

19TH JUDICIAL DISTRICT-EAST  
STATE OF ARKANSAS  
CARROLL COUNTY  
124 NORTH MAIN  
P.O. DRAWER 231  
BERRYVILLE, AR 72616

ALAN D. EPLEY CIRCUIT JUDGE  
TELEPHONE (870) 423-7131  
FAX: (870) 423-5824

Dear Parents:

This school year the Carroll County Juvenile Court looks forward to working with you and your child to make sure the "Arkansas Compulsory School Attendance" laws are obeyed.

If your child fails to attend school on a regular basis, Eureka Springs School District has agreed to inform the Court and upon notice of such Truancy, you and your child will be notified *by* the Court and required to appear in Court and be subjected to a fine or other penalties.

The Eureka Springs School District and the Juvenile Court are committed to preventing truancy and we encourage educational success. We hope this will be a good year for your student.

Sincerely  
Alan D. Epley  
Circuit Judge

**EUREKA SPRINGS HIGH SCHOOL**

44 Kingshighway  
Eureka Springs, Arkansas 72632  
479-253-8875

Dear Parents:

As prescribed by the Education Standards set forth by the Quality Education Act of 1983, Act 445 of the Arkansas General Assembly and Standards for Accreditation of Arkansas Public Schools, the Eureka Springs High School has revised and composed Student-Parent Handbooks for grades 9-12.

These handbooks describe the procedures, student management policies, homework and independent study policies as adopted by the Board of Education. As prescribed by the educational standard, an advisory committee meets each year and the handbook will be examined for needed revisions, additions, and deletions. You are most welcome to attend this meeting as your advice and recommendations are earnestly solicited. Notice of this meeting is published in the local newspaper and announced on our local radio station. If you cannot attend, written recommendations may be submitted to the High School Principal prior to the meeting.

We ask for your support for the coming school year and invite you to call and visit. We are looking forward to a successful year for the students of the Eureka Springs Schools.

Thank you.

Jack Golden  
Principal

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

My child and I have received the Eureka Springs High School Student-Parent Handbook and understand the policies and procedures as described therein.

\_\_\_\_\_  
Signature of Parent/Guardian Date \_\_\_\_\_

**EUREKA SPRINGS HIGH SCHOOL**

44 Kingshighway  
Eureka Springs, Arkansas 72632  
479-253-8875

CONSENT FORM A

DRUG POLICY (OPTIONAL)

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Eureka Springs School District and the sponsors for the activities in which I participate.

I authorize the Eureka Springs School District to conduct a test for drugs and/or alcohol use on a urine specimen, which I provide. I also authorize the release of information concerning the results of such a test to the Eureka Springs School District and my parents and/or guardians.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Principal's Office

**EUREKA SPRINGS HIGH SCHOOL**

44 Kingshighway  
Eureka Springs, Arkansas 72632  
479-253-8875

**E-MAIL ACCOUNTS AND INTERNET ACCESS**

The Eureka Springs School District students in some classrooms, labs, and libraries have access to computers and the Internet. The Internet at school is filtered through a statewide network. This filtering system is quite good at keeping students from accessing material that might be inappropriate. Students must understand that using the Internet is a privilege not a right. Abuse of this system or any attempts on the part of the student to abuse his/her technical knowledge to manipulate the system will result in immediate disciplinary action. A student may lose his/hers Internet and computer privileges temporarily or permanently depending upon the severity of the infraction.

**CONTRACT FOR COMPUTER USE**

We the parent and student agree to abide by the rules for computer use in the school. If at any time we disagree with the decision of the school about the use of technology we may petition the technology committee to seek a solution.

Parent \_\_\_\_\_

Student \_\_\_\_\_

**USE OF IMAGES ON INTERNET**

Occasionally the School District will use pictures of students in various activities and those pictures may be placed on the Internet. If for any reason you as a parent do not want your son/daughter picture used in this manner sign this form and return to the school office.

\_\_\_\_\_ Parents Signature

\_\_\_\_\_ Students Name

**PARENT GRADEBOOK ACCESS**

This information is needed to establish a "Home Access" to student's grades/assignments/progress.

\_\_\_\_\_ Parents Signature

\_\_\_\_\_ Parents email address

\_\_\_\_\_ Students email address

For **AUTOMATED PHONE CALL SERVICE**, parents must list phone number.

\_\_\_\_\_ Parents phone number

# Eureka Springs High School

44 Kingshighway  
Eureka Springs, AR 72632  
(479) 253-8875

## Permission to Administer OTC Medication

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

---

### PERMISSION TO GIVE **TYLENOL** (acetaminophen)

- YES**, my child may be given an age-appropriate dose of **TYLENOL** at school.
- NO**, my child may not be given **TYLENOL** at school.

