another day of detention. If the student fails to attend again, he/she will serve one day of suspension.

Lunch Detention—For Tardies Only

Students will be assigned Lunch Detention for each tardy they receive. Lunch Detention will be served the day following the tardy after the second bell of each lunch and will last 10 minutes of the student’s lunch time. A student who is absent on the day he/she is to report to detention must make up the detention at their lunch the day of his/her return to school.

Students will not be admitted to Detention Hall after the tardy bell has rung. All students reporting to detention hall must bring school-related books and materials with them. Students who do not attend school detention hall will be assigned one day of after-school detention hall. After accumulating 10 lunch detentions, students will be assessed After School Detention Hall.

Suspensions

In-School Suspension (ISS)

In-school suspension operates for, but is not limited to, those students who have had continual infractions or serious offenses. Assignment
to ISS will last the entire school day. Placement in ISS allows a student to stay in school and continue his assignments so that he/she is not counted absent and does not fall behind in his/her classes. A teacher works with the student to see that the student has the opportunity to complete his/her work.

The ISS facilitator will secure assignments documented on the assignment form for assigned work from teachers of that student and will be accountable for documenting student’s work and will return work to the appropriate teacher. Students will not submit or retrieve assignments or submit completed work. This will be the responsibility of the ISS facilitator.

If a student is assigned to ISS and that student does not cooperatively work on assignments and show documented progression on assignments, that will not be allowed to stay in ISS. They will be suspended from school for the remainder of the original ISS assignment. Students who refuse ISS assignment will be suspended from school for an equal number of days. A parent/guardian may request in writing that his/her child not be assigned ISS, and the request will be honored; however, if ISS is refused, suspension from school will be the alternative. Parents should send such requests to the principal’s office.

Students assigned to ISS are not allowed to participate or attend any extracurricular activities. Students may be assigned to ISS six total days per semester. After six days, the student will be suspended for future disciplinary offenses that warrant ISS assignment.

**Out of School Suspension**

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

- at any time on the school grounds;
- off school grounds at a school-sponsored function, activity, or event; and
- going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to that which:

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

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

A. The student shall be given written notice or advised orally of the charges against him/her;
B. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
C. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student’s readmittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records or school district.

Generally, notice and hearing should precede the student’s removal from school, but if prior notice and hearing are not feasible, as where the student’s presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
It is the responsibility of a student’s parents’, legal guardians’, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student’s period of OSS.

During the period of their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District’s engagement or access to the education program.

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

**Expulsion**

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. 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;
- 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (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) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board Attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18), or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a on a case-by-case basis. Parents or legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. When expulsion
occurs, a loss of credit in all classes for the semester will occur. Should the expulsion be for a period of one year, the student will lose credit for the entire year.

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. The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student’s period of expulsion. The District’s program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

Filing of Family in Need of Services (FINS) Petition in Juvenile Court
A FINS Petition may be filed against a child for numerous violations of the Discipline Policy when school discipline does not resolve the behavior problem of a child.

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

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

The Superintendent, principals, or their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

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

**Corporal Punishment**

In accordance with Act 904 of 1977 and Act 33 of 1995, WSD authorizes the use of corporal punishment in its discipline policy when it is administered for cause, in a reasonable manner, and follows warnings that the misbehavior will not be tolerated. The punishment will be administered by a teacher or school administrator in the presence of a school administrator or his designee, who shall be a teacher or administrator employed by the school district. The teachers or administrator who administers corporal punishment must fill out proper documentation and submit the form to the principal’s office to be filed. A parent or guardian may request in writing that a child not be disciplined by corporal punishment, and all teachers will be notified of the request and will be urged to follow the wishes of the parent or guardian, though adherence is not legally required.

**Criminal Charges**

Students who are arrested and have criminal charges filed against them may be placed in ISS, recommended for ALE, suspended, or expelled. When the principal becomes aware of such charges, he/she shall be responsible to investigate to determine whether or not the charges are credible and have some basis of fact. The principal shall recommend proper disciplinary action if he/she finds credible charges; and, if it is believed that the continued presence of such student at school would be inappropriate and/or could result in an undesirable impact on discipline.

Criminal procedures and school-related procedures are not interdependent. A student being found innocent in criminal court does not cancel out school-related decisions. School-related due process rights are different from criminal procedures. School expulsions are legal when due process procedures are followed and a rational basis exists for the expulsion.

**Student Arrest (Fifth Amendment)**

Arkansas school laws state school officials cannot prevent a police officer from “picking up” a student in school or at a school-related function. However, the officer is expected to carry out this procedure in a way that will not interrupt the school’s routine. A police officer does not need a warrant if there is reason to believe a student has committed a felony or a misdemeanor.

