

# Armored High School



Student Handbook  
2018-2019

# Table of Contents

Mission Statement	Page 5
Vision Statement	Page 5
Motto	Page 5
School Colors	Page 5
Mascot	Page 5
Alma Mater	Page 5
Contact Information	Page 5
Additional Forms	Page 6
Course Offerings	Page 6
Other Educational Opportunities	Page 8
Introduction	Page 8
Non-Discrimination	Page 8
Enrollment Policy	Page 8
Initial Enrollment	Page 9
Entrance Requirements	Page 9
Prior to Child's Admission	Page 9
Transfer Students	Page 10
Residence Requirements	Page 10
Pledge of Allegiance	Page 11
Moment of Silence	Page 11
Student Medication	Page 11
Homework Policy	Page 13
Make-Up Policy	Page 13
Attendance	Page 13
Excused Absences	Page 14
Unexcused Absences	Page 15
Tardy Policy	Page 16
Admit Slips	Page 16
Incentive Program for Perfect Attendance	Page 16
Use of Copyrighted Material	Page 17
Digital Learning Courses	Page 19
Digital Course Offerings	Page 19
Telephone Use	Page 20
Assemblies	Page 20
Cafeteria	Page 20
Closed Campus	Page 21
Extra-curricular Activities	Page 21
Extra-curricular Eligibility	Page 22
Interscholastic Activities	Page 22
Academic Requirements: Junior High	Page 22
Academic Requirements: Senior High	Page 23
Extra-curricular Activity Trips	Page 23
Overnight Trips	Page 23
Dress Code for FBLA and other events	Page 24
Chemical Screen (Drug) Testing Policy	Page 24

Purpose of a Chemical Abuse Policy	Page 24
Testing Procedures	Page 25
Type of Testing	Page 26-27
Student Substance Testing Consent Form	Page 28
Fundraisers	Page 29
Regulations for Holding Class Office	Page 29
Class Officers	Page 29
Dress Code	Page 29
Attire	Page 30
Bullying	Page 31-33
Cyber Bullying	Page 33
Bullying Consequences	Page 34
Bomb Threats/False Alarm	Page 35
Weapons and Dangerous Instruments	Page 35
Search, Seizure, and Interrogations	Page 36
Student Driver Application	Page 37
Student's Vehicles	Page 38
Student Drivers	Page 38
Rider Policy	Page 38
Bus Conduct and Rules	Page 39
School Dances, Parties, or Functions	Page 39
Homecoming/Prom Regulations and Ballots	Page 39-43
Discipline Philosophy Statement	Page 43
Group A Behavior and Consequences	Page 44-45
Sexual Advances, Sexual Activity, and Peer Harassment	Page 45-46
Student Sexual Harassment	Page 46-50
Group B Behavior and Consequences	Page 50-51
Possession and Use of Cell Phones, Tablets, E-Readers, etc.	Page 51-53
Student Promotion and Retention	Page 53-54
Grade Scale	Page 54
Advance Placement Classes	Page 55
Concurrent Credit	Page 56
Gifted/Talented	Page 56-57
Alternative Learning Environment	Page 57
Smart Core Curriculum and Graduation Requirements	Page 57-58
Graduation Requirements	Page 58-59
Smart Core Informed Consent Form	Page 60-61
Honor Diploma Requirements	Page 62-63
Valedictorian and Salutatorian	Page 63
Early Graduation	Page 63
Class Qualifications	Page 63
Conference and Reporting of Student Reporting	Page 63-64
Nine Weeks and Semester Testing	Page 64
Career and Technical Education Completer	Page 64-65
Industry Certifications	Page 66
Scholarships	Page 66-67
Parental/Community Engagement	Page 67-70

## **Hot Topics**

### **Absences page 12-15**

- No more than **8** unexcused absences per semester.
- Turn in Doctor's note as soon as possible, within 5 days after absence.
- No more than **4** tardies per semester.
- Absences due to school trips:
  - Speak with Teacher prior to trip.
  - School work is due upon returning to school.
- After missing any period or day, student **MUST** check into the office and receive an admit slip.

### **Student Drivers page 36-37**

- Student driver's **MUST** have a visible parking permit.
- Students are prohibited from sitting in vehicles while on campus.

### **Dress Code page 28**

The Dress Code applies to **ALL** school activities – (basketball, baseball, and softball) home and away regular and tournament play, field trips, award ceremonies, etc.....

- Leggings, yoga pants, jeggings and skinny jeans (tight pants) must wear covering that extends below the student's fingertips with the shoulders relaxed.
- All shirts must have sleeve. No off the shoulder tops are allowed.
- No tears, frays, or hole of any kind above the knee in jeans or pants.
- Shorts and skirts must be no shorter than 3" above the top of the kneecap when standing.
- Dresses, shirts, or blouses must not expose any part of the midriff or back when student lifts his or her arms to shoulder level or when sitting.
- No sagging – means no exposed underwear; pants must be worn no lower than the top of the hipbone.
- No revealing necklines.
- No see through clothing.

All Semester Tests Are Required – see page 63

Homecoming and Prom Requirements – see page 38-42

Drug Testing Policy – see page 23

**Mission Statement**

Armored High School is committed to immersing students in technology, a rigorous integrated curriculum, gaining varied experiences while meeting their individual needs in a respectful and safe environment.

**Vision Statement**

Armored High School strives to make our students responsible thinkers, and resourceful citizens who are future ready.

**Motto**

Future Ready

**School Colors**

Orange and Black

**Mascot**

Tigers

**Alma Mater**

Hail to thee our Alma Mater  
Thy Dear name we love,  
Armored High School  
There's no other, whom we place above,  
Faithful, Loyal, Strong, and True we will ever be.  
May our loyal sons and daughters, ere' be true to thee.

**Contact Information**

Armored High School  
Phone: 870-763-7121  
Fax: 870-763-7020

**Mailing**

Po Box 99  
Armored, Arkansas 72310

**Physical**

4555 North State Hwy 137  
Blytheville, Arkansas 72315

**Superintendent**

Jennifer Barbaree 870-763-6639

**Principal**

Teresa Lawrence 870-763-7121

**Counselor**

Melissa Booker 870-763-7121

**Dean of Students**

Michael Dobbins 870-763-7121

**Administrative  
Assistant**

Terry Tillman 870-763-7121

**Technology Director**

Ross Harms 870-763-7121

## **Additional Forms**

Student Handbook Receipt	Corporal Punishment	Lunch Application
Residential Verification Form	Honor Diploma Checklist	Media Release Forms
Medication Form	Graduation Checklist	
Drug Testing	Vocational Completer Checklist	

## **Course Offerings**

### **Language Arts**

English I  
English II  
English III  
English IV  
English (11<sup>th</sup> Grade)  
AP English (12<sup>th</sup> Grade)  
Oral Communications  
Journalism/Broadcasting  
Drama  
Spanish I  
Spanish I  
Spanish III  
French I  
French II  
English I

### **Mathematics**

Algebra A  
Algebra B  
Algebra I  
Algebra II  
Algebra III  
Bridge to Algebra  
Geometry  
Pre-Calculus  
AP Calculus  
Essentials of Computer Programming- Math or Science Credit

### **Science**

Physical Science  
Biology  
Chemistry  
Physics  
Anatomy/Physiology  
Environmental Science  
AP Environmental Science

### **Social Studies**

Civics/Economics  
World History  
American History  
Contemporary American History  
  
World Geography  
Pre AP U.S. History  
AP U.S. History  
Arkansas History

### **Business**

Computer Business Application  
Accounting I  
Accounting II  
Intro to Financial Literacy & Wealth  
Management  
Business Procedures  
College and Career Readiness  
Introduction to Mobile APPs  
MAD I & II  
MAD LAB A & B  
JAG  
Small Business Operations

### **Family and Consumer Science**

\* Family and Consumer Science  
Leadership and Service Learning  
Food and Nutrition  
Food Safety  
Clothing Management  
Housing and Interior Design  
Child Development  
Parenting  
Human Relations  
Family Dynamics

### **Fine Arts**

Art I  
Art II  
Art III  
Vocal Music  
Instrumental Music

### **Physical Education/Health**

Jr. and Sr. Basketball- Boys and Girls  
Sr. Softball grades 9-12  
Sr. Baseball grades 9-12  
Physical Education  
Track Boys and Girls 7-12

### **Miscellaneous**

Driver's Education  
EAST Lab  
Special Education  
Gifted and Talented Education  
Alternative Learning Environment  
Community Service Learning

### **Technical / Career Broadcasting**

#### **\*\* FACS electives will be offered on a rotation schedule**

In accordance with Arkansas Code 6-16-135 Beginning with the entering ninth grade class of 2017-18 each public high school student shall be required before graduation to earn a credit in personal and family finance. This course can be taken in 10th, 11th, or 12th grade.

#### **7<sup>th</sup> Grade**

English  
Science  
Social Studies 7  
Mathematics  
Music  
Art  
Health  
Physical Education  
Leadership and Service Learning  
Information to Business  
Communications and Technology  
Junior High Athletics  
EAST 7th

#### **8<sup>th</sup> Grade**

English  
Science  
Social Studies 8  
Mathematics  
Music  
Art  
Health  
Physical Education  
Career Development  
Information Technology  
Fundamentals  
Junior High Athletics  
EAST 8th

### **ANC Technical Center**

Welding Technology  
Advanced Manufacturing  
Automotive Service Technology20

Criminal Justice  
Medical Professions

## **Other Educational Opportunities**

Other Educational Opportunities available outside the traditional classroom setting include but are not limited to the following.

- TRIO
- TONE
- QUIZ Bowl—Jr. and Sr. High
- Student Voice
- Student Council
- Financial Aid Workshops- ANC
- Articulation classes at Arkansas Northeastern College (ANC Technical Campus)
- Field Trips
- Mississippi County Youth Leadership
- Teen Summit
- Future Business Leaders of America
- Family, Career, and Community Leaders of America
- Book Club
- Operation Prom Night
- BETA Honor Society

## **Introduction**

This handbook has been prepared for the benefit and use of the Armorel High School students and parents /guardians. It contains much of the information necessary to familiarize each student and his/her parents/guardians with the routine affairs of the school. The information is important if our school is to function in the very best manner possible. We encourage you to read and study this book so that you may become familiar with our school's traditions, regulations, curriculum, organizations, and activities. The purpose of this handbook is to have a better-informed student body.

Students have the responsibility to pursue their education in the Armorel School District in a manner that shows respect for other students, faculty, parents, and other citizens. Students should be aware they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools. They can accomplish this by abiding by the rules and regulations established by the Board of Education and the school they attend. **Each student is responsible for his/her conduct at all times.**

## **Non-Discrimination**

The Armorel School District is an equal opportunity agency dedicated to a policy of nondiscrimination in relation to age, race, creed, color, gender, religion, national origin, handicap, and socioeconomic status. This policy will prevail in all matters concerning employees, students, patrons, and educational programs and services.