### PERMISSION TO GIVE **MOTRIN** (ibuprofen)

- YES**, my child may be given an age-appropriate dose of **MOTRIN** at school.
- NO**, my child may not be given **MOTRIN** at school.

### PERMISSION TO GIVE **BENADRYL** (diphenhydramine)

- YES**, my child may be given an age-appropriate dose of **BENADRYL** at school.
- NO**, my child may not be given **BENADRYL** at school.

### MY CHILD IS ALLERGIC TO THE FOLLOWING:

Medications: \_\_\_\_\_

Foods: \_\_\_\_\_

**X** \_\_\_\_\_  
Signature Relationship to Student Date

---

I CAN BE REACHED AT THE FOLLOWING NUMBER(S) DURING SCHOOL HOURS:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

# **TABLE OF CONTENTS**

## **GENERAL INFORMATION**

	PAGE
Forward	9
Entrance Requirements	9
Compulsory Attendance	10
Eureka Springs High School Philosophy	10
Goals for Public Education at Eureka Springs High School	10
Courtesy and Respect for Others	11
Student Rights and Responsibilities	11

## **REGISTRATION AND GENERAL POLICIES**

New Admissions and Registration	13
Automobiles Registration	13
Academic Goals	14
Grading Scale	14
Graduation Requirements	14
Courses Recommended for College Bound Students	15
Regulations Related to Credits	15
Additional Credit Opportunities	16
Alternative Learning Environment (ALE)	17
English as a Second Language (ESL)	17
Dropping and Adding Classes	17
Class Rank	18
Pregnant and/or Married Students	18
Credit Classification	18
Student Education Records	19
Transcripts and Diplomas	19
Students' Confidentiality Rights	19
Graduation Ceremony Participation	19
Grade Reports	20
Grades as Related to Activities	20
Homework	20
Nine Weeks Test and Semester Examinations	21
Textbooks	21
Classroom Materials	21
Attendance / State Attendance Rules	21
General Absence	22
Absences Due to Religious Observances	22
Career Planning Absences	22
Checking In and Out of School	22
School Sponsored Trips	23
Personal Trips	23
Make-up Work for Normal Absences	23
Attendance Review Committee (ARC)	23
Student Employment	24

## **STUDENT DISCIPLINE**

Classroom Contracts	24
Truancy	25
Hall Passes	25
Tardies	25
Lunch Detention	25
Off Campus Policies and Regulations	26
Other Off Campus Situations	27

## **STUDENT SERVICES AND PROCEDURES GOVERNED BY LAW**

Counseling Services	27
Reporting Child Abuse and Neglect	28
Physical Abuse or Assault of School Staff and Students	28
Bullying/Harassment (Act 115 of 2005)	28
Bullying/Electronic/Cyber	28
Sexual Harassment	29
Health and Safety Services	30
Student Accident Insurance	30
Medication Policy	30
Procedures for Accidents, Emergencies and Disasters	31
Media Services	31
Community Concerns Regarding Media Center Materials	32
Copyright Concerns	33
Food Service	33
School Bus Transportation	33
Student Vehicles	34
School Supplies	34
Lockers	34
Lost and Found	34

## **RULES GOVERNED BY LAW AND SCHOOL REGULATIONS**

Alcohol and Drugs	35
Chemical Screen Test Policy	35
Use of Tobacco	38
Personal Seizure	38
Search and Seizure	39
Dog Search Policy	39
Bomb Threats	39
Damage or Destruction of School Property	39
Firearms or Other Weapons	39
Firearms and Novelty Chemicals	39
Gambling	39
Loitering	40
Hall Behavior	40
Theft	40
Distribution of Literature	40
Immorality	40
Detention	41
Suspension	41
Expulsion	41

## **STUDENT BEHAVIOR**

Dress Guidelines	42
Consequences for Inappropriate Attire	43
Food in the Building	43
Disregard of Directions or Commands	43
Academic Dishonesty	44
Improper Social Conduct	44

Disruption and Interference	44
Use of Electronic Equipment	45
Littering	45
Behavior on Off-campus Trips and Activities	45
Behavior Not Covered	45
Saturday School	45
Requirements of Saturday School	46

### **SCHOOL PROGRAMS AND ACTIVITIES**

School Newspaper and Official Publications	46
The Renaissance Program	46
Honor Roll	47
Renaissance Recognition	47
Eureka Springs Honor Society	47
Student Elections/Office Requirements	47
Student Social Events	48
Extra Curricular Activities	48
Shared Student Responsibilities	48
Athletics	48
School Activities	48
Community Activities	48

### **EXTRA CURRICULAR PROGRAMS**

*\*Students interested in clubs/sports/community activities must see the sponsoring teacher or coach. Each organization has its own rules and regulations that will be explained to you. All athletic participation is governed by state laws and has particular requirements that must be adhered to by the athlete. (See list at the end of the Policy Manual)*

# General Information

## FORWARD

The purpose of this handbook is to explain the regulations dealing with student conduct and expectations as they apply at Eureka Springs High School. They meet the approval of the Board of Education and are guidelines for operating this school. Any rule or regulation that is not understood should be brought to the attention of the principal. It is his responsibility to explain rules set forth in this handbook.