When a student is arrested by the police, the student may be subject to suspension. The suspension, however, shall not be recommended solely because of the arrest, but may be recommended only when, in the principal’s opinion, continued attendance by the student would seriously affect the morale, safety, and discipline of the other students. The following guidelines will be used whenever legal authorities arrive at the school to question or remove a student:

1. Student’s parent or guardian accompanies the police officer or arrives at the school before the student leaves, the principal relinquishes custody and responsibility of the student to the parent.
2. The parent/guardian is not present when the police officer arrives, the following guidelines shall apply:
   a. The principal shall notify, if possible, the parent/guardian of the situation before the conference with the police officer.
   b. If the parent/guardian cannot be notified before the conference, the principal or his designee shall be in attendance at the conference. Efforts to notify the parent/guardian shall continue.
   c. If the police officer takes a student from school before the parent/guardian can be notified, the principal shall be informed of the place to which the student is being taken so that the principal can properly inform the parent/guardian of the situation.
   d. A student may be questioned by legal authorities, but he/she is not obligated to answer any questions which might incriminate him/her. The parents and/or the principal or other school official shall be present during questioning by police.

**Privacy of Students’ Records/Directory Information**

Except when a court order regarding a student has been presented to the district to the contrary, all students’ educational records are
available for inspection and copying by the parent of his/her 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, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment and transfer.

The district shall receive 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 (PII) 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/her tasks.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student’s caseworker or to the caseworker’s representative without getting prior consent of the parent (or the student if the student is over eighteen (18). For the District to release the student’s PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student’s case plan/ and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parent, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or 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 PII 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 a articulable and significant threat to the health and 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 and safety of the student or other individuals.

For purposes of this policy, the WSD does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting loco parentis or a foster parent with respect to gaining access to a student’s records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person’s status as parent/guardian, alone, enables that parent/guardian to review and copy his child’s records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent/guardian, person acting in loco parentis, or an agent of the Department of Human Services 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/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, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. 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/guardian of a student (or student, if above the age of 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 accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student’s ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a person identification number (PIN), password or other factor known or possessed only by the authorized user.

A student’s name and photograph will only be displayed on the district or school’s web page(s) after receiving the written permission from the student’s parent or student if over the age of 18.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student’s name, identifier, or institutional email address in a class in which the student is enrolled.

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

Notification of Rights under FERPA for Secondary Schools
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents are eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including
4. 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 as its agent to provide a service instead of using its own employees or officials (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/her tasks.

5. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

PPRA Notice and Consent/ Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. sec. 1232H, requires WSD to notify the parent/guardian and obtain consent or allow the parent/guardian to opt your child out of participating in certain school activities. These activities include a student survey, (“protected information surveys”): analysis, or evaluation that concerns one or more of the following eight area:

1. Political affiliations or beliefs of the student’s parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents, or;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The WSD will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

GRIEVANCES
Due Process for Grievances
WSD encourages the involvement of parents and other patrons of the District and welcomes expressions of concern when motivated by the sincere desire to improve the quality of the instructional program concern for the welfare of the student(s).

The policies of the WSD, Arkansas School Law, and the District’s sincere concern for every individual child will be the basis for resolving all problems. The Board of Education has adopted the following process for definition of a problem and the chain of command to follow when a problem occurs, both of which make up the process for resolution of the problem.

- First, a parent or patron should contact the employee-teacher, coach, etc., who will be most aware of the situation. By communication between the two, the problem should be clearly defined and solved by referring to the policies of the WSD.
- Next, if communication with the teacher does not produce a solution to the problem, the parent or patron may contact the building principal or assistant principal for further interpretation of district policy.
- Then, if the problem still exists, the parent or patron may involve the Superintendent, who has the authority to solve the problem by district policy.

EMERGENCY PROCEDURES
Closing School in Emergency Circumstances
When schools in the WSD are not to be in session because of inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the Superintendent through the local radio station and the Schoolway app. Parents, guardians, and
students are encouraged to listen to the local radio station and check their Schoolway app on days that school openings may be in question.

Persons are discouraged from calling the school offices, administrators’ homes, or radio stations concerning whether or not school will be in session. Such calls actually delay the notification to the public of the decision of whether or not to conduct school. If school should dismiss early due to emergency situations, the students may remain in the building or a designated area until he/she can be safely picked up.

