

*****School Copy-Please Send Back to School Signed by Parent and Student Within Ten Days*****

ACKNOWLEDGEMENT OF RECEIPT (SCHOOL COPY)

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

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

PARENT AND STUDENT SIGNATURE SHEET (SCHOOL COPY)

We, parent and student, have read the Student Handbook and understand that the rules, regulations and other directions are to be followed. A parent or guardian must sign the parent signature line and the student must sign the student signature line. Please sign the parent and student signature sheet and return to your child's teacher within ten days. Parent and student signature indicates an awareness of the following rules, policies and procedures from the Berryville Elementary Student Handbook:

- I have received a copy of the Student Handbook effective for the 2009-2010 school year and am hereby notified of the contents therein.
- I have read the Student Ethics Policy, Guidelines and Prohibitions and understand its contents. Questions about any network curriculum activity and/or Berryville School Computer Network will be answered by the Technology Coordinator, at 870.480.4647. ext 243. My signature below means that I agree to follow the guidelines and prohibitions of the Student Ethics Policy as stated in the Student Handbook.
- I hereby state that I understand the Honor Code with regard to the use of the Accelerated Reader Program. I understand that cheating is wrong and will result in the suspension from participation in the Accelerated Reader Program.
- I have read the Behavior and Discipline sections of the Student Handbook.

Parent/Guardian Signature

Date

Student Signature

Date

Classroom Teacher

Grade

Berryville Schools
Member North Central Association
902 W. Trimble
BERRYVILLE, ARKANSAS 72616
Grades K-2 Telephone: 870.480.4640
Grades 3-5 Telephone: 870.480.4647

August 18, 2009

Dear Parents,

Act 104 of the 1963 Special Legislative Session requires public school districts in Arkansas to periodically review and update student/personnel policies. These policies were adopted/updated by the Berryville Board of Education in June 2009.

This booklet contains those student policies which will be in effect during the 2009-2010 school year. Please read these policies carefully. If you have any questions, call the elementary or intermediate school principals or myself for an explanation.

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

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

Respectfully,

Dr. Randy Byrd
Superintendent

Berryville Schools
Member North Central Association
902 W. Trimble
BERRYVILLE, ARKANSAS 72616
Grades K-2 Telephone: 870.480.4640
Grades 3-5 Telephone: 870.480.4647

August 18, 2009

Dear Parents,

Welcome to Berryville Elementary and Intermediate Schools. The mission of these schools is to provide an excellent educational opportunity that meets the intellectual, physical, emotional and social needs of the students. Our goal is to prepare students to be respectful, responsible and successful citizens. We aim to provide a balanced education in a safe, positive learning environment where parents and community are an integral part. The staff at our schools takes this mission to heart. We will strive each day to give your child the skills and knowledge to be successful.

We encourage you to maintain a high level of involvement in your child's school experiences. When students know that parents are involved in and concerned about their education, the learning environment is enhanced. We have several methods to keep you informed of current policies, dates, events, student progress and general guidelines. This handbook is designed to assist students and parents by providing current policies and guidelines. Our school website is located at <http://bobcat.k12.ar.us>. Here you will find weekly announcements, menu, Edline, school calendar, e-mail addresses, education resources and more district information. Edline is an on-line parent communication tool to keep you updated of your child's progress in grades 1-5. Please let us know if we can assist you in accessing this or other information. All students will have an agenda or communication log designed to help organize students and promote daily communication between school and home. We have a parent center located in the Elementary and Intermediate Schools for your use which contains useful information and resources.

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

Respectfully,

Teresa Wright, Elementary Principal (Grades K-2)
twright@bobcat.k12.ar.us

Shelly R. Osnes, Intermediate Principal (Grades 3-5)
shelly@bobcat.k12.ar.us

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

ACKNOWLEDGEMENT OF RECEIPT (HOME COPY)

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Parent/Guardian Signature

Date

Student Signature

Date

Classroom Teacher

Grade

BERRYVILLE ELEMENTARY AND INTERMEDIATE SCHOOLS

Elementary School~Grades K-2
902 W. Trimble
Berryville, Arkansas 72616
Teresa Wright, Elementary Principal

Intermediate School~Grades 3-5
902 W. Trimble
Berryville, Arkansas 72616
Shelly R. Osnes, Intermediate Principal

Phone Numbers

K-2	Elementary Office	480.4640
K-2	Elementary Fax	480-4649
K-2	Elementary Nurse	480-4641
K-2	Elementary Counselor	480-4642
K-2	Elementary Cafeteria	480-4643
3-5	Intermediate Office	480.4647
3-5	Intermediate Fax	480-4648
3-5	Intermediate Nurse	480-4645
3-5	Intermediate Counselor	480-4644
3-5	Intermediate Cafeteria	480-4646
K-12	Bus Garage	480.4652
K-12	Food Service Secretary	480.4640
6-8	Middle School Office	480.4633
9-12	High School Office	480.4632

Dr. Randy Byrd, Superintendent
(870) 480.4669

Our district has an automated phone system. Please listen to the directory choices, or press "1" for the building secretary.

2009 – 2010 Calendar

BERRYVILLE PUBLIC SCHOOLS

Board Aprvd 4-20-09

August 3	Monday	10 Month Certified & Classified Contracts Begin
August 7	Friday	New Student Registration – K-12 th Grade 9-11 am & 1-3 pm
August 11	Tuesday	Senior High Returning Student Registration 12 th 9-11am 11 th 1-3 pm - OPEN HOUSE
August 12	Wednesday	Senior High Returning Student Registration 10 th 9-11 am Open 1-3 pm – OPEN HOUSE
August 13	Thursday	Senior High Freshman Orientation 6:30 PM HS Auditorium
August 13 - 18	Thursday - Tuesday	In-Service/9 Month Employee
August 17	Monday	Middle School Returning Student Registration 7 th grade 9-11am 8 th 1-3pm/6 th Orientation 6 pm – OPEN HOUSE
August 17	Monday	Kindergarten Orientation 4 pm/1 st & 2 nd 5pm – OPEN HOUSE
August 18	Tuesday	3 rd Orientation 4 pm/4 th & 5 th 5 pm – OPEN HOUSE
August 19	Wednesday	First Day of Classes
August 19 – September 18		Kindergarten Inventory
September 7	Monday	Labor Day Holiday
September 24	Thursday	Parent/Teacher Conferences
October 20	Tuesday	End 1 st quarter (44 days)
November 25 - 27	Wednesday - Friday	Thanksgiving Holiday
December 21 - 22	Monday & Tuesday	Semester Exams – End 2 nd quarter (42 days)
December 23 – January 1	Wednesday - Friday	Christmas Break
January 4	Monday	Classes Resume/Begin 2 nd Semester
February 15	Monday	In-Service
March 5	Friday	End 3rd quarter (44 days)
March 18	Thursday	Parent/Teacher Conferences / Alternate Portfolios Due
March 22 - 26	Monday - Friday	Spring Break
March 29	Monday	Classes Resume
March 29 – May 7	Monday - Friday	ELDA Assessment LEP Students
April 6 - 17	Monday – Friday	NRT K-2, 9
April 12 – 16	Monday – Friday	Benchmark Grades 3-8
April 20 & 21/ 22 & 23	Tuesday - Friday	End of Course Geometry & Algebra
April 27 & 28	Tuesday & Wednesday	End of Course Biology
April To Be Announced		Day Off/Possible Snow Day
May 28	Friday	End 4 th quarter (48 days)
May 31	Monday	Memorial Day Holiday
Calendar Includes 190 TOTAL DAYS	178 Student Instructional Days 2 Parent/Teacher Conf. Days	Weather Days – 6
	10 Teacher In-Service Days Including 5 Flex Days (August 13-18) Feb. 15	We are required to have 10 In-Service Days per year. We have scheduled 5 Required In-Service Days. The other In-Service Days will be flex days and you must get these on your own between June 4 and August 8, 2009 or attend the ones provided beginning 8-6. The flex days must be pre-approved by your Principal.
	Calendar subject to change @ Superintendent's discretion	Please refer questions to Superintendent's Office at 480-4669.