No policy manual can possibly cover all of the regulations dealing with student conduct and expectations, therefore, it is recognized there will be occasions when no rule in this handbook applies. Then, it is the responsibility of the principal to make decisions regarding these situations. One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the entire educational process. It is the training that develops self-control, character, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

By following the rules set forth, by taking advantage of the curriculum offered to you, and by setting goals and standards of excellence, you will be able to obtain a worthwhile education.

## ENTRANCE REQUIREMENTS

The mandatory period of attendance shall be five through seventeen years of age, both inclusive. Parents of kindergarten-age students may sign a waiver allowing the child one more year of growth before starting the formal education process.

Students may enter kindergarten if they will attain the age of five (5) on or before September 15 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 years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who 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, and who will become age (6) years during the school year in which he/she is enrolled in grade (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 student shall be evaluated by the District to determine their appropriate grade placement.

Prior to the child's admission to the District:

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 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. The child shall be age appropriately immunized from the poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designed by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

A.C.A. 6-18-201 ©  
A.C.A. 6-18-207  
A.C.A. 6-18-208  
A.C.A. 6-18-702  
A.C.A. 6-18-504 (f)  
A.C.A. 9-27-103

Date Adopted: 11-16-06

## **COMPULSORY ATTENDANCE**

Every parent/guardian or other person having custody or charge of any child or children between the ages of five (5) and seventeen (17), both inclusive, is responsible for enrolling such child or children in a public, private, parochial school, or home school program by September 15<sup>th</sup> of the current school year. Parents or guardians of students with excessive unexcused absences are subject to civil penalties under Arkansas law.

## **EUREKA SPRINGS HIGH SCHOOL PHILOSOPHY**

Eureka Springs High School exists to assist children in their mental, moral, emotional, physical, and social growth. This school endeavors to provide a total and quality educational program for all students according to their capabilities. We will try to help the students develop as individuals, responsible to themselves and to their society.

The school system serves the student through a period of great change; from childhood to adolescence, from dependence on others to increasing independence and responsibility for self, from acceptance of their values to the development of meaningful standards and values of their own. Our faculty is aware of the nature of the child and of the physical and emotional changes they are experiencing now and the changing nature of the society and world of work they will encounter after leaving school.

This school will promote the development of the student's favorable self-concept through affirmation of the dignity and worth of each individual, mutual respect between teachers and students, and opportunity for each student to experience success.

The Eureka Springs High School believes that our student, though of differing abilities and interests, should have the opportunity to develop their individual capacities, to become all they are capable of becoming. We will help our students recognize their strengths and weaknesses and place them in appropriate courses.

We will promote the development of responsible citizens by giving students the opportunity to experience democratic processes and practice leadership skills in the school setting.

In this school the teacher's role is that of motivator, guide and consultant, rather than dominator. Student suggestions will be encouraged to strengthen self-confidence and independence of thinking.

The school provides only a part of the student's learning experiences. Cooperation with other community agencies and responsiveness to community needs are our responsibility. It is also our responsibility to disseminate information to our -citizens about our school.

## **GOALS FOR PUBLIC EDUCATION AT EUREKA SPRINGS HIGH SCHOOL**

The Board of Education, the administration, and the faculty of Eureka Springs High School are dedicated to the teaching strategies, organizational processes, and program content that will enable students to successfully enter society as successful, productive members.

The following goals represent a unified effort on the part of the school to provide each student with development of personal knowledge, skills, and competence to his/her maximum capacity, and to learn behavior patterns, which will make them a responsible member of society:

Goal 1. Promote improved academic success and self-discipline in all students.

- Goal 2. Develop and implement a system of academic and leadership recognition.
- Goal 3. Promote a feeling of ownership and pride among our students, our staff, and our faculty.
- Goal 4. Promote higher expectations and responsibilities for our senior high students.
- Goal 5. Actively seek ways to become more efficient and more effective in record keeping and in administration.
- Goal 6. Increase efforts to recognize and accentuate the positive in our surrounding, our students, and our faculty.
- Goal 7. Encourage the concept of a family oriented school with individuals who care about the well being of others.
- Goal 8. Continuously work to provide the best education possible for each student as an individual.

### **COURTESY AND RESPECT FOR OTHERS**

Students will show proper courtesy and respect to all fellow students and members of the faculty, professional staff, and employees of the school district.

Use of profane, abusive, or obscene language or gestures shall not be tolerated on school property or during off-campus trips and activities.