**Fire Drills**

A fire drill will be conducted each month. This drill will be signaled by a special buzzer and a verbal announcement. When the signal is given, all students will rise calmly and exit the room, following the assigned route. Each classroom is issued a memo describing the route to be taken during a fire drill. The last person out of the classroom will turn off the lights and close the door. When leaving the building, students will move to a designated area at least 50 yards from the building. Students will remain in line and stay quiet. Students will return to the building upon the signal of one long ring of the bell or one long whistle blast.

**Severe Weather**

Tornado drills shall be conducted not fewer than three (3) times per year. In the event of severe weather, a signal of one short ring followed by a long ring shall be sounded. Students shall move quickly to an interior wall of the classroom or hall, kneel on the floor facing the wall, and place arms over their heads. If time permits, portable buildings will be evacuated; and students will move to an interior classroom. Teachers will check the rolls in their classrooms. Everyone will remain in the drill position until an all-clear signal has been given. Severe weather drills may be conducted at any time by the building principal.

**Other Emergency Drills**

An annual active shooter drill and school safety assessment may be conducted for all district schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year. Students will be included in the drills to the extent that it is developmentally appropriate to the age of both the students and grade configuration of the school. Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the district’s emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

**TRANSPORTATION REGULATIONS**

The goal of the Transportation Department of the WSD is to provide the safest, most efficient transportation possible for those students who are transported between home and school. Students and parents are expected to follow these regulations carefully. Suspension, loss of bus riding privileges, or other disciplinary actions may be imposed when students violate these regulations:

**Meeting the Bus**

- Students should be at the bus stop ten minutes before the bus is scheduled to arrive and wait on the proper side of the road. It is safer to cross the road to enter the bus than to wait on the wrong side of the road.
- Students should stand back at least ten feet and wait until the bus has come to a complete stop before moving to enter the bus.
- Students should respect the property right of others while waiting for the bus, refraining from littering, making unnecessary noise, etc.
- If a student misses his/her bus, he/she should not attempt to ride another bus, walk to school, or hitchhike.

**Riding the Bus**

- Students shall ride only the bus to which they are assigned. If a student must ride an unassigned bus, he/she will have to bring a note, signed by the student’s parent/guardian, to the school, with the address of the place to which the student must ride. Then the principal or the Transportation Director will initial the note to be given to the driver.
● Under no circumstances will visitors ride a bus unless permission is first obtained from the building principal and the bus driver.
● Students shall obey the instructions of the driver.
● Students shall remain seated while the bus is in motion.
● Legs, feet, arms, books, bags, coats, etc., shall not be placed in the aisle.
● Students shall not distract the driver’s attention or disturb other riders on the bus.
● Students will be picked up and discharged only at their assigned points.
● Specific behaviors prohibited on a school bus include, but are not limited to the following:
  ○ Eating and drinking
  ○ Smoking
  ○ Scuffling or fighting
  ○ Playing loud music or band instruments
  ○ Yelling on the bus or at persons outside
  ○ Throwing items on the bus or at persons outside the bus
  ○ Putting hand, arm, etc, out of the window
  ○ Tampering with bus safety devices
  ○ Defacing or damaging any part of the bus
  ○ Inappropriate language or gestures
  ○ Being in possession of any item considered to be a weapon

Other rules of conduct and regulations of the school also apply to the riding of all school buses. Damage to any transportation equipment will be paid for by the responsible student or his/her parent or guardian. The disciplinary action for bus offenses are as follows:
● 1st offense: Two (2) weeks probation, parent notified
● 2nd offense: Two (2) weeks removal from the bus
● 3rd offense: Removal from the bus for the rest of the semester

Emergency Procedures
In an emergency, students should try to remain calm and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus:
● If a rapid exit is necessary and it is possible to exit both doors, students shall move to the nearest door to exit the bus.
● In the event of an accident resulting in injury, persons injured should be moved only under competent medical supervision, if possible.
● If the bus overturns, students shall evacuate through windows or either door.
● Upon leaving the bus in an emergency, students shall move immediately off the road to a safe distance from traffic. Students shall not cross the road unless instructed to do so by the driver.
● In case of a natural disaster, students shall follow the instructions of the bus driver regarding emergency procedures.

OTHER POLICIES AND PROCEDURES
Student Media and the Distribution of Literature
All student media 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 media. School-sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the district’s administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.
● Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
● Media may be regulated to prohibit writings determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
● Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
Prohibited media includes those that:
- Are obscene as to minors;
- Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
- Constitute an unwarranted invasion of privacy as defined by state law;
- Suggest or urge the commission of unlawful acts on the school premises;
- Suggest or urge the commission of unlawful acts or violation of school regulations;
- Attack ethnic, religious, or racial groups; or
- Harass, threaten, or intimidate a student.