**BERRYVILLE SCHOOLS HANDBOOK
FOR STUDENTS AND PARENTS**

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I. INTRODUCTION

PREFACE

This handbook has been prepared for the benefit of and use by parents and students of the Berryville Elementary and Intermediate Schools. It contains much of the information necessary to familiarize students and parents with the routine affairs of the school. The information is important for our school 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 policies, guidelines, organizations and activities.

NOTE

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

MISSION STATEMENT

The mission of the Berryville Elementary and Intermediate School is to provide an excellent educational opportunity that meets the intellectual, physical, emotional and social needs of the students. Our goal is to prepare students to be respectful, responsible and successful citizens. We aim to provide a balanced education in a safe, positive learning environment where parent and community are an integral part.

SCHOOL MOTTO

STRIVING FOR EXCELLENCE

SCHOOL PHILOSOPHY

The school's philosophy reflects the basic beliefs that will determine this school's course of action for the educational process of our children.

We believe the primary purpose of the Berryville Schools is to provide for the intellectual development of all school age children of this district regardless of their individual capabilities.

We believe we should provide a safe and supportive environment conducive to the educational process for our children.

We believe education to be the means to economic independence and to political and religious freedom.

We believe the state and federal governments should enact laws and supply adequate financial support of these laws with guidance necessary to provide an equal and optimum education for all children.

We believe in the democratic way of life and think youth should be taught the responsibilities of citizenship.

We believe the cooperative efforts of family, community and school are necessary for the intellectual, physical, emotional and social development of our children.

EDUCATIONAL GOALS

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

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

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

7. Open, inquisitive minds and develop flexible personalities adaptable to the ever changing world.
8. Thinking skills, communication skills and mathematical skills developed to the highest degree possible and an appreciation and understanding of the sciences and of the interdependencies of earth and all organisms.
9. A genuine sense of appreciation and gratitude for the land and natural resources of the earth and a commitment to the wise uses of these resources.
10. Responsible actions in our democratic society.

ACCREDITATION

The Berryville Elementary and Intermediate Schools are fully accredited by the State Department of Education. This school is also a member of the North Central Association of Colleges and Schools, which is the highest possible rating a school can have. To be a member means that very high standards must be maintained. The school board, administration and the school faculty are constantly on guard to maintain this high rating.

II. SCHOOL ROUTINE AND REGULATIONS

ENTRANCE REQUIREMENTS (ASBA 4.2)

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

Students may enter kindergarten if they will attain the age of five (5) on or before September 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.

A child who has enrolled in and attended a state-approved prekindergarten program for children four (4) years of age for a minimum of one hundred (100) days during the 2008-2009 school year is eligible to enroll in kindergarten for the 2009-2010 school year if the child will be at least 5 years of age no later than September 15 of the 2009-2010 school year.

A child who was enrolled in and attended a state-approved prekindergarten program for children three (3) years of age for a minimum of one hundred (100) days during the 2008-2009 school year and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2009-2010 school year will be eligible to enroll in kindergarten for the 2010-2011 school year if the child will be at least 5 years of age no later than September 15 of the 2010-2011 school year.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the

child's parent or legal guardian agrees with the placement in the first grade; otherwise the child shall be placed in kindergarten.

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
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. **IMMUNIZATIONS:** Students are to be immunized in accordance with Arkansas State Laws: Act 224 of 1967, 633 of 1973, 871 of 1997, and Act 999 of 2003, 6-18-702. According to those laws: No...child shall be admitted to a public or private school...of this state who has not been age appropriately immunized against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red (Rubeola) Measles, German (Rubella) Measles, Mumps, Hepatitis B, Varicella (Chicken Pox) and other diseases as designated by the State Board of Health, except as otherwise provided by law, as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Minimum Immunizations required:

- 3 Polio – last dose given up to 4 days prior to, on/or after 4th birthday
- 3 DPT – last dose given up to 4 days prior to on/or after 4th birthday
- Hepatitis B-for the three-dose series: 1st dose today, 2nd dose in one month, 3rd dose 2 months after the second dose but the first and third dose must be separated by at least 4 months. For the two-dose series: 1st dose today, 2nd dose at least 4 months after the first dose
- 2 MMR – first dose up to 4 days prior to, on/after 1st birthday
- 1 Varicella (Chicken Pox) must have been administered on/or after first birthday

All students enrolling in an Arkansas Public School are required to submit this information. Religious, philosophical and medical exemptions can be obtained if parents or legal guardians of the child(ren) complete an annual application process detailed in the rules and regulations of the Department of Health. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Legal References: ACA 6-18-201(c), 207, 208, 702; 6-15-504(f); 6-27-102, 105; 9-27-103; Plyler v Doe 457 US 202, 221 (1982)

STUDENT TRANSFERS

Any student transferring from a school accredited by the Arkansas Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

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

The superintendent will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. Second semester transfers would need to be approved in the December school board meeting. The Berryville School District will only accept School Choice transfers at the beginning of each semester. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school (A.C.A. 6-18-206(f)(3), amended by Act 552 of 2007).

THE SCHOOL DAY

The school day begins at 8:15 A.M. and ends at 3:15 P.M. for K-5 students. Students are to be in school during school hours. Teachers do not grant permission for students to leave campus. If it becomes necessary for a student to leave school at the end of the day in a different manner than he/she normally arrives, the parent/guardian should notify the student's teacher in advance by telephone, in writing or in

person of the change. Otherwise, the student will be sent home the same way he/she arrived when the school day began or by normal routine.

PERMANENT RECORDS

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the morning assembly of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet and stand still.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

ATTENDANCE POLICY

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

All children, ages 5 through 17 on or before September 15, must attend school unless an appropriate exception applies under Ark. Code Ann. 6-18-201 (Repl. 1993). Attendance is the primary responsibility of the parents. Regular attendance is required by the Berryville Public Schools. Each student is expected to attend classes every day except when illness, injury or conditions beyond the student's and/or parent's control prevent attending classes. Frequent absences for any reason are certain to have a negative effect on a student's performance in school. It is important that parents understand the necessity of regular attendance and accept responsibility for their child's attendance.