No student will participate in or initiate the offense of harassment as defined in Arkansas Penal Code 5-71-208 or the act of bullying as defined in Act 681-2 of Arkansas School Law. This pertains to any student, member of the faculty, professional staff, or employee of the school district.

As the situation warrants, students in violation of this policy may be assigned detention by a faculty member or the principal, and/or be suspended from school for three days.

Additionally, violation of this policy may result in criminal prosecution of the individual(s) involved.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **STUDENT RIGHTS**

We, the students of Eureka Springs High School, have agreed to abide by the policies and rules set by classroom teachers, the principal, and school board as stated in classroom rules and in the student handbook. Accordingly, we believe we are entitled to the following rights so long as we are abiding our stated responsibilities:

To receive courtesy and respect from all school personnel.

To receive the best education possible.

To receive assistance with our course work when necessary.

To have access to all public restrooms. When these are under repair, notice should be given of other available facilities. Athletes and P.E. students will have access to locker rooms.

Protection from verbal or physical assault, harm, or harassment.

To present our side of the case before decisions are made and to have a venue for stating and resolving our complaints.

To express ourselves freely while being sensitive to others.

For our privacy to be respected we realize that email, lockers, and school property are subject to other legal considerations.

To follow the chain of command to resolve grievances and have a fair hearing with the necessary students, teachers, counselor and principal.

### **STUDENT RESPONSIBILITIES**

We, the students of Eureka Springs High School, agree to abide by the following guidelines in an effort to ensure our safety, well-being and happiness. We will strive to maintain good relations with our fellow students and encourage each other to maintain a high level of respect for other students, teachers and staff, and above all, respect for ourselves.

We will take responsibilities for our actions and admit when we are wrong.

We will not lie or spread rumors and gossip.

We will make an effort to see all sides of an issue situation and reserve judgment until we know all the facts involved.

We will not push, shove, or hit others in the hallway though the halls are very crowded. We will not congregate with friends and block traffic in the middle of the hall or in the parking lots. We visit with our friends in the lobby or alcoves.

We will respect the privacy and property of others and not tamper with their belongings, including lockers and cars.

We will not make rude comments or put-downs about other students. We will use basic manners and courtesy with all students and staff.

We will be tolerant of others' rights of free expression in speech and appearance while at the same time we will be sensitive to the thoughts and feelings of others. We will not distract others by dealing with our physical appearance.

We will be on time to school and all classes.

We will display a positive attitude and be willing to accept challenges.

We will tackle our problems in a reasonable manner and follow the chain of command. If we have a problem with another student, we will address that student directly. If we have a problem with a teacher, we will make an appointment to talk with the teacher at a time convenient to us both. If we cannot work our differences after reasonable discussions and effort, we will make appointments for a conference with the teacher, counselor and the principal.

## **REGISTRATION AND GENERAL POLICIES**

### **NEW ADMISSIONS AND REGISTRATION**

New students must register with the principal's office. The following information will be required:

Fill out student registration forms and emergency medical forms.

Fill out student handbook acknowledgment forms.

Fill out student locker form and pay fees.

Fill out automobile registration and pay fees if student is driving.

Present former school(s) transcript, immunization and health records, and birth certificate. If former school records are not immediately available, the parent or guardian will fill out a request for records form.

Interview with the principal or counselor.

The principal, counselor, or designee will temporarily place the student until a schedule based on the needs of the student and the requirements of the system can be devised.

Transfer students will be placed in equivalent grades if transferring from an accredited high school. Home school and non-accredited transfer students will be tested (norm reference test) before being permanently placed in a grade.

### **AUTOMOBILES REGISTRATION**

Students will be allowed to drive personal automobiles and motorcycles to school provided:

Such students are duly licensed.

Students must register their motor vehicles with the office.

Cars are to be parked, locked, and left in the parking lot once students arrive on campus. Students are not to return to their vehicles at any time during the school day without permission.

The speed limit in the parking lot and around the school is 5 m.p.h.

Students will park only in the parking lot and area assigned to them.

Students will not sit in or on parked cars at any time.

Disturbing the peace with undue engine noise, squalling of tires, loud stereos or radios etc. will be grounds for losing driving to campus privileges.

School buses and pedestrians have the right of way.

A \$10 per semester parking fee will be collected from each student driver.

All students driving to school are notified by this policy that their vehicles are subject to warrant-less search by school personnel and/or appropriate law enforcement officials.

All students driving to school must sign the "Acknowledgment Concerning Use of Students Parking Lots" document.

## ACADEMIC GOALS

Grades will reflect only academic goals of the course. No extra credit will be given for non-academic items related to course work.

## GRADING SCALE

<b>90-100</b>	<b>A – 4.0 GPA points</b>
<b>80-89</b>	<b>B – 3.0 GPA points</b>
<b>70-79</b>	<b>C – 2 GPA points</b>
<b>60-69</b>	<b>D – 1 GPS point</b>
<b>Below 60</b>	<b>Failing</b>

For exception to GPA point calculations, see ADVANCED PLACEMENT/CLASS RANK.