Student Media on School Web Pages
Student media that are displayed on school web pages shall follow the same guidelines as listed above and shall also:
- Not contain any non-educational advertisements;
- Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18;
- State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

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

The regulations shall:
- Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- Be uniformly applied to all forms of non-school materials;
- Allow no interference with classes or school activities;
- Specify times, places, and manner where distribution may or may not occur; and
- Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

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

Digital Learning Classes
The district shall offer one or more digital learning class(es) through one or more district approved provider(s) as either a primary or supplementary method of instruction. The classes may be in blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered classes shall meet or exceed the State Board of Education’s curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the district shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.
As an approved digital learning provider, the district shall annually determine what district created digital learning classes it will provide to our students. The district may also choose to provide digital learning classes by contracting with outside providers of such classes, who have been pre-approved by the Arkansas Department of Education. The School Board shall determine the provider method or combination of methods for the district. The Superintendent shall ensure that all digital learning classes provided to district student, regardless of the source of the class, have been approved by the ADE.

The district is responsible for providing all instructional materials for each student who enrolls in a district approved digital learning class. Regardless of any other provisions in this policy, the district may restrict a student’s access to digital classes when the student’s building principal determines the student’s participation in such a class would not be academically appropriate based on the student’s past performance in digital classes. Furthermore, the student’s building principal may revoke a student’s eligibility to continue taking a digital learning course if the student’s performance during the semester indicates the student is not succeeding in the course.

Video Surveillance and Other Student Monitoring
The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of the 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’ automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy’s following paragraph, the district’s video recordings may be erased any time greater than 45 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook - any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Videotape Policy
- Parents, staff, or visitors may videotape students in school programs as long as it is not disruptive to the program. There may be some programs in which videotaping is not allowed. In that case, prior notice will be given by the principal.
- The principal, after consultation with the teacher involved, shall have the authority to grant permission for videotaping in a classroom. All persons wishing to videotape in a classroom must complete the videotape request form stating the reason. The principal will use good judgement in granting or not granting a person’s request to videotape the classroom as part of the normal school day.
- When permission is granted to videotape in a classroom as a part of the normal school day, videotape permits must be signed by the parent/guardian of each student to be included in the videotape. Parents will be informed of the purpose for the videotaping and will have an opportunity to deny or allow the request. Parents may also request to view the videotape at school.
- Teachers are encouraged to videotape themselves as a means of self-evaluation. This type of self-observation examines the “art of teaching” and includes all aspects of a formal observation. The videotape can be used in the teacher’s portfolio. If students are included in the video, permits must be signed by the parent/guardian of each student to be included in the video. Parents will
be informed of the purpose for the videotaping and will have an opportunity to deny or allow the request.  
Before showing video tapes that are non-catalogues, teachers must complete a request indicating the curriculum correlation.  The principal will use good judgement in granting or not granting the request.  Showing videos that have no curriculum correlation is not encouraged.  
WSD buses have been equipped for videotaping.  Videotaping will occur randomly on buses for monitoring behavior.  No permission slips are required for this taping.  

Warren School District Web Site Policy  
The WSD shall maintain a web page to provide information about its schools, students and activities to the community.  This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.  The WSD web site shall be used for educational purposes only.  It shall not create either a public or a limited public forum.  Any link from any page on the District’s site may only be to another educational site.  The website shall not use “cookies” to collect or retain identifying information about visitors to its web site nor shall any such information be given to “third parties.”  Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.  

Each school’s web page shall be under the supervision of the school’s Web master and the district’s web site shall be under the supervision of the district’s Web master.  They shall have the responsibility for ensuring that web pages meet appropriate regulations.  To this end the district and school Web master shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy.  All such editing shall be viewpoint neutral.  

District and school web pages shall also conform to the following guidelines:  
- All pages on the WSD’s web site may contain advertising and links only to educational sources.  
- The WSD’s home page shall contain links to existing individual school’s web pages, and the school home pages shall link back to the District’s home page.  The District’s home page may also include links to educational extracurricular organization’s web pages which shall also link back to the district’s home page.  
- No web page on the district web may contain public message boards or chat rooms.  
- Photos will only be posted on web pages after receiving written permission from the student or their parents if under the age of 18.  
- All web pages on the district web site shall be constructed to download in a reasonable length of time.  
- With the exception of the student created materials, all materials displayed on the district web site are owned by the WSD.  
- Included on the WSD’s web site shall be:  
  - minutes of regular and special meetings of the school board;  
  - the budget for the ensuing year;  
  - a financial breakdown of monthly expenditures of the district;  
  - the salary schedule for all employees;  
  - the district’s yearly audit;  
  - the annual statistical report of the district.  