## **Enrollment Policy**

All children who are age five (5) through seventeen (17) on or by August 1 are required to be in Armorel School District with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge.



## **Initial Enrollment**

A Proof of Birth and two (2) proofs of living (“metered” utility receipts) within the boundaries of the Armored School District are required. In addition, in order to assure proper placement 9<sup>th</sup>-12<sup>th</sup> graders must bring an official transcript from previously attended school(s) before enrollment will be considered. 7<sup>th</sup> and 8<sup>th</sup> graders will need documentation, which includes the name of previous school.

## **Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the district as defined in the Resident requirements policy, meet the criteria outlined in policy for homeless students, be accepted as a transfer student under the provisions of policy or participate under a school choice option, and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the district.

Any child may enter the first grade in a district school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

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

## **Prior to the Child’s admission to a District School**

1. The parent, guardian, or other responsible person shall furnish the child’s **Social Security Card**, or if they request, the district will assign the child with a nine (9) digit number designated by the department of education.
2. The parent, guardian, or responsible person shall provide the district with one (1) of the following documents indicating the child’s age.
  - A statement by the local register or county recorder certifying the child’s date of birth.
  - A birth certificate may be used.
  - An attested baptismal certificate
  - A passport
  - An affidavit of the date and place of birth by the child’s parent or guardian.
  - United States military identification.
3. The parent, guardian, or other responsible person 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.
4. The child shall be age appropriately immunized from:
  - Poliomyelitis
  - Diphtheria
  - Tetanus
  - Pertussis

- Red (rubella) measles
  - Rubella
  - Other diseases as designated by the State Board of Health
  - Or have exemption issued by the Arkansas State Department of Health
5. Proof of immunizations shall be certificate of a licensed physician or a publish health department acknowledging the immunizations.

### **Transfer Students**

Armored School District reserves the right to evaluate any student transferring from a private school or a school that is not accredited by the Department of Education to determine that student's proper placement in the school. Students who move into the district from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students must provide results from a nationally recognized norm-referenced assessment taken within the past year, or they will be assessed by the district for grade placement.

AAA specifies that School Choice students that transfer within the district must wait one (1) year (365 days) before being eligible to participate in AAA extracurricular activities. This ruling applies to 10<sup>th</sup>-12<sup>th</sup> grade students.

### **Residence Requirements**

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

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, 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 legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, persons having legal, lawful control of the student under order of a court, 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) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have legally transferred to the District for educational purposes.

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

In order for a 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/her parents, guardians, or other person having lawful control of him/her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in the district schools.

## **Pledge of Allegiance**

1. The Pledge of Allegiance shall be recited during the first class period of each school day.
2. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge.
3. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
4. 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.
5. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

## **Moment of Silence**

1. A one-minute moment of silence will be observed after the Pledge of Allegiance. Act 576, modifies Arkansas Code Annotated 6-10-115
2. During this period of silence, a student may, without interfering with or distracting another student:
  - Reflect
  - Pray
  - Engage in a silent activity

The Teacher in charge of each public school classroom must ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

### **If a student interrupts the moment of silence, the teacher must:**

- a. Send the student to the office

### **Consequences for disrupting the moment of silence are as follows:**

- 1<sup>st</sup> Offense—1 day ASD (after school detention)
- 2<sup>nd</sup> Offense—1 day ISS
- 3<sup>rd</sup> Offense—2 day ISS
- Any other offenses will be OSS and students must take all their semester exams.

### **Students who are tardy to school must remain in the commons area during the moment of silence**

## **Student Medication**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications while at school.

1. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office.
2. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.

3. Medications, including those for self-medication, must be in the original container and be properly labeled with:
  - The student's name
  - The ordering provider's name
  - The name of the medication
  - The dosage
  - Frequency
  - Instructions for the administration of medication (including times)
4. Additional information accompanying the medication shall:
  - State the purpose of the medication
  - Possible side effects
  - Any other pertinent instruction (special storage requirements)
  - Warnings
5. Students who have written permission from their parent/guardian and a licensed health care practitioner to self-administer:
  - Asthma inhaler
  - Auto-injectable epinephrine
  - Must have a current consent form on file stating to be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to and from school, or at an off-site school sponsored activity
  - Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person.
  - The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person.
  - The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.
  - Non-prescription medication may be given to students upon the decision of the principal or the nurse.
    - Such medications must be in the original container, clearly labeled, and accompanied by a written authorization form signed by the parents or legal guardians that include:
      - a. Student's name
      - b. Name of medication
      - c. The dosage
      - d. Instructions for the administration of the medication (including times)
6. The school shall not keep outdated medication or any medications past the end of the school year.
7. Parents should be notified ten (10) days in advance of the school's intention to dispose of any medication
8. Medications that are not picked up by the parents/legal guardians within a ten (10) day period, shall be destroyed by the nurse with a witness present.

## **Homework Policy**

The Armorel High School considers homework to be a part of the instructional program and logical and reasonable extension of the school day; therefore, the school encourages the appropriate and reasonable use of homework as a teaching-learning strategy.

1. Homework, when assigned, should supplement, complement, and reinforce specific learning activities. It should be utilized as an extension of the learning process, not a substitute for that process.
2. Care should be exercised that the necessary foundations are in place before such extensions are assigned.
3. Students will not be assigned homework tasks that are excessive or meaningless.
4. Any homework assignment will be acknowledged by the teacher.
5. Long-term assignments (reports, research, etc.) should be accompanied by timely monitoring and relevant feedback.
6. Homework will vary within content areas and considerations should be given as to need for such work, ability of students, maturity of students, and availability of resource materials.
7. When assigned, it should be based on one or more of the following criteria:
  - To promote reading skills development
    - To reinforce what was taught in the instructional setting
    - To gain understanding and demonstrate proficiency in the subject area in which assignments are made.
    - To promote retention, through practice, of that which was taught in the instructional setting.
    - To research assigned topics
    - To conduct independent investigations
    - To promote reference and study skills
    - To complete assignments began in the instructional setting

## **Make-up Policy**

**It is the student's responsibility to make arrangements with the teacher to make up all work missed.**

1. If a student is absent on the day of an announced test, the student will be expected to take the test upon returning to class.
2. Students are allowed one make up day for every one day missed.
3. Semester test schedules are to be followed.
4. Students who have been suspended, truant, and or skipped class will NOT be allowed to make up work.

## **Attendance**

Regular attendance is mandatory in maintaining satisfactory schoolwork. Therefore, Armorel High School will strictly enforce all state laws pertaining to school attendance.

Students missing a total of eight or more days in any semester will be in jeopardy of retention or losing credit for that class(es). The legislative intent is that any student having excessive absences because of illness, accident, or other unavoidable reasons should be given adequate assistance and time for making up work missed. Exceptions are made to satisfy an Individualized Education Plan (IEP) or 504 Plan. Students will have one class day to make up their work for each day they are absent or they will receive a zero for that assignment.

**Whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or parent in loco parentis shall be subject to a civil penalty as prescribed by law.**

Parents or guardians will be notified when any student has accumulated three tardies and/or three and again at five unexcused absences by the school district. Students who continue to have absences will be considered for retention. Ten unexcused absences or seven tardies in a semester will be cause to notify the prosecuting authority for appropriate action. Parents may petition the school before the students accumulate excessive absences in the event of undue circumstances. (Arkansas Laws: ACT 1223 of 2011.)

### **Excused Absences**

Excused absences are those where the student is 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 a parent or legal guardian stating such a reason. **A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted. Students who do not present a note upon returning to school will receive an unexcused absence. Students are not allowed to make up their work is they have an unexcused absence.**

1. The student's illness or when attendance could jeopardize the health of other students.
2. A maximum of two (2) parent notes 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.
3. Death or serious illness in their immediate family. Three (3) days will be excused. Special circumstances will be determined by the Administration.
4. Observance of recognized holidays observed by the student's faith
5. Attendance at an appointment with a government agency
6. Attendance at a medical appointment with a physician's note stating the date and time of the appointment. Students will not be excused all day for a morning appointment unless stated they were not to return to school. Appointments for the afternoon will not be excused all day.
7. Exceptional circumstances with prior approval of the principal
8. Participation in FFA, FHA, or 4-H sanctioned activity
9. Participation in the election poll workers program for high school students
10. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has 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.
11. Absences granted, at the Superintendent's discretion, to seventeen (17) year old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
12. Students will be excused one time a semester to take the driving test.
13. 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.
  - It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.
14. Additional absences that are not charged against the allowable number of 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 upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government stating such a reason.:

15. To participate in any Armored clubs/organization activities
16. For purposes pre-approved by the school administration such as:
  - Visiting the prospective colleges—2 visits during Senior Year.
    - a. Must bring official documentation of attendance of a college preview day
  - To obey a subpoena,
  - To attend a scheduled appointment with a government agency
17. 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 is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. 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 two (4) unexcused absences in a semester, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement, which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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

- Whenever a student exceeds the number of excessive unexcused absences (8), the school district shall notify the prosecuting authority, the community truancy board, and the student's parents, guardians, or person in loco parentis.
  - The student's parents, guardians, or persons in loco parentis shall be subject to a civil penalty through a family in need of services action in circuit court, as authorized under subdivision (a)(6)(A) of this section, but not exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court.

- Upon receipt of this notification, the prosecutor shall either file a FINS petition in circuit court, or enter into a diversion agreement with the student.
  - Diversion agreements offer a wide array of flexible alternatives. Their duration is limited to nine months total, and six months of supervision or referral to public or private agencies for service.

**Once a student has missed 8 unexcused days in one semester, they will not be allowed to go on school related trips during the school day of that semester because of the class time missed from absences.**

### **Tardy Policy**

It is very important for students to be on time for all classes. Students entering classes late disrupt the learning environment for the rest of the students in class. The school environment is one where responsible habits are developed. A student is considered tardy if they are not in the appropriate classroom when the tardy bell rings.

#### **Tardies will be dealt with in the following manner:**

- 1st Tardy -- student will have to serve lunch detention.
  - 2nd Tardy -- Parental Notification.
  - 3rd Tardy
    - Student drivers who have 3 tardies will lose their driving privileges for one semester
      - If the 3<sup>rd</sup> tardy occurs within the month that the semester ends, student drivers will lose their driving privileges for the rest of the semester and the first nine weeks of the following semester.
  - 4<sup>th</sup> Tardy -- 1 day In-school suspension
    - Conference with the student, parent, principal, and or Dean of students.
  - **Beyond 4<sup>th</sup> Tardy, ---Notification to the community truancy board shall be by letter to the chairman of the community truancy board.**
- Tardies reset at the beginning of each semester**

### **Admit Slips**

Admit slips must be obtained through the office when a student has been absent for any reason other than a school trip. The student must present a note to the office personnel immediately upon arrival to school. The admit slip must be presented to each of the student's classroom teachers.