According to Act 473 of 1989, as amended by House Bill 1042, The Board of Education of each school district in this state shall adopt a student attendance policy as provided for in Arkansas Code 6-18-209 which shall include a certain number of excessive absences which may be used as a basis for denial of course credit, promotion or graduation. However, excessive absences shall not be a basis for expulsion or dismissal of a student. The legislative intent is that a student having excessive absences because of illness, accident or other reasons should be given assistance in obtaining credit for the courses. Districts should ensure that any student who runs afoul of the district's attendance policy because of illness or health problems could be evaluated under Section 504 of the Rehabilitation Act of 1974.

This policy applies to all students in grades K-12. It also applies to all courses or assignments for which a student is enrolled or assigned. Parents wishing attendance information may contact the office.

Students must be present three (3) hours in order to be counted one-half day present or six (6) hours present to be counted a full day. In addition, all late arrivals or early dismissals will be counted as tardy. Students are not permitted more than ten (10) absences from any one class per semester. Each student is granted six (6) days excused absences with a parent/guardian note. After these six (6) days, all absences will be unexcused and no make-up work given for the remainder of the semester. Any absence that does not have a parent/guardian note will be unexcused. A letter or note from a governmental entity, medical, dental or mental health professional rendering services to a student will be excused at all times. Students returning from an absence must give a note to the classroom teacher explaining the absence within five (5) school days or the missed day will be counted as an unexcused absence.

NOTE: When a student has accumulated a total of three (3), seven (7) and ten (10) absences per semester, excused or unexcused, the attendance clerk or principal will notify the parents/guardians by mail or phone of the student's absences. The ten (10) day notice will be an EXCESSIVE ABSENCE NOTIFICATION. Upon the eleventh absence during a semester, the principal will refer the matter to the office of the prosecuting attorney or county juvenile official (Ark Code Ann. 6-18-209, 220, 222, 229; 6-27-113; 27-16-701).

EXCUSED ABSENCES will allow the student to make up any work missed during the absence. Students will be allowed normal make-up time of one (2) days per absence for excused absences. Extra time for make-up work will be considered with teacher and/or principal approval. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason: (1) The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal; (2) Death or serious illness in their immediate family; (3) Observance of recognized holidays observed by their faith; (4) Attendance at a medical appointment; (5) Exceptional circumstances with prior approval of the principal; or (6) Participation in an FFA, FHA, or 4-H sanctioned activity. Additional excused absences shall be 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.

UNEXCUSED ABSENCES are absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with ten (10) total absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with the 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 ten (10) total absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) total absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to expulsion or out-of-school suspension shall be unexcused absences.

EXCESSIVE TARDINESS can interfere with the learning process. Excessive tardiness will be defined as more than five tardies per semester. When a child reaches the sixth tardy, the parent will be notified of the excessive tardy and a conference between parent and principal will be encouraged to find a way to correct the tardiness. Subsequent tardies may result in disciplinary action against the student in the form of a disciplinary referral under Rule 32: Principal's Authority which could include in-school suspension. In addition, the school may report the excessive tardiness to the juvenile prosecuting attorney's office in the form of a FINS (Family In Need of Support) petition.

MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero.
7. Each grade level will have a late work policy with appropriate grading for the student's level.
8. Students are responsible for turning in their make up work without the teacher having to ask for it.
9. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
10. If a student is present when a test is announced, and absent when the test is given, they must make the test up the first day they return to school.

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

CHECK-IN PROCEDURE

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

CHECK-OUT PROCEDURE

Parents, or other authorized adults, needing to check students out before the end of the school day should go to the office with proper identification and complete an early dismissal form. If someone

other than a child's parent will be picking up a child, the parent must notify the school office. Anyone other than parents must have authorization and identification to pick up a child. Parents may designate continuous authorization for pick-up on their child's registration form kept on file in the school office. Parents may also authorize release for an individual to pick up their child by sending a signed notification or call the office. It is the responsibility of the parent/guardian to notify the school of any changes.

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

TRUANCY

Arkansas law Act 867 (HB 1616) authorizes school districts to enter into a cooperative agreement with law enforcement officials to implement a stay-in-school program. The program provides that law enforcement officials may attempt to locate and detain students who are off school premises during school hours, but who should be in school. Such students may be taken into custody and returned to the school, transported to the parents or to a truancy reception center, which has been designated by the school district. Effective 7.3.89.

VISITATION

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

If parents have business with a teacher that will take more than a moment, they should arrange for a conference at a convenient time. A conference by phone or in person can be arranged through the school office. For quick, short discussions, the best time to call on a teacher is before school. Teachers have preparation periods on specified days and are usually available for conferences at that time.

WITHDRAWAL FROM SCHOOL

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

RESOLVING PARENTAL CONCERNS

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

of a disciplinary action. Disciplinary actions initiated by the assistant principal must be appealed to the principal. If the initial appeal is denied by the principal, the appeal then goes to the superintendent but not to the school board or individual school board members.

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

III. ACADEMICS

CONSISTENCY IN COURSE WORK

The Berryville Elementary and Intermediate School's courses comply with ADE rules governing the comprehensive plan for consistency and rigor in course work. January 10, 2005. ACA 6-11-105, 6-15-1506.

REPORTING PUPIL PROGRESS

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

1. Parents are encouraged to use the communication logs of students in grades kindergarten through second grade, and agenda books of students in grades three through five as a means of school/home connection to keep current of such things as homework or missing assignments.
2. Parents can view student progress of a kindergarten through fifth grade student by checking their child's grades on-line through an Edline account.
3. Parents are encouraged to check student work that is sent home and supplement any areas that the child is demonstrating weaknesses.
4. Intermittent notes, phone calls and conferences are frequent between home and school. Parents are encouraged to request conferences as needed during the school year.
5. Progress reports will be given to parents at the mid-point of each grading period in grades K-5. Progress reports will be mailed to parents of students in kindergarten and first grade experiencing academic or classroom related problems. Parents receiving a progress report showing deficiencies are requested to contact their child's teacher and/or principal to arrange a conference.
6. A report card or grade sheet is issued each nine weeks and should be signed and returned immediately to verify parent notification of student performance.
7. A parent-teacher conference is held during the first and third reporting periods. The state requires these conferences be documented and have 100% participation either by school conference, phone conference or home visit.
8. Achievement tests are given annually to all students in grades kindergarten through grade five. NRT will be given to grades K-2. The Benchmark Exam will be given to grades three through five. Test results will be sent home. The results of these tests will be used for diagnostic purposes in working with individual students, for determining a student's growth from year to year and for developing an individualized student academic improvement plan (SAIP). Testing students will identify the child's strengths and weaknesses, will enable students to be appropriately placed for instruction and will help the district to better monitor all areas of curriculum and instruction.

GRADING (ASBA 5.15)

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

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Curriculum frameworks for each grade level and subject can be found online at <http://arkansased.org>.