An “I” Grade indicates an incomplete. Receiving an “I” is the result of a student having missed work or tests as the result of illness or principal approved absence. The work must be completed within two (2) weeks of the recorded grading period. The final grade will be reported to the office at that time. If the student has not completed the work within the two (2) week period, the grade will be recorded as an “F” at that time.

## GRADUATION REQUIREMENTS

Twenty-five (25) Carnegie Units, earned in grades nine through twelve, shall be required for graduation from Eureka Springs High School. A Carnegie” Unit of Credit shall be defined as the credit given for a course, approved by the Board of Education, which meets for the equivalent of a class period each day for a full school year. (A minimum of 250 minutes per week)

The following units shall be required for graduation:

English 4 units

Speech 0.5 units

Social Sciences 3 units

(A student must pass 1 unit U.S. History and 0.5 unit of Civics and .5 unit of American Government. The remaining 1 required unit of Social Sciences can be chosen from outside the Social Sciences.)

Math and Science 7 Units

(A student must pass at least four (4) units of Mathematics, (1) unit must be Algebra I or Algebra A and Algebra B and (1) unit must be Geometry, and three (3) units of Science. At least one (1) unit must be Physical Science.)

Physical Education 0.5 units

Health Education 0.5 units

Fine Arts 0.5 units

Vocational Courses 1 units

Electives 8 units

The courses that a student chooses will be determined in large part by whether he/she wants to receive a **Completion Diploma, Vocational Diploma, or College Bound Diploma**. All students will work with their advisor and the counselor to ensure that they have the proper credits to graduate and pursue their post-high school goals. The courses required for College Bound Curriculum are listed here because they are so specific.

## COURSES RECOMMENDED FOR COLLEGE BOUND STUDENTS

Students must be reminded that the requirements for graduation and the requirements for college admission are not the same. The recommendations below will help students to meet entry demands at any school in this state and many surrounding state schools. However, if you have a particular institution in mind, it is imperative that you check with the counselor for the requirements of that school. Do not wait until the last semester of your senior year to do this; plan ahead whenever possible.

English.....	4 Units
(College Bound or Advanced Placement available for seniors only)	
Social Studies.....	3 Units
(No substitutions and must include World History)	
Mathematics and Science.....	7 Units
(Math options must include Algebra I and II; Geometry; Trigonometry; Calculus. Science must include two laboratory units of either College Bound Biology or Chemistry, or Advanced Placement Chemistry, or Physics. Other offerings such as Geology, Oceanography and College Bound Physical Science count as science units but not as laboratory classes.)	
Foreign Language.....	2 Units
(Classes must be in the same language.)	

### *Strongly recommended - Keyboarding skills and computer technology*

All other requirements are the same as general graduation units. Advanced Placement Courses are recommended for all college bound students whenever possible.

## REGULATIONS RELATING TO CREDITS

No more than four and one-half (4 1/2) units of physical education or athletics will be counted towards graduation requirements.

Cheerleaders or drill team members shall receive (1/4) unit credit per semester for participation in the program. The cheerleader must have been an active member of the squad in order to receive this credit.

Beginning with the 2004-2005 school year, students in grades 9 through 12 shall be required to schedule and attend a full day of school in accordance with state law. Students must enroll in no fewer than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation. While there are a multiple number of ways to accumulate credit, Freshmen through Juniors must be enrolled in no fewer than four core academic classes. Additional credits will be chosen from the core, elective, and additional methods of acquiring credit.

The Counselor's Office will work closely with students to evaluate progress toward graduation. The Counselor will meet with seniors individually early in the school year to discuss graduation units and supply a written evaluation.

No student will be allowed to register for any course until all prerequisite courses have been passed. Prerequisites and/or Co requisites to all courses are listed in the course content catalog.

E.S.H.S will accept only two (2) units of credit by correspondence toward graduation requirements.

All students who transfer into the Eureka Springs School District from accredited high schools shall be allowed to count the credit that they have accumulated previously toward graduation. The counselor will make every effort to match the student's previous program to the one that we have available at E.S.H.S. No student shall be denied any earned credit. If a student transfers into Eureka Springs during his junior or senior year, he must take as many courses as necessary to meet our 25 unit requirements for graduation, but he/she will not be penalized if that unit number cannot be reached. Transfer students must, however, meet the state requirements for graduation (21) units no matter when the transfer takes place. Exception: Students who have been enrolled in E.S.H.S. and then transferred out for one semester. This student will be required to meet the 25-unit requirement set by our policy.

**\*\*\* GENERAL EXCEPTION CLAUSE:** *Married students, students on homebound programs, fifth year seniors, and extreme hardship are circumstances under which these policies may be altered. The counselor and the Director of Alternative Education will work directly with students in determining schedules that fit the situation.*

## ADDITIONAL CREDIT OPPORTUNITIES

E.S.H.S. offers the following supplemental credit opportunities for students.