**Students should have their admit slips before returning to class.**

### **Incentive Program for Perfect Attendance**

An incentive program for school attendance shall be implemented as follows:

- Each quarter, all students with perfect attendance (neither absent or tardy) will be awarded an activity ticket for the following quarter to permits free admission to all school activities that occur at Armored High School
- Graduating seniors with perfect attendance for the year will be provided with their cap and gown for graduation activities.



## **Use of Copyrighted Materials**

### **In Face-to-Face Classroom**

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

### **In Digital Transmissions**

#### **Definitions**

“Class session” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work’s overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- The date set by the teacher for an assignment to be submitted; or
- The date on the school calendar for the end of classes.

“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

“Mediated Instructional activities” includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.<sup>3</sup>

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
  - Each student shall have a unique ID and password for accessing digital courses/materials; or
  - Each course shall have a unique password to access course materials; and
  - The password to access the course materials shall be changed immediately following the close of the course.

2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
  - The print function will be disabled;
  - A transparency shall be placed over any literary work, sheet music, or photograph;
  - Audio and video transmissions will be set to be streamed; and
  - The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
  - The entirety of a nondramatic literary or musical work may be used. A nondramatic literary work includes poems and short stories. A nondramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
  - Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
  - Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
  - Works primarily produced or marketed for use in the digital education market may not be transmitted.
  - Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
  - Mediated Instructional activities may not be transmitted.
3. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
  - Course syllabus;
  - Home webpage for the course;
  - Webpage for the particular class session; and/or
  - Webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

1. The amount converted is only the amount allowed by law; and
2. The District has no digital copy of the copyrighted work available; or
3. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

**The District will not be responsible for any employee violations of the use of copyrighted materials.**

## **Digital Learning Courses**

### **Definitions**

For the purposes of this policy

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“Arkansas Qualified Teacher” means a teacher who holds at least a Bachelor’s Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - Manipulatives
  - Hand-held calculators
  - Other hands-on materials
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

### **Digital Course Offerings**

The District shall offer one or more digital learning course(s) through one or more Districts approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses 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 courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas 27 Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The

Superintendent shall ensure that ADE has approved all digital learning courses provided to District students, regardless of the source of the course.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance. Furthermore, the 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. If a parent wishes for their child to take a digital course, the parent must contact the school and request a meeting with the principal and counselor.

**Students will not be enrolled in digital learning courses if there is a teacher of record employed by the Armored School District.**

### **Telephone Use**

- The office telephone is a business telephone and is limited for that purpose.
- No student will be called from class to the telephone except for emergencies.
- Emergency calls will be handled through the Counselor's office under the Counselor's supervision.

### **Assemblies**

- During assemblies, students' behavior expectations are the same as in the classroom.

### **Cafeteria**

- Our school has a modern lunchroom.
- It is well equipped, and courteous, qualified cooks prepare the food.
- Well-balanced, nutritious breakfast is available for \$1.50.
- Adult breakfast cost \$2.00.
- Lunch cost for students in grades 7-12 is \$3.00.
- Adult lunch cost is \$3.50.
- Armored School District does participate in the free/reduced breakfast and lunch program. Forms are available through the office or Mrs. Tina Byrd, Food Services Director.
  - Walk when going to the cafeteria
  - Use the crosswalk when walking to the cafeteria
  - Get in line and stay in place
  - You must have your lunch card when entering the lunch line, if you do not have your lunch card, you must go to the back of the line.
  - Be courteous to all school personnel helping in the cafeteria
  - Put trays, trash, and silverware in the proper receptacles when cleaning up

- Display good manners and courtesy at all times
- Keep all food in the cafeteria.

**The District does not provide credit for students to charge meals. Payments must be made in advance**

**Closed Campus**

There is a renewed emphasis that the campus is closed.

- After arriving at school, no one may leave the campus without permission from the office.
- Students will not be allowed to visit with parents/guests in the school parking lot during school hours.
- **Parents/Guardians must drop off their child's lunch in the office. Student lunches must be picked up in the office.**
- We have had some issues with students bringing food items/drinks to sell to other students. Though we admire the entrepreneurial spirit, we will not allow that during the upcoming school year.
- All outside drinks must be thrown away before the first bell in the morning and after lunch.
- CLEAR BOTTLED WATER WILL BE THE ONLY BEVERAGE ALLOWED IN CLASSROOMS. Water cannot be flavored with additives that change the color of the water.
- Students leaving the campus in the course of the day will need to be signed out of the office by the requesting adult and signed in on returning for an admittance slip.
- Student drivers will need a note for leaving which includes a telephone number in order to verify leaving campus early.
- Students are not allowed student visitors.
- If a student checks out at lunch, they may only return to campus with documentation of reason for leaving.
- In order for a student to be readmitted during the school day, a parent must accompany the student to the office and complete the sign-in procedures.
  - **Students will be counted absent for a ½ day.**
  - **If a student is checking out for any reason, they must have a written note that will be verified by the office. Notes must be turned in by 8:15 to the office.**

**This initiative is an effort to maintain a safe environment for our students.**

**Extra-curricular Activities**

- Constant consideration is given to limiting classroom interruptions and the number of absences due to extra- curricular activities.
- Field trips are to be an extension of the classroom curriculum. All field trips will be approved by administration.
- Students will be allowed to miss up to four (4) periods a day and still attend and or participate in school events provided the absence is documented with a doctor's excuse, court appearances, driver's test, etc. **A parent excuse is not acceptable for participation in an after-school event.**
- Illness will not be considered an allowable excuse. If you are too sick to attend school, you are too sick to attend or participate in school events.
- Students will not be allowed to attend nor participate in school-sponsored events scheduled for Saturday and Sunday if four periods are not attended the Friday before.

- Students who are suspended or expelled are not to attend nor participate in school sponsored activities on or off campus for the term of their discipline action.
- Students will not be allowed to attend field trips if the above listed attendance guidelines are not met the day prior to the scheduled field trip.

### **Extracurricular Eligibility**

- Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.
- **A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as consequence of disciplinary action taken by the administration for inappropriate behavior.**

### **Interscholastic Activities**

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

### **ACADEMIC REQUIREMENTS: Junior High**

- A student promoted from the sixth to the seventh grade automatically meets scholarship requirements.
- A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
- The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
- The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester, which count toward his/her high school graduation requirements.
- Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

## **ACADEMIC REQUIREMENTS: Senior High**

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

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

## **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

## **Extra-Curricular Activity Trips**

- Students making trips sponsored by the school shall conduct themselves as ladies and gentleman at all times.
- Permission from parents is required before the student will be allowed to leave school on any field trip. **Permission slips must be turned in three days prior to the trip or the student will not be allowed to attend.**
- Student athletes must have a signed participation form on file in lieu of repeated permission slips.
- All school rules and regulations regarding conduct apply to field trip participants and athletes.
- No food or drinks are allowed on the bus during trips.
- It is the student's and sponsor's responsibility to make sure that the bus is clean upon return to campus.
- Students who are currently in ISS or OSS are not allowed to attend field trips.
- It is the student's responsibility to speak with their teachers before attending any field trip or school sponsored activity, to obtain all work that will be missed as a result of attending the trip. The missed work is expected to be turned in the following day after the trip.
- Students who have not completed work in classes are not allowed to attend field trips.
- Students who are a constant disruption or disrespectful will not attend trips
- The right to attend field trips is a privilege at Armored and attendance will be determined by the sponsor of the field trip and the building principal.

## **Overnight Trips**

- A student is responsible for all his/her items and luggage taken on a school sponsored field trip.
- All handbook rules apply to any event sponsored by the Armored School District.
- Students must provide an insurance card.
- Students who disobey or get into trouble on an overnight trip are required to have their parents come to the location of the school-sponsored event and pick up their child at that location.
- Students will also be disciplined according to the rules of the student handbook.

## **Dress Code for FBLA and other events**

### **Business attire only**

- Gentlemen
  - Dress Slacks, shirt and tie
  - Dress shoes
  - Belt
- Ladies
  - Business Suit/dress
  - Dresses must be in compliance with dress code
  - Shoes must be no taller than 3 inches and business appropriate.
  - No sleeveless or strapless dresses/blouses are allowed

## **CHEMICAL SCREEN (DRUG) TESTING POLICY FOR ARMOREL SCHOOL DISTRICT**

It is the philosophy of the Armorel School District that all students involved in extra/intra curricular activities and driving on campus should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. The Armorel School District recognizes that the use of mood-altering chemicals is a significant health problem for students, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some students affect academic growth, achievement, activity participation and development of related skills. Family, teammates, and schoolmates' lives are affected by the misuse and abuse of drugs.

Chemical abuse includes, but is not limited to: the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications. Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to: marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs also include steroids and derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

The Armorel Board of Education is determined to help students by providing another option for them to say "NO" and also help those students who may be having problems.

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

- To make students aware that the District is concerned about their total wellbeing.
- To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
- To assist students to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- To establish standards of conduct for students who are considered leaders among their peers.
- To work cooperatively with the parents by assisting them in keeping their children from using mood-altering chemicals.
- To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.



- To deter chemical abuse or misuse by all students through the use of random drug testing.

The use or possession of alcohol, illegal drugs, or misuse of prescription medications during school activities or prior to school activities where the alcohol, illegal drug, prescription medication has the possibility of impairing the participant is a violation of this policy.

To effectively and efficiently implement this policy, the Board of Education adopts the following procedural guidelines:

**Scope:** The provisions of this policy apply to all students in the District in grades 7-12 whose parent/guardian signs the Student Substance Testing Consent Form.

**Random Testing Provisions:** The District may require each student grades 7-12 to be tested at random. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activity programs and drivers in the district at the time of the drawing. A single test can be required by the Superintendent from a student for reasonable suspicion. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person or agency selecting the students has no way of knowingly choosing or failing to choose particular students for the testing, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

### TESTING PROCEDURES:

To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed. All initial urine specimens will be taken at the designated location determined by the Superintendent or designee. Any student who is requested to provide a specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to provide additional information for the testing agency.

**The District may test for the following substances:**

Alcohol	Amphetamines	Marijuana (THC)	Cocaine
LSD	Opiates	Phencyclidine (PCP)	Benzodiazepines
Barbiturates	Steroids	Methadone	Methaqualone
Ecstasy	Nicotine	Propoxyphene	

Any Other Abused, Illegal, or Banned Substances as determined by the Board of Education.

Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student’s mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student’s failure to notify the

appropriate school official that he/she is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is a violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

### **Type of Testing:**

**Analysis of Urine Specimens:** The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a Gas chromatography-mass spectrometry GC/MS confirmation test will be performed.

If the parent/guardian questions the validity or reliability of the testing agency's results, the sample from the split specimen in the second sealed vial will be used for the parent-requested follow up test. The parents may choose a laboratory of choice so long as the Department of Health and Human Services Standards certifies it. GC-MS shall be conducted on the specimen. If the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the results of the GC/MS are negative for the suspected substance(s), the student shall be considered to have had a negative result. The school will be responsible for paying for the requested test if the results prove to be negative.