Grading Scale K-5: A (100-90); B (89-80); C (79-70); D (69-60); F (59 and below)

Grade Points K-5: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points

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

HOMEWORK

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

Homework is expected to be done within a reasonable time period designated by the teacher. Students will become more proficient in subjects assigned when homework is completed on time and in the manner expected. Communication logs, agendas or calls to parents will be a method of notification when students are not completing homework assignments. Homework will be noted on a daily basis in the communication log of kindergarten through second grade students. Third through fifth grade students are required to purchase an agenda book through the school. The purpose of this book is to help students be better organized by providing communication between school and home of classroom, homework and/or missing assignments.

PARENT CONFERENCES

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

PARENT'S ROLE

It is the policy of the Berryville Elementary and Intermediate School to foster and support active parental involvement. The parent facilitator at each school is designated as the school counselor. We recognize that a child's education is a responsibility shared by the family and school during the entire time the child spends in school. In an effort to educate all students effectively, the parents and school must work as knowledgeable partners. Since parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children. The position of the Berryville Elementary and Intermediate School is to support a parental involvement plan that will (ACA 6-15-1701-1705):

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

PROMOTION/RETENTION (ASBA 5.12)

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Berryville School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. 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 shall be primarily based on the following criteria (if applicable by grade): classroom performance in literacy and math; attendance; previous achievement scores; current TLI assessment scores; DIBELS information; DRA levels; Emergent Literacy assessment scores; previous recommendation for retention; STAR reading level; STAR math level; District pre and post assessment scores; current achievement scores if available; among any other data collected. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Students who do not score proficient or advanced on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the

consequences for the student's failure to participate in the plan, which may include the student's retention in their present grade. Promotion/retention or graduation of students with an Individualized Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

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

SMART CORE CURRICULUM/HIGH SCHOOL GRADUATION REQUIREMENTS

4.45.21-GRADUATION REQUIREMENTS

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

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his designee, shall select the composition of the review panel.

BERRYVILLE SCHOOL DISTRICT'S GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years) (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Math

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

Natural Science: three (3) units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History

Physical Education: one-half (1/2) unit (1/2 year)

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

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

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language.

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-four (24) units to graduate.

CORE: Sixteen (16) units

English: four (4) units (years) – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units (years)

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

Physical Education: one-half (1/2) unit (1/2 year)

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

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

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

All the core, career focus, and elective units must total at least twenty-four (24) units to graduate.

IV. BEHAVIOR AND DISCIPLINE

STUDENT BEHAVIOR RULES

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

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

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

We believe all students can behave appropriately at school. No student will be allowed to disrupt learning. This code depends on the support of everyone to be effective.

The following general rules are designed to identify some but not all expected student behaviors while at school. These rules are expected to be enforced throughout the elementary school.

1. Students will respect the rights of others by keeping their hands, feet, books or other objects to themselves and by leaving the property of others alone.
2. Any acts of misbehavior including horseplay, moving about in the room without permission, throwing objects, et cetera, that disturbs the learning process will be prohibited.
3. Students will **NOT** run, push other students or speak loudly in the halls, especially when other classes are in session.
4. Students will show proper respect to peers, school employees, parents and guests.
5. Students will behave appropriately in the cafeteria, restrooms, on the playground and all other areas outside the classroom. If a student chooses to break a rule, teachers may choose the following classroom discipline consequences:

First offense.....Warning
Second offense.....Student-teacher conference including action plan for correcting behavior
Third offense.....Up to one-half of recess in detention
Fourth offense.....Up to one-half of recess in detention, activity detention, and notification to parent or guardian of problem and consequences by written disciplinary referral or parent-teacher conference
Fifth offense.....Principal referral

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

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

INFRACTIONS TO AVOID

Statement of Policy:

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, et cetera, constitutes battery and/or assault and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and is also strictly forbidden. Violations of this policy will result in a possible suspension or expulsion from school depending on the severity and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus or at school related activities.

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

ABBREVIATIONS TO BE USED: CP-Corporal punishment; ISS-In-school suspension; OSS-Out-of-school suspension. Expulsion with loss of credit requires board approval; therefore, the student is placed in indefinite suspension until the Board meets. Any offense after the first one shall place the students on **PROBATION** for the remainder of the semester and he/she is subject to close supervision at school and in extra-curricular events.

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

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. Recommendation of expulsion

Rule 2: TRUANCY-A student shall not be absent from school without parent and/or school administration's prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school administration. (Ark. Stat. 80-15120)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 5-10 days ISS as age appropriate/report to juvenile authorities
- D. 5 days OSS/report to juvenile authorities
- E. 10 days OSS/recommendation of expulsion/report to juvenile authorities

Rule 3: POSSESSION, BUYING, OR SELLING OBSCENE LITERATURE-Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage devise, or in hard copy form.

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 4: WEAPONS AND DANGEROUS INSTRUMENTS (ACA 6-18-502, 6-18-507, Public Law 103-382, ACA 5-27-206, POLICY 4.22)

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

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

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school or a student realizes that he/she has brought a weapon to school 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 or other weapon shall be expelled for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. The district shall report any student

who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

- A. Recommendation of expulsion for not less than one year

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

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

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

Students under the influence, having possession, or dispensing alcohol or other controlled substances (illegal drugs), materials expressly prohibited by federal, state, or local laws, or any non-prescribed substance which alters behavior on school property, at school functions, at the visited school, during the regular day shall face the following: (Ark. Stat. 41-2913, 41-1963, 80-1916, 80-1917)

- A. 5 days OSS and notify law enforcement
- B. 10 days OSS and notify law enforcement
- C. 10 days OSS/recommendation of expulsion/notify law enforcement

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

- A. Student will be detained until the situation is resolved
- B. 1-3 days ISS as age appropriate
- C. 3-5 days ISS as age appropriate
- D. 3 days OSS
- E. 5 days OSS

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

A student who is determined to be involved in the sale of controlled substances (illegal drugs), alcohol, marijuana, or other materials prohibited as outlined above shall be recommended for expulsion. Furthermore they may be prosecuted according to Arkansas Act 590 of 1971 as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person selling or attempting to sell claims to be controlled substance, whether the claim is valid or not (Ark. Stat. 82-115) Act 612 of 1989 provides that sentences for the sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and a fine of no less than \$1000.