**\*Special Note:** *These alternatives are intended to enhance our curriculum. Students may not use these supplemental opportunities to replace the credit in a failed class that is offered in our class schedule nor used as a method of remediation. No student may hold positions as tutors, aides or assistant if during the previous semester they have:*

- a. *Failed a core academic course*
- b. *Have been suspended from school during the previous/current semester*
- c. *Have received 2 Saturday Schools*
- d. *Have a record of chronic misbehavior (10 or more infractions)*

Students may receive credit for courses not offered within our curriculum but taken from any accredited institution through correspondence or direct attendance.

A. Students may apply for Independent Study Credit (not to exceed 1 unit per year or 3 units totally). A student must make written application to the E.S.H.S. Independent Study Board and appear before a selected committee to answer questions concerning the project. The student must be assigned a "Director" under whom he/she works and to whom he/she is responsible. A final presentation of the project may be made to the Study Board for evaluation.

B. One-fourth (1/4) credit per semester toward graduation will be given for a teacher/administrator aide position. These positions require written approval of the supervising teacher and the counselor. (Credit only, no grade) A student may hold only 1 aide position per semester. Students who are assistants are limited to 1 period as an aide.

C. Students may receive .5 credit per semester for Assistantship. An assistantship receives a letter grade. Students must be selected for this position by the appropriate classroom teacher. Most teachers require only 1 assistant, but 2 is the limit. (Exception: Vocational Education State Mandates). Assistantships go to seniors who have exhibited outstanding ability and work ethic in a particular area. Students sign an honor code and are expected to abide by its dictates. They understand that failure to comply with all requirements will result in their receiving an "F" grade, being removed from the class, and if appropriate, having their National Honor Society status revoked.

D. Students may receive one-fourth (1/4) credit per semester for participation in baseball, volleyball, track, golf, cross country, tennis, or other sport activities as added by the system, which are not specifically designated during the school day schedule. (Credit only, no grade.)

E. Students can earn Community Service Credits by working after school for any previously approved non-profit organization. The principal must approve programs in advance and time cards must be kept and signed by the immediate supervisor. Students may not receive any pay from the organization. They must serve as volunteers. (Credit only, no grade.) Students may not count Community Service hours that are court-ordered.

F. Students may be given credit for tutoring done during school hours. Tutoring can take place at E.S.H.S., E.S.M.S. or E.S.E.S. The student tutor must be assigned to a specific teacher/mentor. Tutoring at the middle school and elementary is restricted to seniors. The tutor must have transportation and parent-approved off-campus privileges. Mentor assigned tutors will receive .5 credit per semester and a grade. Students who have tutorial positions are limited to two hours per day for tutoring. Students, who have been hired by the District to tutor before and after school and who are being paid by the district, are not eligible to receive credit.

G. Students may receive credit for courses approved by the principal or counselor, which were taken during the summer at any accredited high school.

H. Students may receive one-half credit for attending educational programs, camps, etc. outside of the traditional classroom setting by obtaining prior permission from the principal and developing a written educational plan to be submitted to the Independent Study Board prior to attending the program. (Credit only, no grade.)

I. Students may receive .5 credit per semester for Student Court. The class receives a letter grade. Students interested must apply to the director of student court and must have a credible academic and behavior record. Students sign an honor code and are expected to abide by its dictates. They understand that failure to comply with all requirements will result in their receiving an "F" grade, being removed from the class, and, if appropriate, having their National Honor Society status revoked..

J. The District has agreements with area colleges to allow students to receive college credit for successful completion of certain approved high school courses. College credit will only be granted upon enrollment at the designated college and completion of a semester of college work in the designated area of study. This program allows students to progress to post-secondary training without duplication of courses; saving time, effort and expense. Contact your counselor for additional information.

### **ALTERNATIVE LEARNING ENVIRONMENT (ALE)**

The Alternative Learning Environment was established to provide services for students who function better in an altered educational environment. Services include, but are not limited to:

Credit Recovery (Online, Summer School and Night School)\*

*\*Credit Recovery does not constitute grade replacement. The only thing being recovered is the credit. The grade point average does not change, and a student's failing grade remains on his/her report card. Any prohibitions or restrictions resulting from a failing grade will remain.*

Work Related Study

Preparation for General Equivalency Diploma (TABE test required) Tutorial

At-risk may be defined as: one who may potentially drop out of the education setting; one who exhibits disruptive behavior; who has personal/family problems; or one who may have a temporary learning barrier and require an alternative setting. Intake processing will include assessment.