All test results from the laboratory shall be communicated to The Superintendent or designee. Students confirmed positive may be permitted, at the Superintendent's discretion, to provide the sample after the twenty-one-day confidential probation at the testing agency facility. (This is to ensure confidentiality). All drug testing results shall remain confidential.

### **CONSEQUENCES OF A POSITIVE RESULT:**

1. If a student refuses to take a random drug test, the student will be treated as having a positive test.
2. Altered test results will be treated as a positive test.
3. Any student that tests positive will remain on the must-test list for the remainder of the school year.

### **First Positive Results:**

Following a positive result, the student is placed on probation for a period of twenty-one days. Continued participation in any affected activity during the twenty-one-day probation period is dependent upon a doctor's written authorization that says the student is physically able to participate. Students will be referred to the school counselor or designee for drug health education.

A written copy of the test results will be given to the School Superintendent or designee. After twenty-one days or more the student will be tested again at the expense of the District. If the test is negative, probation will be lifted and the student will be allowed to resume all activities and driving privileges. If the test is positive or the student refuses to take the test, the student will not be allowed to continue in extra-curricular activities or the driving of a vehicle on campus for the remainder of the semester.

**Exception:** Steroids or similar chemicals that could take more than twenty-one days to leave a student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

**Second Positive Results:**

For the second positive result in the same school year, the student will be suspended from participating in the activities and/ or operating a vehicle on campus for the remainder of the current school year. The student that tests positive twice may not return to participation until a negative test is obtained.

**Third Positive Results:**

For the third positive result, the student will be suspended from participating in activities or the operation of a vehicle for the remainder of his/her enrollment with the school. (Cumulative results for grades 7-12).

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

**ARMOREL SCHOOL  
DISTRICT**

Student Substance  
Testing Consent  
Form

I, \_\_\_\_\_, the parent of/guardian of \_\_\_\_\_ do hereby consent to the policy of the Armorel School District regarding chemical screen testing for my student to drive a vehicle on campus and/or for participating in any Extra/Intra Curricular Activities at the District.

I agree to abide by, and comply with, this policy as a condition to my child's participation in the activities listed above.

Custodial                      Parent/Legal                      Guardian                      (signature)  
\_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, a student in Armorel School District who participates in affected activities at Armorel High School, do hereby consent to abide by, and comply with, the chemical screen test policy of the Armorel School District.

Student (signature) \_\_\_\_\_ (date)  
\_\_\_\_\_

## **Fundraisers**

All fund-raising activities held in the District or in the name of the district must be pre-approved **in writing** by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from students or teacher instructional time in either planning or the execution of the activity will not be approved.

One class fundraiser per year with the exception of the Junior class in preparing for prom.

## **Regulations for holding Class Office**

- A student must have passed four subjects in the previous semester and have a 2.5 or better cumulative grade point average.
- A student must have attended Armorel High School the entire semester previous to the election.
- A student who becomes a consistent major discipline problem or who was convicted of a criminal offense during the current or previous semester, excluding minor traffic offense, will lose their privilege to serve as a class or club officer.
- Class officers shall be removed from office if violations of the policy are in effect.
- A new election will be held for the opening office
- Class officer elections will be conducted during the first week of school.
- Students will be nominated by their grade-level peers
- Elections will be held on the Friday of the first week of school
- Class officers will be announced the following Monday

## **Class Officers:**

- Class President
- Class Vice-President
- Class Secretary
- Class Historian
- Class Treasurer
- Student Council Representative

## **Dress Code**

The Armorel School Board of Education believes that it has a responsibility to create a culture that is conducive to student learning. At the same time, the District has a responsibility to promote an environment conducive to student learning.

**DRESS CODE applies to ALL school activities- ball games- (basketball, baseball, and softball) home and away regular and tournament play, field trips, awards ceremonies. etc...**

- This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear,

- buttocks, or the breast of a female. This also applies to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
- Steps have been taken to create a culture that promotes and fosters respect for one's self as well as others, sensitivity to the diverse population in which we live, and a true understanding of the value of education.
  - As a part of that culture, the way students dress has a definite impact on their learning environment.
  - The Armored School Board recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom. Students should dress in attire appropriate for school and learning.
  - Apparel or appearance, which tends to draw attention to an individual rather than the learning situation is deemed inappropriate.
  - Dress code applies to all school events.

### **Attire:**

- No vulgar, suggestive, alcohol or tobacco slogans will be displayed on clothing or jewelry.
- Hats, caps, toboggans, beanies, and hoods of sweatshirt and jackets will not be worn in the school buildings. Hats and caps worn on campus and at after school events will be worn properly.
- No bare feet.
- No bandannas or any type of attire that could be construed as gang-related or as a display of gang colors. This includes scarves, "dew rags" anything tied on the head.
- No items made of spandex
- Leggings, yoga pants, jeggings, and skinny jeans (tight pants) must wear covering that extends below the student's fingertips with the shoulders relaxed.
- All shirts MUST HAVE SLEEVES. No off the shoulder tops are allowed.
- No tears, frays, or hole of any kind above the knee in jeans or pants.
- Shorts and skirts must be no shorter than 3" above the top of the kneecap when standing.
- No sunglasses in the building
- Dresses, shirts, and blouses must not expose any part of the midriff or back.
- No sagging – means no exposed underwear; pants must be worn no lower than the top of the hipbone.
- No pajamas or loungewear
- No clothing related to gangs
- No revealing necklines – there should be no cleavage showing. If a student must pull up her shirt to prevent showing cleavage, the neckline of that shirts is deemed too low to be worn at school.
- No bare midriff – when a student lifts his/her arms to shoulder level the midriff should not be exposed. When a student sits, no skin should be exposed: when in doubt, wear an undershirt!
- No logos that depict death or violence.
- No see-through clothing

**No blankets or pillows will be allowed in the classrooms. If students are bringing blankets and pillows to school for a school trip they must be kept in the student's locker until they are leaving for their trip.**

Armored students are expected to be clean. Hair should be cleaned and groomed. Clothing will be clean and mended.

**The final decision of the appropriateness of fashion will be that of the staff and administration.**

**Consequences for Repeat Dress Code Offenders are:**

- 1<sup>st</sup> Offense—Warning and required to change clothing
- 2<sup>nd</sup> Offense—Parents Notified, required to change clothing,
- 3<sup>rd</sup> Offense—After School Detention
- 4<sup>th</sup> Offense—2 Days of After School Detention
- All other offenses, students will be sent home and counted unexcused. Students will also be subject to more disciplinary action and required to take all semester exams.

**BULLYING**

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

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

**Definitions:**

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

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

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

“Electronic act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone

or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

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

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

- 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 a 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,
- Threats of harm to student(s), possessions, or others,
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

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

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

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

Copies of this policy shall be available upon request.

### **“Cyber Bullying”**

- Cyber bullying occurs when students use any electronic device including telephone, cell phone, wireless communication devices, computer, or pager as a means to harass another student or staff member. ACT 115 applies to **electronic act** whether or not it originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel.

- **Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation, a telephone, wireless phone or other wireless communications device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.
- Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a likelihood of succeeding in that purpose;

**The punishment will take the form of suspension, a recommendation for expulsion, and notification of the police if necessary.**

Some things you might do if you are being bullied:

1. Tell a friend
2. Walk away
3. Chill out
4. Try not to be alone
5. Do not fight back
6. Write it down
7. Tell counselor, teacher, principal, or superintendent

**The Armorel School District has an obligation to and is committed to providing a safe learning environment for each of its students and staff.**

### **Bullying Consequences:**

Minimum to Maximum Discipline measures may be a minimum of a warning to a maximum of expulsion

- **First Offense:** Three Days In-School Suspension, Session on Bullying with School Counselor and Parent Conference.
- **Second Offense:** Three Days Out-of-School Suspension, Notification of Sheriff's Department and Second Parent Conference.
- **Third Offense:** Three Days Out-of-School Suspension, Notification of Sheriff's Departments and Third Parent Conference
- **Fourth Offense:** Five Days Out-of-School Suspension, Notification of Sheriff's Department and Fourth Parent Conference with warning of possible Expulsion.
- **Fifth Offense:** Ten Days Out-of-School Suspension and Recommendation for Expulsion

**(If the actions are severe enough and severe physical harm has occurred, steps may be skipped and more severe punishment administered at the discretion of the administration.)**

The Armorel School District has an obligation to and is committed to providing a safe learning environment for each of its students and staff.

- Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats.
- Bullying is a destructive behavior that will erode the foundation of principles on which a school is built.

- This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.
- Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs and educational material regarding the nature of bullying, its consequences should a child choose to engage in this type of behavior and the procedures for reporting an incident which involves bullying.
- The information will emphasize that this district will not tolerate bullying and that the school employees, volunteers, and students are encouraged to report any instances of bullying without fear of consequences.
- Any report will take into account the age of the offending student, the level of the seriousness of the behavior and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students.
- For the purpose of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more student(s).

**A student will be found violating this policy if their conduct has been found to have the effect of humiliation and embarrassment on a student, and is sufficiently severe, persistent or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.**

### **Bomb Threats/False Alarm**

A student who issues a bomb threat or any other threat to the health and safety of students and employees or who reports a false alarm will be a violation.

### **\*Communicating a False Alarm**

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and knowing that it is likely:

- To cause action of any sort by an official or volunteer agency organized to deal with emergencies; or
- To place any person in fear of physical injury or himself or herself or another person or of damage to his or her property or that of
- another person; or
- To cause total or partial evacuation of any occupied structure, vehicle, or vital public facility.

Communicating a false alarm is a Class D felony if:

- Physical injury to a person results; or
- The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.
- Otherwise, communicating a false alarm is a Class A misdemeanor.

**Consequences: 10-day out-of-school suspension, with referral to juvenile authorities and a recommendation for expulsion.**

### **Weapons and Dangerous Instruments**

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

- route to or from school, or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.
- A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.
  - Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control.
    - If, prior to any questioning or search by any school personnel, a student discovers he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon.
    - The 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.
  - Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year.
  - The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.
  - Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property
  - Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to re-admitting a student.
  - 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 understood said laws prior to the student being enrolled in school.

### **SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having

lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

### **Student Driver Application**

Applications for an instructional permit for a driver’s license by persons less than eighteen (18) years old on October 1<sup>st</sup> of any year are required to provide:

- Proof of a high school diploma or enrollment and regular attendance in an adult educational program for a public, private, or parochial school prior to receiving an instruction permit
- To be issued a driver’s license, a student enrolled in school shall present proof of a “C” average for the previous semester or similar equivalent grading period for which grades are part of the student’s permanent record.