- A. Recommendation for expulsion for remainder of the year

Rule 9: DANGEROUS INSTRUMENTS, CONTRABAND AND NUISANCE ITEMS

A student shall not possess, handle or transmit a knife, razor, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials, shockers, laser pointers, cigarette lighters, fireworks, darts, playing or trading cards of any kind, et cetera. (Ark Stat. 41-3104, 3151, 3171, et.seq 80-1916m 80-1917, Ark. Code 1408 of 1999)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS

E. 10 days OSS/recommendation of expulsion

Rule 10: POSSESSION AND USE OF CELL PHONES, BEEPERS, ET CETERA

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The School Board believes it is necessary to restrict student use of cell phones and other electronic communication devices, cameras, MP3 players, Ipods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced. From the time of the first bell until after the last bell, students are to have cell phones in silent mode or powered off unless exempted by the administration for health or other compelling reasons. (ACA 6-18-502)

- A. Principal/Parent conference and confiscation of device until this meeting takes place.
- B. 3 days ISS as age appropriate/or CP
- C. 5 days ISS
- D. 3 days OSS
- E. 5 days OSS

Rule 11: PHYSICAL ABUSE OR ASSAULT OF A SCHOOL EMPLOYEE BY A STUDENT

A student who commits assault and/or battery upon a member of the faculty or staff of the Berryville School District shall be expelled from the Berryville School District for the remainder of the school year. (Ark. Stat. 41-1601, 1604, 3104, 80-1905)

- A. Recommendation of expulsion

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

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

- A. 1-5 days OSS
- B. 5-10 days OSS
- C. Recommendation of expulsion

Rule 13: BOMB THREATS OR OTHER DISRUPTIVE INTRUSIONS SUCH AS FALSE FIRE ALARMS INTO THE SCHOOL

A student who calls in a bomb threat and/or other threat violates the health and safety of students and/or employees, and shall face the following: (Ark. Stat. 41-2911, 2912)

- A. 10 days OSS/recommendation of expulsion

Rule 14: FIGHTING

When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended (ISS) in different areas of the building until an effort to determine fault is made. (Ark. Stat. 4108)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate
- C. 5 days OSS
- D. 10 days OSS/recommendation of expulsion

Rule 15: DAMAGE, DESTRUCTION, THEFT AND EXTORTION

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of the school district or of another student, of any other person or of the school district. The Berryville School District will attempt to recover damages from any student destroying school property. Parents of any

minor student under the age of 18 shall be liable for said damages. (Ark. Stat.41-2203, 50-109, 80-1903, 1904)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 16: DISORDERLY CONDUCT

A student shall not engage in behavior that produces situations where instruction or activities of other students are adversely affected. (Ark. Stat. 41-2969, ASBA 4.18)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 17: PROFANITY-VERBAL ABUSE OR OBSCENE GESTURES

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause, initiate or be involved in overt and immediate disruptions of the educational process. (Ark. Stat. 41-2908, 2910, 2922, 2923)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/ recommendation of expulsion

Rule 18: CAFETERIA REGULATIONS

Courtesy is always commendable in our cafeteria. We would appreciate your cooperation in complying with the following rules: (1) Stay in line; don't push or run. (2) Have money and/or account number ready for cashier. (3) Be polite to fellow students and to the cafeteria workers. (4) Remove trays and milk cartons from your table when done. (5) Students who bring lunches from home may eat in the cafeteria but must follow the same rules as those who eat cafeteria food. (6) Leave the cafeteria when dismissed. Take no food outside. (7) Behave in an orderly manner. (8) Leave your area neat and clean. (9) No sitting on tables, in the floor or on other students. (10) Don't save seats without permission.

- A. Student-Teacher Conference
- B. 1-3 days Lunch Detention as age appropriate
- C. Principal Conference/Action Plan
- D. 1-3 days ISS as age appropriate
- E. 3-5 days ISS as age appropriate/or CP
- F. 3 days OSS
- G. 5 days OSS

Rule 19: FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION

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

- A. 1-3 days ISS as age appropriate

- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 20: PERSISTENT DISREGARD FOR SCHOOL RULES

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

- A. 3-5 days OSS as age appropriate
- B. 5-10 days OSS as age appropriate
- C. Recommendation of expulsion

Rule 21: LOITERING BY SUSPENDED STUDENTS

A student who has been provided written notification that, because of an act of misbehavior, he/she is prohibited from being in a school building or on school campus for a specified period of time shall not enter any school building or be present at any function of the school or on any school grounds. (Ark. Stat. 41-2914, 80-1906, 1915)

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

Rule 22: TOBACCO

A student shall not smoke, possess, nor use tobacco in any form on any property owned or leased by any public school. All students are prohibited by Arkansas Law from smoking on a school bus. (Ark. Stat. 41-2465)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/ recommendation of expulsion

Rule 23: VIOLATION OF PARKING AND DRIVING REGULATIONS

A student using any type of vehicle, as means of transportation to and from school shall not violate the rules and regulations set down by the Berryville School District. Vehicles, bicycles (bicycles at K-3 are discouraged due to heavy traffic), and motorcycles must be parked in the assigned area of campus, be registered with the school, and a copy of the registration available at all times for inspection.

- A. Principal Warning
- B. Suspension of right to drive any vehicle for one week
- C. Suspension of right to drive any vehicle for the remainder of the semester/school year

Rule 24: GAMBLING

A student shall not engage in any game of chance on school premises at any time. (Ark. Stat. 41-3261)

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 25: CAMPUS BOUNDARIES

All schools in the district shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure. Students should stay away from streets, parking lots, and driveways without a school official. Students should always use crosswalks.

- A. Principal Conference and warning
- B. 1-3 days ISS as age appropriate
- C. 3-5 days ISS as age appropriate/or CP
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS/recommendation of expulsion

Rule 26: CHEATING ON TESTS/ASSIGNMENTS

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

- A. Student receives zero and must call parent
- B. Student receives zero, calls parent, and receives 1-3 days ISS as age appropriate
- C. Student receives zero, calls parent, and receives 3-5 days ISS as age appropriate/or CP
- D. Student receives zero, calls parent, receives 3 days OSS
- E. Student receives zero, calls parent, receives 5 days OSS
- F. Student receives zero, calls parent, receives 10 days OSS/recommendation of expulsion

Rule 27: DRESS AND GROOMING

It is important that schools have some regulations concerning dress and appearance of students. It should in no way disrupt and impede the maintenance of proper educational atmosphere in the classroom or on the campus. It should never be of such a nature as to result in a distraction of other students from the class activity or other learning event. Specific regulations that should be observed are as follows:

1. Hair styles must be neat and well groomed at all times. Distractible hair coloring is prohibited.
2. The wearing of muscle shirts, netted shirts, tube tops, halter tops, cut-off tee shirts and spaghetti-strapped shirts is prohibited. No midriffs are to be shown.
3. Dresses, skirts or shorts that are shorter than mid-thigh are prohibited. Bicycle shorts or spandex may not be worn at school. Waist bands of pants, shorts or jeans must be above the hip bones. Saggy or baggy pants are not permitted. No chains on clothing.
4. Articles of clothing displaying inappropriate language, pictures or suggestive language or markings are not permitted.
5. Wearing undergarments as outer garments or clothing wrong side out is prohibited.
6. Taps or cleats will be prohibited on boots and/or shoes when noise is distracting. Shoes/boots that scuff the floor may be prohibited if it becomes a problem.
7. Hats, caps, bandannas, et cetera, may not be worn in buildings, except for special programs and activities that are announced.
8. Sun glasses may not be worn in buildings except for medical reasons.
9. Shoes are to be worn at all times.
10. Students who wear unacceptable attire, or are otherwise distracting to the learning atmosphere may be sent to change and the time missed will be unexcused.
 - A. Principal Conference
 - B. 1-3 days ISS as age appropriate/change attire

- C. 3-5 days ISS as age appropriate/change attire
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS/recommendation of expulsion

Rule 28: NEGLECT OF TEXTBOOKS

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

- A. Principal Conference
- B. 1-3 days ISS as age appropriate
- C. 3-5 days ISS as age appropriate/or CP
- D. 3 days OSS
- E. 5 days OSS/recommendation of expulsion

Rule 29: OVERT AFFECTION

A student shall not use physical contact such as hugging or kissing with another student that conveys a connotation that can be perceived as sexually explicit during the regular school day, at school activities at home or away, nor during extra-curricular events on school property.