### **ENGLISH AS A SECOND LANGUAGE (ESL) For students with non-native English fluency**

The families of our students are often multi-cultural. It is not unusual for languages other than English to be used at home. The benefits of a bicultural or bilingual home offer wonderful opportunities. Occasionally, however, exposure to multiple perspectives and/or languages may mean problems in academic settings. These problems are most often seen in English or literature classes, but may be experienced in any class using specialized English vocabulary.

Eureka Springs High School is proud of its academic standards. We want each student to have opportunities to excel. Special assistance is available for students whose proficiency in English is not fluent enough to function comfortably in academic classes. Inquiries about the ESL (English As A Second Language) program are addressed immediately. The first step is assessment to document the student's need.

Students who qualify for this program may simply need extra study help, or they may need actual instruction in Basic English. The needs of ESL students often focus on a specific skill, such as improved reading or writing, as these are more difficult than speaking and listening. A student's participation in the ESL program may be temporary or lengthy, depending on fluency and/or effort to meet the standards of the school.

### **DROPPING AND ADDING CLASSES**

Students will not be allowed to drop a course after the second week of the semester. He/she must remain in the class for the remainder of the semester or accept an "F" grade for that semester. Students cannot drop or add a course without the written permission of the principal, counselor, the teacher involved, the student's advisor and the student's parents.

If a student is permitted to drop or add a class to his/her schedule, the counselor's office will issue a drop/add form. The student will take this form to the teacher of the course being dropped for their signature, and then to the teacher of the course being added for their signature. At this point the student will return the drop/add form to the counselor and attend class in his/her new course.

Students are advised the granting of permission to add or drop a class is not automatic at their request. When a student initially registered for a class, the school purchased materials at great expense based upon the initial enrollment of a class. Classes may

become full and are closed from further enrollment. Students will not be permitted to drop classes that are considered full year courses at semester, especially if the full year course is a graduation requirement. For example, a student who has just completed the first semester of biology will not be permitted to drop the second semester unless extremely good reasons are presented to the counselor, the principal, and the student's advisor. Schedule changes will be permitted for the following reasons only:

When a student completes a course during summer school or by independent study, which requires an adjustment of the original schedule.

When a student fails a course prerequisite.

When a change is required because of a clerical error.

When a teacher recommends a change in the level of the course.

When enrollment in a course is insufficient and the course will be dropped from the schedule, or when the course has an overload of students in accordance with the law and student number must be reduced.

Extenuating circumstances under which the student would be better served by a schedule change. In these types of cases a conference with the student, his or her parents or guardians, the teacher and the counselor or principal is required before the schedule change is allowed.

### **CLASS RANK**

Only those students who have chosen a college bound curriculum and who have enrolled in all the courses required by the state for college admission shall receive a class rank based on cumulative grade point average. The overall GPA will include all other classes that students have taken in order to meet state and local requirements for graduation. Students are reminded that all Advanced Placement classes are calculated differently than other classes. (A-5; B-4; C-3; D-2; F-O). Advanced Placement classes transferred from other school district will be calculated on the 5 point scale, if and only if, ESHS offers the same course. If it does not, the grade is calculated on the 4-point scale.

### **PREGNANT AND/OR MARRIED STUDENTS**

Married students and/or pregnant girls may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the regular program, both for the school's and the student's best interest.

Students who are married must declare their status at the time of the marriage or at the time of enrollment in the school, but no special or unusual arrangements are to be made until the responsibilities of marriage or pregnancy require them.

Decisions considering special educational programs or placement for pregnant or married students shall be reached in joint consultation with them, their parents and/or spouse, appropriate school personnel, and the girl's physician if pregnancy is involved.

All cases are to be handled confidentially and on an individual basis. Consideration is to be shown so the best possible arrangement regarding credits and graduation can be made.

### **CREDIT CLASSIFICATION**

Listed below is the classification of students based on earned credit. Students may participate only in those activities that fit appropriate grade classification. (For example, a student with 11 credits is not considered a senior even if he/she has been in attendance for 4 years.)

	Beginning of Year	End of Year
Freshman (9th) Grade	0 credits	4 credits
Sophomore (10th) Grade	4 credits	11 credits
Junior (11th) Grade	11 credits	18 credits
Senior (12th) Grade	18 credits	25 credits

## **STUDENT EDUCATION RECORDS**

The Family Education Rights and Privacy Act of 1974 (P.L. 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by student, parents, and school officials."

Students over the age of eighteen (18) and parents have the right to inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate. If a challenge is made, it must be in written form to the principal and be placed in the student file.

The school will not release personally identifiable data from a student's record without first obtaining written permission (consent) from the parents of the student before releasing such information. Only in two (2) specific instances is written permission not required:

Other school officials within the same school may request and receive a student's record.

Officials of other schools or school student has enrolled may request and request and receive a student's record. Request to view records must be made to the principal in written form with a response given within three (3) school days.