- Students will be allowed ONE excused opportunity each semester to take their driver's exam. Student drivers who have 3 tardies will lose their driving privileges for one semester. If the 3rd tardy occurs within the month that the semester ends, student drivers will lose their driving privileges for rest of the semester and the first nine weeks of the following semester.

### **STUDENTS' VEHICLES**

- A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege, which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.
- An issued parking permit must be visible in the student's vehicle at all times while on campus.
- Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

**It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.**

### **Student Drivers**

**Students will be excused once per semester to take the Driver's exam.**

- Student drivers are to register in the principal's office by bringing in copies of their license and proof of current insurance.
- Copies may be made in the office.
- Students will park in designated areas.
- Cars are to be parked on arrival at school and are not to be returned to until school is dismissed in the afternoon.
- Students are to exercise good judgment in the handling of vehicles. Students are expected to observe all school traffic rules as well as all county and state laws concerning traffic.
- Students are not to move their vehicles until the buses have left the parking lot.
- The school assumes no responsibility for vehicles parked at school.
- Students need to realize driving vehicles to school is a privilege and not a right and failure to observe rules and regulations will result in denial of driving privileges.

### **Rider Policy**

Students who ride to school with someone that is not a family member must fill out a rider form signifying that they have their parent's permission to do so.

## **Bus Conduct and Rules**

Riding the bus to school is not the right of any student; it is the privilege of all. In accepting this privilege provided by the Armorel School District, the student is expected to accept the responsibility of conducting himself/herself on the bus as he/she is expected to do in the classroom.

- Students shall be well behaved and orderly on the bus
- Stay in your seat when the bus is in motion
- Do not put your hands, arms, or other objects out open windows
- Do not throw objects from open windows
- Do not deface or abuse the bus in any way
- The bus driver has full authority to use whatever means they deem necessary to keep order, which state law gives this authority.

\* Exiting from the back of the bus is done only at the direction of the driver

\* All school regulations are applicable to students riding the bus

**Disciplinary action will be taken against any student who fails to cooperate in keeping order on the bus. Failure to cooperate will result in suspension from the bus.**

## **School Dances, Parties, or Functions**

- All school-sponsored dances and parties must conclude by 11:00 p.m.
- Only officially enrolled students of Armorel High School and their approved guest will be allowed to attend school sponsored dances or functions.
  - **Three days prior to the dance, party or function, the principal must approve all guests.**
  - **A student bringing an approved guest will be responsible for the conduct of their guest while they are on school premises.**
- The sponsoring organization shall nominate musical groups to play at student dances.
- The sponsors shall assess the suitability of these groups and be responsible for their employment
- The administration reserves the right to review and amend policies related to dances and/or to terminate dances at any time
- Any person attending prom must be tenth (10<sup>th</sup>) grade and must NOT be over 20 years of age.
- Any person above 20 years of age cannot attend high school dances.

## **Homecoming Regulations**

### **Eligibility**

For Homecoming Court and Escorts, must adhere to the following guidelines:

- Must have a 2.75 GPA
- Must be active in at least one extracurricular activity
- Must have attended Armorel High School for one semester prior to the election.
- No expulsions
- No OSS (Out of School Suspension) during the current school year.

- No ISS
- Homecoming- no more than three unexcused absences the previous semester.

Eligibility will be verified according to the above rules.

### **Elections**

- Elections for Homecoming Court will be conducted one (1) month prior to the homecoming event.
  - 7<sup>th</sup> Grade will choose two Homecoming Maids
  - 8<sup>th</sup> Grade will choose two Homecoming Maids
  - 9<sup>th</sup> Grade will choose three Homecoming Maids
  - 10<sup>th</sup> Grade will choose two Homecoming Maids
  - 11<sup>th</sup> Grade will choose two Homecoming Maids
  - 12<sup>th</sup> Grade will choose three Homecoming Maids
- Elections for Homecoming Princess and Queen will be conducted the Thursday before the homecoming event.
  - 7<sup>th</sup>-9<sup>th</sup> grade will vote on Homecoming Princess
  - 10<sup>th</sup>-12<sup>th</sup> grade will vote on Homecoming Queen

### **Voting Process**

- A list of all students will be used to ensure everyone has voted and that students only vote once.
- During the voting process, the student will sign next to their name indicating they have voted.
- Voting will occur during lunch. Individual voting booths will be set up in the cafeteria. This process is done to ensure privacy during voting and to emulate the actual voting process.

### **Counting Process**

- The ballots are to be counted by three employees of the Armored School District-High School principal, superintendent, and counselor or other person designated by the high school principal.
- Of these employees, parents of potential court members are not allowed to count ballots.
- Ballots are to be verified by the administration.
- After verification, the ballots must be sealed in a manila envelope and taped. The persons responsible for counting the ballots will sign the tape once the envelope is sealed.

### **Dance Attendance**

- Students will not be able to attend if they have 3 unexcused absences or more, or 4 tardies. This also includes college attendance.



## **Parade**

Will be held outside unless weather does not permit

- Under 40 degrees will be held indoors
- Dangerous conditions will result in parade being held indoors
  1. Tornado weather
  2. Hard rain
  3. Snow
  4. Sleet/hail
  5. Extreme wind

## **Groups**

- Each class will make a banner depicting theme chosen by the class
- Each class can provide a float
- Maids will provide a vehicle (convertible) to ride in
- Only an adult over the age of 25 will be allowed to drive the vehicle in which maids are riding
- Students may drive the vehicle pulling their class float
  1. No other student may ride in the vehicle
  2. Must be the owner of said vehicle
  3. Must have a valid driver's license

## **Dress Code**

Semi-Formal

- Boys
  1. Jeans
  2. School appropriate t-shirt
  3. Button down shirt
  4. sweater
  5. Polo shirt
- Girls
  1. Jeans/Dress slacks
  2. Skirts
  3. Sundress
  4. Blouse
  5. Sweater
  6. Button down shirt
  7. School appropriate t-shirt

## **Committee**

A Homecoming Committee will consist of

- Principal
- Student Council sponsor
- Cheer sponsor
- Student Council president
- Cheer Captain

## **Duties of said committee**

- Organize pep rally
- Organize parade
- Make any decisions regarding eligibility

# **Prom Regulations**

## **Eligibility for Prom King and Queen**

The following guidelines for participating as Prom King & Queen, and Escorts

- A student must have a 2.75 GPA
- A student must have attended Armorel High School for one semester prior to the election.
- No expulsions
- No OSS (Out of School Suspension) during the current school year.
- No ISS
- Prom- no more than 8 absences for the year.
- Eligibility will be verified according to the above rules.

## **Voting Process**

- A list of all students will be used to ensure everyone has voted and that students only vote once.
- During the voting process, the student will sign next to their name indicating they have voted.
- Voting will occur as students enter and sign in for Prom.

## **Counting Process**

- The ballots are to be counted by three employees of the Armorel School District- High School principal, and two class sponsors.
- Of these employees, parents of potential court members are not allowed to count ballots.
- Ballots are to be verified by the administration.
- After verification, the ballots must be sealed in a manila envelope and taped. The persons responsible for counting the ballots will sign the tape once the envelope is sealed.

## **Dance Guidelines**

The following guidelines are for Prom held by Armorel School District.

- The prom will begin at 6:00 p.m. and end at 11:00 p.m.
- The Junior Senior Prom is for 11<sup>th</sup>-12<sup>th</sup> grade; prom dates must be 10<sup>th</sup> grade and above.
- Students and their dates must sign-in when they arrive at prom and they must sign out when they leave.
- Students who leave the dance before it is over may not return.
- All students and their dates will be required to follow all rules and policies of the Armorel School District as well as comply with any reasonable demand or request of any teacher, administrator, or other authorized school personnel.
- Decorating and cleaning up will be the responsibility of the junior class.
- Student(s) and/or their date(s) will be held liable for any damages to any public or private property that results from their behavior

## **Prom Dress Code**

Dress is to be semi-formal to formal

- **Gentlemen**  
Appropriate attire will include:
  - Tuxedo or dress jacket with dress shirt, tie, and dress pants.
  - Gentlemen may wear black jeans, dress jacket with dress shirt and tie.
  - Dress shoes shall be worn with the exception that dress cowboy boots may be worn.
  
- **Ladies**  
Appropriate attire will include:
  - Formal or dress up dresses or dress-up slacks and dress blouse.
  - Dresses, blouses, and slacks should meet the following guidelines:
    - a. Slits or dress length should be no higher than 3 inches above the bend of the knee
    - b. Slacks will be required to be of normal slack length
    - c. Two-piece dresses should not display more than 2 inches of midriff
    - d. Dresses and blouses should not be cut below a moderate level in the front
    - e. Opening in backless dresses or blouses should be no lower than the waistline

**Students or their dates that fail to follow the dress code may be asked to leave or may be required to put on additional clothing.**

***Dress approval must be submitted to the dance committee 2 weeks prior to prom date.***

## **Ballots**

For all activities at Armorel High School which require voting, such as Class Officers, Student Council, Homecoming court, Who's Who, Prom King and Queen, and etc., ballots will be approved by the High School Principal.

All Who's Who categories will also be approved by the High School Principal prior to student voting.

## **Discipline Philosophy Statement**

Armorel High School believes it is our responsibility to develop and instill in our students a self-worth and pride that will serve them in making responsible and sound decisions regarding both their academic and personal lives. Each student is a reflection of their home and school. We expect them to conduct themselves as responsible citizens both inside and outside our school walls.

We hold ourselves to a high standard. Those students meeting those standards will enjoy privileges and opportunities provided by the school. However, those students who do not meet the expectations will be held accountable for their actions.

Our goal is to provide a safe and healthy learning environment for all of our students. If students suspect any of the following behaviors it is their right to report the behaviors to the principal, dean of students, classroom teacher, or counselor.

## **Group A Behavior**

**The school has the right to the notification of law enforcement.**

### **Drugs and Alcohol**

- No student in the Armored School District shall, possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance defined in this policy, or what the student represents or believes to be a substance 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; is in route to or from school or any 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, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," or any controlled substance.
- Selling, distributing, possessing, or attempting to sell distribute, or using over-the-counter- or prescription drugs not in accordance with the recommended dosage is prohibited.

**Students participating in the above-mentioned statements will automatically be recommended for expulsion.**

### **Physical/verbal Abuse/Assault by a Student on a School Employee**

- A student who commits assault and /or battery upon a member of the faculty or staff of the Armored School District will be turned over to local authorities.

### **Physical/Verbal Abuse or Assault by a Student on another Student**

- A student will not threaten or attempt to cause injury or physical harm to another student. A student will not verbally threaten or harass another student or verbally provoke another student into a fight. A student will not strike or hit another student.
  1. Fighting will be defined as a physical conflict involving two or more parties where there is a physical exchange of blows.
  2. A student will not be subject to disciplinary action when it can be determined that the student acted in self-defense or tried to break off confrontation prior to fighting.

### **Theft or Extortion**

- A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel.
- A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.