- A. Principal conference
- B. 1-3 days ISS as age appropriate
- C. 3-5 days ISS as age appropriate/or CP
- D. 3 days OSS
- E. 5 days OSS
- F. 10 days OSS/recommendation of expulsion

Rule 30: GANGS OR GANG-RELATED ACTIVITIES

Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited (Ark. Code Ann. 6-18-603).

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate/or CP
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/recommendation of expulsion

Rule 31: 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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Education. Students who bully another person shall be held accountable for their actions. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. Act 681 of 2003, Act. 1437 of 2005, Ark. Law 6-18-514.

Definition:

Bullying is any pattern of behavior by a student or a group of students that is intended to harass, discriminate, intimidate, ridicule, humiliate or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm or it can be verbal abuse of the child. Bullying also

includes unacceptable behavior identified in this policy which is electronically transmitted. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

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

1. Sarcastic “compliments” about another student’s personal appearance;
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting, belittling, or stalking;
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
5. Demeaning humor or discrimination relating to a student’s race, gender, national origin, religion, age, sexual orientation or disability;
6. Blackmail, coercion, extortion, demands for protection money or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Hazing, or aiding in the hazing of another student;
10. Intimidation or discrimination communicated either by person-to-person, indirectly by writing, or by any telephonic or electronic means, including cyber bullying, including text messaging, email, voicemail, Internet, et cetera;
11. Stealing or hiding books or belongings; and/or,
12. Threats of harm to student(s), possessions, or others.

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. Any person or persons filing a complaint will not be subject to retaliation or reprisal in any form. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports to the principal of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The following actions will be taken if warranted:

- A. 1-3 days ISS as age appropriate
- B. 3-5 days ISS as age appropriate
- C. 3 days OSS
- D. 5 days OSS
- E. 10 days OSS/Recommendation for expulsion

Rule 32: BEHAVIOR NOT COVERED ABOVE-PRINCIPAL AUTHORITY

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

Description of Disciplinary Actions and Abbreviations to be Used

Principal/Student Conference-Meeting with Principal and Student

Corporal Punishment- No more than three swats, administered by an administrator, witnessed by a principal or teacher, observing the students due process rights. Prior to the administration of corporal

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

ISS-In-School Suspension-This is an in house disciplinary program where a student may be assigned for a brief amount of time in place of out of school suspension. Additional ISS time can be issued to a student who chooses to disrupt, is uncooperative, or chooses to not complete class work. However, if a student acquires three additional days over their assigned time the student will be placed in out of school suspension for her/his remaining ISS assignment. This shall not exceed more than ten days. Students are allowed to do their school work in ISS. During in-school suspension students are not allowed to participate in any extra-curricular activities.

OSS-Out of School Suspension-This is when a student is not allowed to attend school for a time period of one (1) to ten (10) days. Students will not be allowed to make-up school work and will not receive credit. In addition they will not be allowed to participate or attend extra-curricular activities and/or be present on school property.

In all cases the following procedure shall be followed:

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended;
4. The principal or his/her designee shall notify the Superintendent as to the reasons for the suspension and its duration;
5. An attempt will be made by the principal to notify the parents by phone outlining the nature of the offense, the reasons for the suspension and its length. At that time, arrangements should be made for a parent conference at a time convenient to both parties. A follow-up letter shall be mailed to the last address reflected in the records of the school district, a copy of which is to be maintained in the principal's office. No suspended student shall be allowed to leave the school grounds during the school day until a parent, guardian or other proper authority shall assume responsibility for him/her.
6. The parent conference shall be attended by the parent, student, principal and other staff members as directed by the principal. In no case shall a student be returned to class until this conference has been held. The conference should review the nature of the problems leading to the suspension and a reasonable course of action to remediate this problem.
7. The student and parents shall have the right of appeal and review of a suspension. All appeals should be made in writing within 5 calendar days of the incident. Suspensions initiated by the Assistant Principal must be appealed to the Principal. If the initial appeal is denied by the Principal, the appeal then goes to the Superintendent but not to the School Board.
8. All absences due to suspension shall be unexcused. If a student should be suspended three times during a year, it shall be recommended that the student be expelled from classes for the duration of that year. In all cases involving expulsion, procedural guidelines outlined for a suspension shall be followed.

Expulsion-The Board of Education may expel a student not to exceed one (1) calendar year.

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies and in accordance with the District's Expulsion Policy 4.31. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

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

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

VIDEO SURVEILLANCE

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

Signs shall be posted on campus buildings and in district vehicles to notify students, staff and visitors that video cameras may be in use. Students will be held responsible for any violations of school discipline rules caught by the cameras. Students who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. (District Policy 4.48)

TRANSPORTATION RULES

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for

problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

- A. All students must obey the driver's directions promptly and cheerfully.
- B. There is to be no eating, gum chewing or drinking of anything on the bus.
- C. Students are to stay in their seat and face forward at all times.
- D. Students must keep the bus aisle clear of books, bags, feet, legs, et cetera, at all times.
- E. Students must use proper boarding and departing procedures.
- F. Students may not bring on board balloons, glass, live or dead animals, or any item too large to hold in the student's lap or fit under the seat in front of the student.
- G. Students must keep their hands and head inside the bus at all times.
- H. Students are not to tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
- I. No loud or distracting noises allowed, including singing, yelling or screaming.
- J. No vandalism to school or personal property is allowed.
- K. No rude, vulgar, obscene language or actions are allowed.
- L. Students must keep hands, feet and other objects to themselves at all times.
- M. Students are not allowed to spit or throw objects on the bus.
- N. No horseplay, scuffling or fighting is allowed.
- O. No ethnic, racial or derogatory comments towards students or school personnel will be tolerated.
- P. No matches, lighters or other flammable materials are allowed on the bus.
- Q. Any action by a student that is deemed unsafe is prohibited.
- R. No students may bring any unsafe or potentially hazardous material on the bus.
- S. Students are expected to maintain proper conduct while at designated bus stops.

Penalty

First Offense	Parent contact by discipline note or telephone
Second Offense	1-day bus suspension and parent contact
Third Offense	3-day bus suspension and parent contact
Fourth Offense	10-day bus suspension and parent contact
Fifth Offense	30-day bus suspension and parent contact
Sixth Offense	Bus suspension for the remainder of the school year

Severe Rules Violations

- A. Possession of drugs, alcohol, tobacco, and/or related materials is prohibited (see Student Handbook for disciplinary actions Rule 6 and Rule 21).
- B. Possession of weapons such as guns, knives, razorblades, stun guns, et cetera, is prohibited (see Student Handbook for disciplinary actions Rule 4).