Page Development  
District staff members, as well as students working under the supervision of licensed teachers, may create Web pages to be considered for addition to the school/program web site.  Developers of web pages intended for publication on the district web server must meet the guidelines.  These guidelines are available in the WSD Technology Plan.  

Responsibility  
Website coordinators are responsible for adding pages to their building/program home page that meet the guidelines for content and format.  Individual staff members who author web pages and teachers supervising students who are authoring web pages are responsible for ensuring that their pages meet the guidelines for content and format specified in these guidelines and that all links are functional, up-to-date and linked correctly to their school/site pages.  

Building principals and program administrators are responsible for being knowledgeable about the content of their building/program web
page. The Technology Committee is responsible for ensuring that the district web site is functioning properly. They will contact the appropriate individual/website coordinator regarding any specific pages about which technical problems are noted. The Technology Committee will have final authority for issues related to the content of all pages that are part of the district website.

**Standards**

**Subject Matter**
All subject matter on WSD web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the WSD or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Neither students, staff, nor other individuals may use the district’s web pages to provide access to personal home pages.

**Quality**
All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material.

**Internet Safety and Electronic Device Use Policy**
The WSD makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Students use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous. No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent/legal guardian (if the student is under the age of 18.) The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

**Technology Protection Measures**
The district is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the district to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file or other visual depiction that:
- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in an 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; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

**Internet Use and Safety**
The district is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The district uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to; interacting with other individuals on social networking websites and chat rooms; cyber bullying awareness; and cyberbullying response.

**Misuse of Internet**
The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:
- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone numbers;
• Using electronic devices to access or create sexually explicit or pornographic text or graphics;
• Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.
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ARKANSAS GRADUATION REQUIREMENTS
SMART CORE INFORMATION

For current Arkansas Graduation Requirements, please visit http://bit.ly/ARGradReq

English – 4 credits
- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science**)
- Algebra I*
- Geometry*
- Algebra II*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science**)
- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits
- Civics* – ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - ½ credit

Oral Communication* – ½ credit
Physical Education* – ½ credit
Health and Safety* – ½ credit
Economics and Personal Finance* – ½ credit (may be counted toward Social Studies or Career Focus)
Fine Arts* – ½ credit
Career Focus* – 6 credits

Personal Finance – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

*Category course options as listed on the ADE Smart Core Course Code List

**Computer Science – (optional) A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

Arkansas Department of Education— May 9, 2019
ARKANSAS MINIMUM GRADUATION REQUIREMENTS
SMART CORE WAIVER FORM
For current Arkansas Graduation Requirements, please visit http://bit.ly/ARGradReq

Name of Student: ______________________________________________________________________________________________________________________
Name of Parent/Guardian: ____________________________________________________________________________________________________________
Name of District: ____________________________________________________________________________________________________________________
Name of School: ____________________________________________________________________________________________________________________

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 credits
- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science**)
- Algebra I (or Algebra I-Part A & Algebra I-Part B - each may be counted as one credit of the 4-credit requirement)
- Geometry (or Geometry-Part A & Geometry-Part B - each may be counted as one credit of the 4-credit requirement)
(All math credits must build on the base of algebra and geometry knowledge and skills.)

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science**)
- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits
- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* – ½ credit

Oral Communications – ½ credit

Physical Education – ½ credit

Health and Safety – ½ credit

Economics and Personal Finance – ½ credit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ credit

Career Focus – 6 credits
- Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

*Category course options as listed under each applicable subject area in the ADE Course Code Management System

**Computer Science – (optional) A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

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

_________________________________________________________   ___________   ________________________________
Parent/Guardian/Adult Student Signature                      Date                      School Official Signature

Arkansas Department of Education— May 9, 2019
Dear Parents:

Act 104 of 1983 of the State of Arkansas requires that all parents or guardians of students in a school district receive a copy of the school’s discipline policies.

Included in this handbook are the policies that govern student behavior in Warren High School (WHS). Please read this handbook carefully, and if you have any questions concerning these guidelines, call your child’s principal.

State law also requires that both you and your child sign, date, and return this notification to verify that you have received your copy. This acknowledgment will be kept on file in the school office for the current school year.

Thank you for your cooperation in helping us work with and for your child.

Parent’s Name (Printed) _________________________________________________

PARENT/GUARDIAN SIGNATURE_______________________________DATE____________

Phone No. (Home)______________Phone No. (Work)_______________Cell Phone_____________

As a student in the Warren School District and WHS, I accept responsibility for my behavior. I understand that I must follow rules and regulations for school, school-sponsored events, and bus behavior so that education for all can occur.

STUDENT SIGNATURE_______________________________________DATE_______________