### **Loitering by Students Suspended from School**

- A student suspended from school is prohibited from being in any school building or on any school grounds during the time of his/her suspension unless a prearranged conference has been held with the principal or his/her designee.
- Additional discipline for this offense will be added at the end of the suspension for the earlier offense.

### **Indecent Exposure**

- A student shall not commit indecent exposure in school nor shall a student make improper sexual advances toward another person.  
Students violating this rule shall be recommended for expulsion. (Ark. Stat. 5-14-111, 5-14-112)

### **Group A- consequences**

- **1<sup>st</sup> offense- 3 days OSS**
- **2<sup>nd</sup> offense- 5 days OSS**
- **3<sup>rd</sup> offense-10 days OSS/recommendation for expulsion**

*A number in the order may be bypassed depending on the severity of the offense and determined by Administration*

### **Sexual Advances, Sexual Activity, and Peer Harassment**

- A student will not make improper advances toward another person, engage in sexual activity at school or on school-related or school sponsored activities, or harass another student through oral, written, or physical conduct of a sexual nature.
- A school district is not required to contact the parents first.
- All alleged incidents will result in a child abuse report being filed with the Arkansas State Police.
- A student who makes sexual advances, engages in sexual activity at school and on school-related or school- sponsored activities, or harasses any student should be aware that these behaviors are considered more serious than others listed, and as a result, the principal may not be held to the sequential order of consequences. Students violating this rule may be recommended for expulsion.
- Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications that are directed to a person; implied or explicit threats that suggest or demand sexual involvement; inappropriate patting or pinching; intentional brushing against another person's body; and any sexually-

motivated, unwelcome touching; implied or explicit sexual references made in written form.

Sexual harassment is sex discrimination under Title IX.

- NO individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance.
  - Under Title IX, a school will be liable for student behavior that creates a sexually hostile environment when (1) a hostile environment exists, (2) the school knows of the harassment, and (3) the school fails to take immediate and appropriate steps to remedy the situation.
  - Any person who alleges sex discrimination for sexual harassment may complain directly to the building principal or guidance counselor.

## **STUDENT SEXUAL HARASSMENT**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment;<sup>1</sup> 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;<sup>2</sup> and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Requests for sexual favors;
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

- b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

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

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

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

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the

District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.<sup>3</sup>

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.



**Notes:** <sup>1</sup> The U.S. Department of Education Office of Civil Rights requires that there are separate written grievance procedures in addition to the written policy. The grievance procedures should include the following:

- A statement of the school's jurisdiction over Title IX complaints;
- Adequate definitions of sexual harassment (which includes sexual violence) and an explanation as to when such conduct creates a hostile environment;
- Notice of where complaints may be filed;
- Reporting policies and protocols, including provisions for confidential reporting;
- Identification of the employee or employees responsible for evaluating requests for confidentiality;
- Provisions for adequate, reliable, and impartial investigation of complaints, including the opportunity for both the complainant and alleged perpetrator to present witnesses and evidence;
- Designated and reasonably prompt time frames for the major stages of the complaint process;
- Written notice to the complainant and alleged perpetrator of the outcome of the complaint;
- Notice that Title IX prohibits retaliation;
- Notice of a student's right to file a criminal complaint and a Title IX complaint simultaneously;
- Notice of available interim measures that may be taken to protect the student in the educational setting;
- The evidentiary standard that must be used (preponderance of the evidence) (i.e., more likely than not that sexual harassment occurred) in resolving a complaint;
- Notice of potential remedies for students;
- Notice of potential sanctions against perpetrators;
- Sources of counseling, advocacy, and support; and
- Assurance that the school will take steps to prevent recurrence of any sexual harassment and remedy discriminatory effects on the complainant and others, if appropriate.

<sup>2</sup> Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and alleged perpetrator do not attend the same classes;
- Moving the complainant or alleged perpetrator to another school within the district;
- Providing counseling services (which must be free of charge to the student);
- Providing medical services;
- Providing academic support services, such as tutoring
- arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

<sup>3</sup> Factors to be considered when a complainant requests no investigation or no disciplinary action be taken include:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual harassment or other violence, which include:
  - Whether there have been other sexual harassment complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual harassment or other violence against the student or others; and
  - Whether the sexual harassment was committed by multiple perpetrators;
- Whether the student's report reveals a pattern of perpetration, such as illicit use of drugs or alcohol, at a given location or by a particular group that suggests there is an increased risk of future acts of sexual harassment under similar circumstances;
- Whether the sexual harassment was perpetrated with a weapon;
- The age of the student subjected to the sexual harassment; and
- Whether the school possesses other means to obtain relevant evidence, such as through security cameras, eye witness accounts, or physical evidence.

## **Group B- Behavior**

### **Damage or Destruction of School Property**

- A student will not cause or attempt to cause damage to a school building or school property.
- The Armored School District will attempt to recover damage from a student destroying school property.
  - A parent/guardian of any minor student under the age of 18 will be liable for damages caused by a minor.
  - A student 18 and over will be liable for damages he/she caused.

### **Smoking and Smokeless Tobacco-Possession/Use:**

- Armored High School is a smoke free environment. This applies to using tobacco in any form, such as smoking, chewing, or dipping.
- Students are not to carry tobacco in any form on the school grounds or while attending any school sponsored activities.
- Students are also prohibited by Arkansas Law (ACT 279 of 1977) from smoking or using smokeless tobacco on a bus.
- Students are also prohibited by Arkansas Law (ACT 1099) to have electronic cigarettes on public school property.

### **Disorderly Conduct**

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

### **Disregard of Directions or Commands (Insubordination)**

- Each student will comply with reasonable directions or commands of teachers, substitute teachers, teachers' aides, principals, administrative personnel, school bus drivers, or any other authorized personnel.

### **Gambling**

- A student will not engage in any game of chance on school premises.

### **Profanity/Obscene Gestures**

- A student shall not use profane, violent, vulgar, abusive or insulting language at any time.
- A student shall not use physical gestures to convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

### **Public displays of affection:**

- Inappropriate contact is strictly forbidden.
- Hand holding is acceptable

### **Building Conduct:**

A student is free to visit and walk in the corridors during times when class is not in session.

- Misconduct which is out of line with the requests of the teacher on duty, the principal, or other school personnel will be disciplined according to the nature of the incident.
- Avoid public display of affection, loud conversation, shouting, running, pushing, shoving, yelling, etc.
- Consume food and drink in designated areas—in the cafeteria, commons area, or picnic tables.
- Walk when in the hallways and avoid congregating at lockers around classroom entrances, or in groups, which disrupts the flow of traffic.
- Wear caps or hats and/or sunglasses in the building only for specific school-spirit activities.
- Avoid forcing doors and/or lockers open.
- Leave handheld electronic games, pagers, and laser pointers off campus.

### **Group B Consequences**

- **1<sup>st</sup> offense** -two (2) days in school suspension
- **2<sup>nd</sup> offense** - three (3) days in school suspension
- **3<sup>rd</sup> offense** - five (5) days in school suspension
- **4<sup>th</sup> offense** - recommendation for expulsion

*A number in the order may be bypassed depending on the severity of the offense and determined by Administration.*

### **Possession and Use of Cell Phones, Tablets, E-readers, ETC.**

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.

**Cell Phone Use:**

- Cell phones may be used before and after school, and at lunch
- **They must be on silent or off and put away in a backpack or bag. Students may also lock them in their charging lockers. They are not to be seen, heard, or used during the school day unless during specified times.**

If a cell phone or other electronic device rings, dings, vibrates, or is visible during instructional time or during class changes; or if caught using a cell phone during these times, a staff member will confiscate the device and turn it into the office. Consequences will be assigned as per the handbook.

**Examples of Inappropriate use of a Cell Phone on Armorel School Campus or School Sponsored Activity include:**

- Creating Facebook Statuses
- Creating Tweets
- Posting pictures on a social media network
- Creating Vines or any other videos at school
- Any other misuse of the Internet while at school.
- Recording

**No creation of any social network media is allowed at school. If a student creates a social network media at school and post it after school has dismissed will still be disciplined under the policy of cell phone use.**

**Consequences of Cell Phone Violations**

- 1<sup>st</sup> Offense—Warning and cell phone will be given back to the student at the end of the school day.
- 2<sup>nd</sup> Offense—Parents must pick up the cell phone at the end of the school day and students will have to sign their phone in every day before the first bell rings for the entire semester.
  - If a student fails to sign their phone in, the student will be placed in ISS.
- 3<sup>rd</sup> Offense—2 Days ISS
- 4<sup>th</sup> Offense—5 Days OSS
- 5<sup>th</sup> Offense—10 Days of OSS and recommendation for expulsion

**Any bullying, sexual content, child pornography, or invasion of privacy will automatically be a consequence of offense 5.**

**Cell Phone offense reset at the beginning of each semester.**

Students will not be allowed to possess electronic devices that will result in the disruption of the educational process while in the school building. Such devices may include, but not limited to: cassette players, CD players, DVD players, radios, beepers, cellular phones, and laser pointing devices (Act 408 of 1999.) However, exemptions for possession of such a device by a student who is required to use such a device for health or other compelling reasons will be issued on a case by case basis.

For all groups of discipline actions, the final decision on the severity of punishment of the violation is determined by the principal.

\*Consequences for disciplinary infractions may range from a minimum of a conference with the principal to a maximum of recommendation for expulsion.

### **Testing Cell Phone Policy**

During testing teachers may take up phones and put them where they will not be a distraction.

If a cell phone goes off during a test the warning will be skipped and the student will be punished with the fourth offense.

**Cell phones ringing or making noise during the test is a state testing violation.**

### **STUDENT PROMOTION AND RETENTION**

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: successful course completion and meeting grade level requirements. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. 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.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in a Student Success Plan (SSP). Each SSP shall be developed by school personnel, the student, and the student's parents and shall be designed to assist the student in attaining the expected achievement level.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her SSP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave 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.

**Grade Scale**

- Grades assigned to students reflect only educational objectives.
- In compliance with laws and regulations, academics, not behavior, will be used for the purpose of assigning academic grades.
- The following grading scale shall be used by all public secondary schools in the state for all courses, except advanced placement courses and courses offered under the Arkansas Department of Education Honors Courses:
- Each letter grade shall be given a numeric value for the purpose of determining grade average. Except for advanced placement courses, courses offered under the program, and honors courses, the numeric value for each letter grade shall be:

<b><u>Regular Courses</u></b>		<b><u>Weighted Scale</u></b>	
A 90-100	4 Quality Points	A 90-100	5 Quality Points
B 80-89	3 Quality Points	B 80-89	4 Quality Points
C 70-79	2 Quality Points	C 70-79	3 Quality Points
D 60-69	1 Quality Points	D 60-69	2 Quality Points
F 0-59	0 Quality Points	F 0-59	0 Quality Points

**\*\*\*Students must take the AP test to get weighted credit for the course. The teacher must be trained to teach AP courses or in a training program.**

## **Advanced Placement Classes**

- Parents/Guardians of students in Advanced Placement classes will be responsible for fees of testing not covered by the state.
- Currently the state covers the cost of the initial testing fee as per the College Board fee schedule.
- The state, will. However, not pay additional fees incurred due to missed test or test requiring alternative testing dates for reasons not considered acceptable to College Board.
- Therefore, the fee/fees for a test not covered by the state will be the responsibility of the parent/guardian/student. The current year's fees will be issued to the students each spring in the AP Bulletin or can be located on the College Board website as well as reason not considered acceptable to College Board for missed or alternative testing.