Berryville School District reserves the right to escalate any penalty based on the severity of the act. In addition, any disciplinary violations, which occur on District school buses, are subject to Berryville School District Discipline Policy. This Policy is outlined in the District's Student Discipline Handbook.

ARKANSAS LAWS

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

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

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

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

Act 6-17-106 **Insult or Abuse of Teacher:** A.) Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500).
B.) Each school district shall report to the Department of Education any prosecutions within the school districts under this section.

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

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

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

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

Public school students currently under disciplinary action for violation of any written school policy including, but not limited to, excessive unexcused absences will be eligible for home school enrollment only if:

1. The Superintendent or local school board chooses to allow the child to enroll in a home school.
2. The disciplinary action against the student has been completed or at the end of a school semester, whichever occurs first.
3. The student has been expelled.

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

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

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

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

COMPLAINTS AND GRIEVANCES

If a student, or parent of a student, involved in a disciplinary ruling other than suspension, wishes to contest the ruling, the complaint must be stated in writing to the school principal asking that the ruling be changed.

If a student or parent has a complaint on an academic matter, the student or parent will first talk to the teacher. If not satisfied, he/she may talk to the principal. If an agreement is not reached, the student or parent may set up a conference with the Superintendent.

V. SERVICES

FOOD SERVICE DEPARTMENT

The Food Service Department of the Berryville School District provides nutritious meals for students, teachers, support staff and visitors each day that students are required to attend school. Menus are posted on the District's website at <http://bobcat.k12.ar.us>.

LUNCHROOM ACCOUNT: Each student is assigned an account number which will continue throughout their years at the Berryville School. If a student leaves the Berryville School and then returns, a new account number may be issued. Students will use their account number each time meals and items are purchased or when making deposits. Students can make deposits at the computer cashier station in the cafeteria during breakfast and lunch times. Students are encouraged to deposit adequate amounts so as not to have to charge mills (see Charge Policy). Excessive charges are not permitted. Students need to have all charges cleared before the end of each school year. If a student has a leftover balance in their account at the end of the school year, that amount is carried over to the next school year. When a student graduates or leaves the Berryville School District, a refund can be given of any monies left in the account.

MEAL PRICES: Breakfast (K-12) = \$.80; Lunch (K-5) = \$1.25; Reduced Price: Breakfast \$.30; Lunch \$.40

POLICY FOR MEAL CHARGES: It is the policy of the Berryville School District to allow students to charge meals only on occasion when money is unavailable. This is a courtesy extended to the student and should not occur on a regular basis. More than \$10.00 in charges will be considered excessive and will not be permitted. In an attempt to clear charges from accounts at the end of each school year, there will be no charging from May 1 through the last day of school.

FREE AND REDUCED MEAL PROGRAM: Parents and/or Guardians must renew their application each school year to participate in the Free/Reduced program. An application is given to every student at the beginning of each school year. Applications are also in each school's office or may be downloaded from the Berryville School District web page at <http://bobcat.k12.ar.us>. This application is for the entire family. List all students, the school they attend, and the grade on one application. Fill out the application completely so your student may begin receiving benefits as soon as possible. If a student does not return an application within 30 days of the first day of school, they will lose their benefits and be charged full meal price. Ala carte items are not part of the free/reduced program. Only students that have been approved by the direct certification list do not need to fill out an application. Parents and/or guardians may apply for free/reduced priced meals at any time during the school year. Confidentiality is strictly enforced.

SCHOOL LUNCH SUBSTITUTIONS (ASBA 4.50): The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Food Service Director. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

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

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

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

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

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

NURSE

The school nurse will conduct routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential (ACA 6-18-702(b),(c), (f)). In addition, the nurse keeps track of student health records, BMI (Body Mass Index) and other paperwork. Act 1220 of 2003 requires that students in mandated grade levels have an annual BMI assessment performed and reported to parents in a confidential health report. A child's BMI is calculated by taking a child's height and weight ratio and then applying the ratio to an age appropriate growth chart. The BMI is solely a screening test similar to scoliosis, hearing and vision screenings that the school already performs. Students having chronic health conditions or special dietary needs should be documented by a letter from a physician and submitted to the nurse.

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. If prescription medication is prescribed to be taken at school, a form, provided by the nurse, must be signed by the prescribing physician as well as the parent. If non prescription medications are sent from home, they must be accompanied by a note from the parent containing instructions for administration.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. 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. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is

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

If a student becomes ill during the day, the nurse will notify the parent/guardian before medicating the student or releasing the student to go home. In emergencies, the student will be taken to the emergency room at St. John's Hospital in Berryville.

HEAD LICE POLICY

SCHOOL AND COMMUNITY RECOMMENDATIONS AND PROCEDURES

- A. In an attempt to maintain a lice free and "No Nit" environment, the school will have head lice checks as deemed necessary by the school nurse.
- B. If there is suspicion of head lice by a teacher, fellow student, or the individual student, a lice check will be performed.
- C. Students found to have lice or nits will be dismissed by the school nurse.

Occurrence Procedure

- 1. School Personnel will notify:
 - Child's Parent/Guardian to pick-up child from school
 - Additional siblings within the school system for examination for lice/nits
 - Classroom teachers of students and siblings (elementary school only)
- 2. Parent/Guardian will be instructed in treatment options and given a treatment handout.
- 3. Parent/Guardian treats child with an acceptable treatment:
 - Home made recipe received from nurse
 - Over the counter lice treatment
 - Prescribed treatment from Physician
- 4. Parent returns child to school or child may return on school bus ***if bus driver is presented with a signed treatment form.*** The student should report to the **Nurse's Office** to be checked for effective treatment before returning to the classroom.
- 5. If the student is found to have lice or nits, the nurse will dismiss him/her from school to repeat the above procedure. Each student will only be allowed three nurse dismissals per occurrence. If after the third day the student returns with nits, the absences will no longer be excused.

Multiple Occurrence Procedure

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

INSURANCE

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

Student insurance is available to all students through the school. Although presented through the school, the school does not realize any compensation. It is offered strictly as a service to the students and the patrons of the school district. This insurance is offered to students during the first week of school and normally has two plans available. One plan covers accidents during the school day, the other plan covers accidents for 24 hours per day for year-round coverage.

ENGLISH AS A SECOND LANGUAGE

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

GIFTED AND TALENTED

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

GUIDANCE

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

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

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

SCHOOL BASED MENTAL HEALTH SERVICE

The Berryville School District participates in a School Based Mental Health Program through Ozark Guidance Center (OGC). Berryville School counselors and principals may assist with questions and referrals of this program.

LIBRARY MEDIA CENTER

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

PHYSICAL EDUCATION

Physical education training is offered for all elementary and intermediate students in grades K-5 for a minimum of 60 minutes per week (Act 1729 of 2003). If a student's participation has some limitations, a medical doctor's written excuse must be on file.