<b>Late-Testing Circumstances</b>	
Below are circumstances for which late testing is allowed. ANY other reasons MUST be approved by AP Services before ordering alternative exams. Contact AP Services for Educators.	
<b>No Additional Fee Incurred</b>	<b>Additional Fee Incurred</b>
Conflict with IB exam	Academic contest/event
Conflict with state, province, or nationally mandated test	Athletic contest/event
Disabilities accommodation issue	Conflict with non-AP and non-IB exam
Emergency: bomb scare or fire alarm	Family/personal commitment
Emergency: serious injury, illness, or family tragedy	Ordering error
Language lab scheduling conflict	Other School event
Religious holiday/observance	School closing (local decision, non-emergency)
School closing: election, national holiday, or natural disaster	
Strike/labor conflict	
Three or more AP Exams on same date	
Two AP Exams on same date and time	

## **Concurrent Credit**

- A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of **one (1) high school credit for each three (3) semester hours of college credit.**
- A student who takes a three- semester hour remedial/developmental education course, as permitted by the ADE rules governing concurrent college and high school credit, **shall be the equivalent of one-half (1/2) unit of credit for a high school career focus elective.** The remedial/developmental education course 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 District's student, and his/her parent(s) or guardians if the public school student is under the age of 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.
- 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.
- 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).
- The transcripts are to be received by the school within seven school days of the end of the semester in which the course is taken.
- Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all.
- This may jeopardize the student's' eligibility for extracurricular activities or graduation.
- Students will retain credit applied toward a course required for high school Graduation from a previously attended, accredited, public school.
- Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Students who take college courses during the school day are responsible for traveling arrangements.

All courses taken during the school day will be counted in the transcript for that year. Students who drop a course before midterm will be required to attend high school for the time period of the college course and participate in Virtual Arkansas or ACT prep.

If a senior is taking a concurrent course in order to graduate, the student must take it in the Fall of their graduating year.

## **7-12 Gifted/Talented**

- Gifted and Talented students in secondary are served through Pre- AP and AP classes as well as meetings with a certified GT teacher.

***For more information concerning the program, you may contact Debra Harms M.Ed., Coordinator at [dharms@armorel.k12.ar.us](mailto:dharms@armorel.k12.ar.us) or at 763-5600.***

**Parents/Guardians of students in Advanced Placement classes will be responsible for fees of testing not covered by the state.**



- Currently the state covers the cost of the initial testing fee/s as per the College Board fee schedule. The state, will, however, not pay additional fees incurred due to missed test or test requiring alternative testing dates for reasons not considered acceptable to College Board. Therefore, the fee/s for a test/s not covered by the state will be the responsibility of the parent/guardian/student and must be paid to the AP Coordinator by a date set in conjunction with the testing dates for the year.
- The current year's fees will be issued to the students each spring in the AP Bulletin or can be located on the College Board website as well as reason not considered acceptable to College Board for missed or alternative testing.

## **Alternative Learning Environment**

Our goal is to provide the highest level of learning for all students in the most appropriate learning environment.

Armored High School provides an alternative learning environment to students who display at-risk behaviors. This program is designed to provide a support system for students who are having difficulty in the regular education classroom. Students are instructed by highly qualified teachers through the Armored School District and Virtual Arkansas. This program provides a strategic instructional approach designed to meet the needs of students who enter the program.

- Students displaying two or more of the following characteristics are candidates for the AE program: disruptive behaviors, recurring absenteeism, personal or family problems, ongoing persistent lack of attaining proficiency in literacy or math, homelessness, pregnancy, single parenting, a student who has dropped out of school, abuse; physical/mental/sexual, frequent relocation or residency, inadequate emotional support, and/or mental/physical problems.
- Student referrals can be initiated by a classroom teacher, parent, student, counselor, or administrator.
- Placement is determined by a committee after careful review of several pieces of data and documentation.
- Students are allowed and encouraged to attend Arkansas Northeastern College and ANC Technical Center, our JAG program and Internships offered through ANC and JAG.
- Students are also allowed to participate in school based clubs, events, and activities.

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

- While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized.
- Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.
- Students wishing to change their choice of curriculums must consult with the counselor to determine if that is a feasible plan.
- This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the students.
- The superintendent, or his/her designee, shall select the composition of the review panel.
- Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.
- The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy.
- The district's annual professional development shall include training presented by the counselor or the high school principal.

## **GRADUATION REQUIREMENTS**

- The number of units, students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories.
  - **A minimum of 24 units are required for graduation for students participating in either the Smart Core or Core Curriculum after 2011. The State requires 22 units while Armored's policy requires 24 units.**
  - There are some distinctions made between Smart Core units and Graduation units.
  - Not all units earned toward graduation necessarily apply to Smart Core requirements.
- Smart Core 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 post-secondary

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 unforeseen situations. Smart Core *is the foundation* for college- and career-readiness.
- All students should supplement with additional rigorous coursework within their career focus.
- Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship.
- Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.
- A student in high school who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the career focus graduation requirements under the Standards for Accreditation of Arkansas Public Schools. Ark. Code 6-16-149.
- Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

# SMART CORE INFORMED CONSENT FORM

**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.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## **SMART CORE CURRICULUM**

### **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\*) 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)
- Algebra II
- fourth math as approved by ADE or approved \*Computer Science

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

- Biology – 1 unit (Biology, IB Biology, ADE Approved Biology, ADE Approved Biology Honors, AP Biology or Concurrent Credit Biology.)
- Physical Science, Chemistry, Physics, or approved \*Computer Science – 2 units; a maximum of 1 computer science credit may count for this requirement

### **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 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)**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.*

\_\_\_\_\_  
\_\_\_\_\_  
Parent/Guardian Signature Date School Official Signature Date  
**Arkansas Department of Education— February 21, 2018**

# Armored High School Honor Diploma Requirements

## International Baccalaureate and Arkansas Department of Education Honor Diploma Requirements

<b><u>English:</u></b>	4 units
<b><u>Oral Communications:</u></b>	½ unit
<b><u>Social Studies:</u></b>	3 units
(required American History, World History, ½ Civics, ½ American Government)	
<b><u>Mathematics:</u></b>	4 units
(required Algebra I, Algebra II, and Geometry (one math above Algebra II))	
<b><u>Science:</u></b>	4 units
(required Physical Science, Life Science, Chemistry, and Physics)	
<b><u>Physical Education:</u></b>	½ unit
<b><u>Health and Safety:</u></b>	½ unit
<b><u>Fine Arts:</u></b>	½ unit
<ul style="list-style-type: none"> <li>• Each high school senior shall take at least 3 academic courses during their senior year</li> <li>• Courses taken at post-secondary institutions with prior approval shall count as one or more of these required courses.</li> </ul>	

The above courses fulfill the requirements by the state of Arkansas for graduation for a regular high school diploma.

- **Additional requirements proposed for an Honor Diploma at Armored High School are as follows:**
  - Foreign Language          2 units (Levels I and II of the same language)

**A student on the Honor Diploma track must choose at least two (2) from the following available courses:**

- AP American History
- Advanced Biology
- Calculus/AP Calculus
- AP English
- English Composition I
- College Algebra
- AP Environmental Science
- Computer Science
- Computer Programming

Students must also complete three (3) career-focus classes in a career pathway to become a Vocational Completer.

### **Additional Requirements for Honor Graduates**

- A student must have a 3.25 grade point average after 8 semesters to be considered an honor graduate.
- A student cannot be absent more than 8 days per semester unless extenuating circumstances are verified by a physician.
- Transfers: Transferring honor students will be reviewed on an individual basis.
- Any college class taken to fulfill graduation requirements will be counted under the cumulative GPA using the same 4point system.
- For the Class of 2019, students must achieve an ACT score of 21 in all areas.
- 2018-2019 Entering freshman (9<sup>th</sup> grade) and beyond must achieve an ACT score of 22 in Reading, English, and Math, and a 23 in Science based on ESSA ACT Readiness Standards.

### **Valedictorian and Salutatorian**

To be eligible for Valedictorian and Salutatorian, a student must be an honor diploma graduate.

#### **Additional requirements will include:**

1. Highest GPA of Honor Graduates
2. Second Highest GPA of Honor Graduates
3. Must attend Armorel High School for the final four semesters

*Grade points will be computed at the end of 8 semesters.*

### **Early Graduation**

- Any student who is enrolled in Armorel High School and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from high school without regard to the grade level the student is enrolled in at the time such credits are earned.
- Students who plan to graduate early must file an Early Graduation Intent Form with the counselor's office the semester before the early graduation is planned.
- Due to the state reporting system, transcripts will not reflect early graduates as seniors.

### **Class Qualifications**

The following number of credits will be required to be considered at each level in high school:

- 5.5 Credits            Sophomore
- 11 Credits            Junior
- 16.5Credits           Senior

### **Conference and Reporting of Student Performance:**

- The policy of the Armorel School District shall be teachers communicate personally with the parents/guardians of each student during the school year to discuss the student's academic and or behavior progress.
- Parent-teacher conferences will be held once each semester for this purpose.
- Frequent communications are encouraged.
- Teachers are to make verbal contact with parents each 9-weeks of the school year to review student's progress.

- For 7th grade, progress reports will go out to students and parents twice during a nine-week period for the 1st 9wks only, at the end of the three (3) weeks and six (6) weeks.
- The rest of the year progress reports will go out as directed for the upper grades.
- For 8th- 12th grade progress reports will go out to students and parents at the 4 ½ week mark during each quarter.
- Progress reports for all students who have grades D or F will be mailed home to parents.
- At least once each semester, the parents and teachers of students in 7th and 8th grade shall be notified in writing of the student's independent grade-level equivalency in reading. Beginning with the 2018-19 school year, each student shall receive a student success plan (SSP) developed by school personnel to fully support each student.

### **Nine Weeks and Semester Testing**

To evaluate long-term retention and improve skills on comprehensive tests, the following regulations are imposed.

- These tests include SAT and Exit Exam. College bound students will benefit when taking PSAT, National Merit Scholarship Test, ACT/SAT, and comprehensive finals for college courses.
- Teachers will record an average of two grades (minimum) per week. (Homework, quizzes, tests, reports projects, etc.)
- Teachers will conduct a comprehensive test at the first and third nine weeks.
- Teachers will conduct a comprehensive semester test at the end of the second and fourth nine weeks.
- Semester tests are scheduled by the principal and will vary from the student's daily schedule routine.
- Semester Grade
  - Formula
    - $(1^{\text{st}} \text{ Nine Weeks Average} + 2^{\text{nd}} \text{ Second Nine Weeks Average})/2$ , then multiply by .85= Average
    - Semester Test Exam \* .15 = Exam

### **Average+Exam=Final Semester Grade Semester**

### **Test Exemptions**

Students will not be exempt from taking semester tests.

### **Career and Technical Education Completer**

A Completer is a student who has met the minimum requirements in a program of study stated by the Arkansas Department of Career Education. The programs of study offered at Armorel High School are Digital Communication, Family and Consumer Science, Finance, Office Administration, and Welding.

In order for students to be considered a vocational completer, they must complete the units required in each program of study.



## **FAMILY& CONSUMER SCIENCE**

### *Courses required:*

\*Family & Consumer Science ..... 1 unit

#### \*\*Electives

Child Development..... .5 unit  
Clothing Management..... .5 unit  
Family Dynamics..... 1 unit  
Foods and Nutrition..... .5 unit  
Food Safety..... .5 unit  
Housing and Interior Design ..... .5 unit  
Human Relations..... .5 unit  
Leadership & Service Learning..... .5 unit  
Personal & Family Finance ..... .5 unit  
Parenting..... .5 unit

## **FINANCE**

### *Courses required:*

\*Computer Business Applications.... .1 unit  
Accounting I..... .1 unit  
Accounting II..... .1 unit

## **OFFICE MANAGEMENT**

### *Courses Required:*

\*Computer Business Applications ...1 unit  
Business Procedures..... 1 unit  
Accounting I.....1 unit

## **MARKETING MANAGEMENT**

### *Courses Required:*

\*Computer Business Applications ...1 unit  
Small Business Operations.....1 unit  
Marketing.....1 unit  
or  
Accounting I.....1 unit

## **MOBILE APPLICATIONS DEVELOPMENT**

### *Courses required:*

Intro to MAD.....1 unit  
MAD I .....5 unit  
MAD II .....5 unit

MAD LAB A and B.....1 unit

- Students who complete one or more programs of study will receive a golden seal for each program of study the student completes and a blue cord to recognize the students at graduation.
- Students will also be recognized at the Awards Assembly with certificates signed by the governor, the blue graduation cords, and medallions provided by the State Department.
- Students will also have the opportunity to attend a Vocational Completer Luncheon in their honor.

## **Industry Certifications**

College and Career Readiness—Arkansas Career Readiness Certificate

Intro to Finance and Personal & Family Finance—Wise Financial Literacy Certification

Green Living

Arkansas Food Handlers

MOS Office Certifications- Word, Excel, Access, and PowerPoint

## **Scholarships**

- The Carr Scholarship is managed by the Arkansas Community Foundation Little Rock, AR
- Financial statements are sent to the Principal/Counselor's office. Check carefully.
  - The committee is to be composed of:
    - Hugh Don Ashmore, (Glenda Ashmore)-Representing the Ashmore family
    - High school principal
    - High school counselor
    - President of the school board
      - Priority is given to:
        - Agriculture related major
        - Science related major
        - Math major
- The number of scholarships and the amount of the scholarships are to be established only after the financial statement has been reviewed.
- Scholarships does not have to be awarded every year.
- Determine this before you discuss recipients.
- The Ashmore family is, always, to have representation on this committee.
  - 1) Lifeblood Scholarship and Cords
    - a) Graduates beyond the year of 2015 may receive a cord for Lifeblood if they have attempted to give 3 times.
    - b) Under special circumstances, family members attempting to give for students may count toward the student's attempt as long as the student has attempted to give 1 time.
  - 2) Scholarships
    - a) For 2015 graduates and beyond, to be eligible for the scholarship, the student must have given 4 times.
    - b) Family members do not count toward the scholarship.
    - c) Eligible students must write an essay as to why it is important to give.
  - 3) Blood Drives
    - a) 3 drives a year will be hosted
    - b) Student council members will be runners on the day of the drive

The District Scholarship Committee will consist of the following positions

- School Board President
- PTO President
- High School Principal
- High School Counselor
- The persons on this committee may change from year to year but the positions shall remain the same.

- The purpose and responsibility of this committee is to determine which graduating senior(s) will be awarded the following;
  - PTO/School Board Scholarship
  - Lifeblood Scholarship, if available.
  - Additional monies not used by past recipients.

**Local Scholarship Selection Process**

- Criteria that the Armorel Scholarship Committee shall use in determining awarding of local scholarships are listed below in order of priority:
  - Need—In determining need, some factors include other scholarships which may have already been awarded to the individual and the cost of the school they plan to attend
  - Leadership
  - Citizenship
  - Attendance
  - U.S. Citizenship

**Applications for scholarships are available on the Armorel website.**

<http://armorel.k12.ar.us/for-parents/counselors-corner/605-scholarship-applications>

All Armorel Scholarships applications are due to the high school office no later than April 30<sup>th</sup> of each year.

The scholarship committee will meet the 1<sup>st</sup> Monday in May to determine scholarship recipients.

**PARENTAL/COMMUNITY ENGAGEMENT - DISTRICT**

- The Armorel School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves.
- Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.
- To achieve such ends, the district shall work to involve parents and the community in the development of the long range planning of the district;
  - Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
  - Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, and Even Start;
  - Explain to parents and the community the State’s content and achievement standards, State and local student assessments and how the district’s curriculum is aligned with the assessments and how parents can work with the district to improve their child’s academic achievement;
  - Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
  - Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent

involvement programs that will promote positive partnerships between the school and parents;

- Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
- Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
- Find and modify other successful parent and community involvement programs to suit the needs of our district;
- Train parents to enhance and promote the involvement of other parents;
- Provide reasonable support for other parental involvement activities as parents may reasonably request.
- To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

### **PARENTAL/COMMUNITY ENGAGEMENT - SCHOOL**

Armored High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Armored High School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

- Involve parents and the community in the development and improvement of Title I programs for the school;
- Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, and Even Start;
- Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
- Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
- Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
- Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;

- Find ways to eliminate barriers that work to keep parents from being involved in their child’s education. This may include providing
- transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher
- conferences;
- Find and modify other successful parent and community involvement programs to suit the needs of our school;
- Train parents to enhance and promote the involvement of other parents;
- Provide reasonable support for other parental involvement activities as parents may reasonably request.
- To help promote an understanding of each party’s role in improving student learning, the Armored High School shall develop a compact that
- outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State’s academic standards.
- The Armored High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school’s participation in Title I, its requirements regarding parental involvement, and the parent’s right to be involved in the education of their child.
- The Armored High School shall, at least annually, involve parents in reviewing the school’s Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school’s Title I plan and shall be distributed to parents of the district’s students and provided, to the extent practicable, in a language the parents can understand.

## **Parents**

- Schools cannot attain high student achievement alone. Parents cannot do it alone. Students cannot do it all alone. The only proven method of achieving high success for all students is PARTNERSHIP between parents, students, and the schools.
- Parents must consciously decide to become involved in the home—in all of their child’s educational work.
- Some prerequisites of the child’s successful achievement:
  - Discuss and review the requirements of “high achievement” in the child’s field of interest. A parent must make it clear to the child what they must know, to do well in high school, to enable them to get into the college of their choice.
  - Build strong ethics in a child to do what is right and avoid doing what is wrong. Ethical and moral training must be constantly stressed in the home, the church, and the school and be accepted as a family commitment.
  - Children must be taught that success is a conscious process from youth on. They must know that laziness produces failure, not success. Commitment to study is a MUST for success. Parents must teach and train a child in these principles if the child is expected to succeed.
- Parents must guide their child to:
  - Take action—organize-sit down and study.

- Know and clearly understand that they can achieve any goal, if they do all of the above and always believe in their ability to achieve through hard work.
- Have a “right” motive—doing what is most liked and most drives the student—serving others? Entrepreneur? Etc., for example, a large income may be a result, but is usually a weak objective for happiness, if that is the chief and only motivational factor. Establishing a proper motive is a parent’s greatest opportunity.
- Parents must constantly monitor **their child’s progress in all school work, and pay attention to all school correspondence. If the correspondence, (notes) indicate problems at school, parents must immediately respond in a positive way. Some ways to monitor a child’s progress are:**
  - Help the child keep a separate record for all their homework assignments. Read the homework assignments—thoroughly—understand what is expected. Review this daily with your child (in all grades—K-12).
  - Help the child with homework only when a question arises. Do NOT do the homework for the child. This is poor modeling of honesty, as well as having a negative impact on the child’s learning. Children pick up very subtle messages.
  - **Parents are responsible to provide and teach discipline beyond punishment and require responsible self-management.**

**Parent’s Responsibilities:**

- Establish a daily routine that includes a quiet time and place to do homework.
- Make sure the child gets sufficient rest and nutrition.
- Encourage and support your child’s efforts but do not do the homework for him/her. Explain or clarify the assignments, praise good work, and listen when he/she talks about ideas learned.
- Communicate with the teacher or school regarding any concerns.
- Request assignments for extended absences.
- Should it become necessary to write an Academic Improvement Plan (AIP) for your child. Attendance at parent/teacher conferences is required. Support for the teacher’s efforts at remediation of specific grade level deficiencies and the child’s active participation in his/her academic improvement plan is necessary for student success in order to maintain performance at grade level.

**We do look forward to seeing Parents at Parent/Teacher conferences.**

## **Parent/Legal Guardian Media Recording Release for Students**

I, \_\_\_\_\_, Parent/Legal Guardian of \_\_\_\_\_ (student's name), hereby grant permission to the Armorel School District (ASD) and to the Arkansas Department of Education (ADE) to use the above-named student's photo, video, and likeness for promotional purposes by the ASD and the ADE in all manners, including, but not limited to: news releases, photographs, video, audio, website, and other electronic or printed published media. I agree that these images and/or voice recordings may be used for a variety of purposes without further notifying me. I understand the ASD and the ADE shall not use any of the student's personally identifying information, except for the student's first name, the school that he/she attends, and the student's grade, without first obtaining my express permission. The ASD has my permission for this use until I submit written revocation of my permission to the Armorel School District, PO Box 99, Armorel, AR 72310, or you may call 870-763-6639. The ADE has my permission for this use until I submit written revocation of my permission to the ADE Communications Office at Four Capitol Mall, Room 404-A, Little Rock, AR 72201, [ADE.Communications@Arkansas.gov](mailto:ADE.Communications@Arkansas.gov), or you may call 501-682-2155. I understand the ASD and the ADE do not have control over a third party who retrieves my student's information published by the ASD or the ADE and uses it without my permission. I agree to hold the ASD/ADE harmless for such misuse of my student's information.

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date