Regular school clothing is satisfactory for most physical education activities. However, certain activities such as fitness testing and track may require tennis shoes or other types of appropriate clothing be worn. Students will be notified by the physical education instructor on these occasions.

SPECIAL EDUCATION

Special education services are offered for qualified students with disabilities. All federal and state laws are applicable for student's Individualized Educational Programs (IEP). Parents with concerns about their children's physical or intellectual needs should contact the Special Education Department or the Principal.

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

SECTION 504

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

PTA – PARENT TEACHER ASSOCIATION

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

VI. MISCELLANEOUS

ACCESS TO STUDENT INFORMATION

Federal law permits the school district to disclose personally identifiable information in the student's educational records to school officials with legitimate educational interest. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including, but not limited to...transportation personnel...); or a person, agency, or company with whom the district has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if she/he needs to review an education record in order to fulfill his professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual's work directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

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

All students' education records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests:

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Berryville School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent or guardian must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications, such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving written permission from the student's parent or student if over the age of eighteen (18).

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

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

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

Legal Reference: 20 U.S.C. 1232g; 7908 (NCLB Section 9528), 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

NONDISCRIMINATION POLICY

It is the policy of the Berryville Public School District to provide equal opportunities without regard to race, color, creed, national origin, gender, age, religion, sexual orientation, disability or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the limitations set forth by the District Policy 4.14.

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of

students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities (i.e., principal) review their nonschool materials at least three (3) school days in advance to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

Anyone at Berryville Schools wanting to display a sign or poster must have it approved by the administration. The sign or poster must be in good taste and appropriate for display. The person gaining permission is responsible for removal following the activity or event.

CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS (ASBA 5.6)

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

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

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

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

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

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

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

Legal Reference: 20 USCS 1232(h)(c)(C)

SEVERE WEATHER POLICY

Usually school will not be in session when the weather makes it dangerous for school buses to travel. On doubtful mornings, the local radio stations will announce the decision of whether school will be held.

If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio station will be notified. Parents need to discuss **in advance** with their children and classroom teacher what to do in case school dismisses early, including dismissal procedure if the procedures will be different than normal.

EMERGENCY DRILLS

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

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

LOITERING AROUND SCHOOL CAMPUS

Anyone who is found loitering around or within 100 feet of the school campus during school hours or at any school sponsored activity, such as ball games, dances, banquets, et cetera, without lawful business shall be guilty of a misdemeanor, and if convicted, shall be subject to fines up to two hundred fifty dollars (\$250.00). This applies to all persons except those loitering on their own property within 100 feet of the campus, persons walking or driving to another destination or people having a meaningful reason to be on campus such as picking up a child or visiting the campus with a pass from the office. (Ark. Law 6-21-607)

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusions of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property

and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches.

State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Policy, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. (ACA 6-18-513, 12-12-509, 12-12-510, 12-12-516, 9-13-104)

EXTRACURRICULAR ACTIVITIES

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy.

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

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletes, cheerleading, band, choral, math or science competitions, and club activities. ADE 10.05-10.06.

FIELD TRIPS

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

TEXTBOOKS

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

SCHOOL SUPPLIES

A supply list for each grade level will be posted in area businesses and published in the local paper. Students may purchase pencils and paper in the elementary offices in the morning before school.

TELEPHONE

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

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

PARTIES

There are three recognized school parties during the year: Christmas, Valentine's and end-of-year. Others may be held if approved in advance by the teacher and principal.

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

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

STUDENT SALES AND DELIVERY

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

LOST AND FOUND

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

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

VII. HONOR AGREEMENTS

BERRYVILLE DISTRICT: STUDENT ACCEPTABLE USE FORM FOR INTERNET

Dear Parent/Guardian(s):

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

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian is on file. Access is a privilege, not a right. Access entails responsibility.

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

Individual users of the district computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

The Berryville District is providing access to computer networks and the Internet for educational and/or instructional purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a member of the Technology Administration. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site addressed from a district computer should be reported immediately to the Technology Department.

The Berryville District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) child pornography or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]) as meaning any picture, image, graphic or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (2) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary artistic, political or scientific value as to minors.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We ask you to review this policy with your child and to sign the consent form. Your child’s teacher is available for any questions about this policy you may have or you may call the Technology Coordinator.

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

STUDENT ETHICS POLICY GUIDELINES AND PROHIBITIONS

Dear Student:

- **PART ONE**
The Internet is a world-wide telecommunications network. There are thousands of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as the 30 million people who are part of this world-wide network. Your student account lets you use these resources. The purpose of your student account is to let you take part in the curriculum and research activities at your school.
- **PART TWO**
The Academic Integrity Policy is part of the Rules of Student Conduct. The Student Handbook talks about Academic Dishonesty. While working on the Internet, you are expected to follow the Rules of Student Conduct and to not violate the Academic Dishonesty clause.
- **PART THREE**
Berryville Public School District will monitor your use of network resources. Monitoring may include tracking the amount of time you spend using these resources and/or any questionable material you create and/or send using your email account.
- **PART FOUR**
You are expected to exercise responsible behavior when on the network.
- **PART FIVE**
 1. Logging into the school network under anyone’s account but your own is not acceptable.

2. Using any type of internet/web-based email such as Hotmail, Yahoo mail, et cetera, is not permitted on school computers.
3. Using any type of instant messaging service is not permitted on school computers.
4. Using your network account for non-school related activities is not acceptable.
5. Using unauthorized copies of commercial software or violating copyright law is not acceptable.
6. Copying software provided by Berryville School District is not acceptable.
7. Installation of non-school owned software on school computers, whether networked or not, is not acceptable.
8. Downloading of ALL materials and/or software from the Internet must be with the consent and under the supervision of the Berryville School District Faculty member responsible for your time on the computer.
9. Sending or displaying offensive messages or pictures is not acceptable.
10. Damaging computers, networks, servers or any technology is not acceptable.
11. Cyber bullying, harassing, insulting, threatening or violating others is not acceptable.
12. Using the District resources for commercial purposes is not acceptable.
13. Using district-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable.
14. Using district-connected technology to perform any illegal activity, including using the computer to access or create sexually explicit or pornographic text or graphics, is prohibited and will face disciplinary action as specified in student handbook.
15. Misuse of computer/electronic communication, including any unauthorized use of telephones, two way radios, cell phones, software, peer-to-peer networks, Internet, et cetera, is prohibited.

- **PART SIX**

Violating the above guidelines and prohibitions will result in losing your network account. Additional disciplinary action will be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies will be involved.

ACCELERATED READER HONOR CODE

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

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

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

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

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

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

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

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

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

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection to information being published)

I, the undersigned, being a parent of a student or a student eighteen (18) years of age or older, hereby note my objection to the publication by the Berryville School District information concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, et cetera, is not within the control of the District. **I understand that by signing this form, the student named below will NOT appear in the school yearbook.**

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

Name of student (printed)

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

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