The district may release directory information without the prior consent of the student's parent or guardian. Directory information regarding special education student's records will not be released without prior written parental consent except that they can be forwarded to the new school in which the student is enrolling.

## **TRANSCRIPTS AND DIPLOMAS**

Students may request two transcripts and other necessary admissions records be mailed free of charge. A \$3.00 charge will be made for record requests in excess of this number. Information is considered as date of birth, address, and parent's name. The student, parent, or guardian has the right to refuse to permit the release of directory information if written notice is given to the principal within two weeks of the student's entrance into school. The student may request a copy of his/her transcript at any time, free of charge. These, however, will not be mailed.

Diplomas will be designated: Completion, Vocational, and College Bound. Gold seals will be placed on all student diplomas with a GPA of 2.75 or above. The ACTAAP results and completion verification for any student scoring "Basic or Below" will also be placed on the diploma.

## **STUDENTS CONFIDENTIALITY RIGHTS**

Students have certain rights of confidentiality with their teachers. However, school officials must take appropriate action if students indicate that they plan to harm themselves or others. Absolute confidentiality does not exist in the teacher-student relationship.

## **GRADUATION CEREMONY PARTICIPATION**

To participate in graduation ceremonies, a student must have all necessary required credits for graduation. A student who has not met the requirements for graduation by the last official day of classes for seniors will not be permitted to participate in the graduation ceremony with the following exception. If the student is passing the required courses at the end of the third nine weeks, but fails the course at the end of the second semester, he/she will be allowed to participate in the ceremony. This student is required to make up lost credit to officially graduate and will not receive his/her diploma or transcript until he/she has done so. However, students who fail both the third nine weeks and the second semester will be denied the privilege of participation in the ceremonies. It is not required that any student participate in the ceremony. Diplomas will be mailed to a student who does not wish to participate by notifying the principal in advance and leaving postage and handling.

Seniors who received a score "Below Proficient" on the ACTAAP test in Algebra, Geometry or Literacy must complete the remediation work required by the state before the end of their senior year. Failure to do so will result in the student's being unable to graduate.

Seniors, who have been required by the Attendance Review Committee to be in attendance during the designated days of “senior week” and do not attend, will likewise be denied the right to participate in the graduation ceremony. The diploma will be mailed to the student or he/she can pick the diploma and transcript up in the Principal’s office.

Seniors must also be in attendance for the senior assembly and for graduation practice, barring emergencies. Failure to attend will result in the student being unable to participate in the graduation ceremony.

The ceremony of graduation from high school is an important part of the life of a student. Therefore, decorum and proper dress will be required of all students participating in the ceremony. All students will be attired in the traditional mortarboard and gown; no unbecoming clothes or shoes will be permitted. Any student who is not properly attired may not be allowed to participate in the ceremony.

Student fees or outstanding charges must be paid prior to the graduation ceremony. Failure to do so will result in the diploma being held by the office until the bill is paid.

## **GRADE REPORTS**

Grade reports are issued after the nine weeks period has ended. These grades are not part of the student's official transcript and are not recorded as such. They merely reflect where the student is midway through the semester. The semester or final grade is the grade that is recorded on the student's transcript, and it determines the number of points used to calculate the student's grade point average and credit status. Credit is issued for the class only if the student passes the semester.

The student's report card will be held at the end of each semester and no grades will be recorded on the student's transcript if the student has delinquent accounts, such as fees, fines, lost or damaged books or other charges. Students must be responsible for material issued to them and for their accounts.

## **GRADES AS RELATED TO ACTIVITIES**

### **Supplemental Instructional Program**

In order to maintain membership in any of the following activities governed by the Arkansas Activities Association, a student must have a semester GPA of no lower than 2.0 and have passed 4 academic courses in the previous semester. (Boys/Girls: Football, Basketball, Swimming, Tennis, Cross Country, Golf, Track, Soccer, Gymnastics, Fast/Slow Pitch Softball, Cheerleading, Drill/Dance, Speech/Debate.)

Students who do not meet these requirements may continue participation in the activity only if the following conditions are met:

Must be enrolled and attending a supplemental instruction program (tutorial) of at least one hundred (100) minutes duration each week, outside the regular school day, in the subject area where inadequate performance has occurred. No exceptions. This time is mandated by the State Athletic Association and cannot be kept as part of the 350-minute school day.

Have no school suspensions for the current semester or known criminal convictions.

One hundred minutes of attendance each week is required. The second week that any student fails to meet the 100-minute requirement, they will be dropped from the activity for the remainder of the semester. During tournament weeks, the tutorial schedule will be re-arranged to accommodate required game times and dates. This policy is not negotiable. Coaches will be notified immediately, and the student’s parents will be notified by letter through the Principal’s office.

The supplemental instructional programs (tutorials) are available to any student if class size permits. Those not required to attend will not have attendance taken nor will they be required to remain during the entire period.

## **HOMEWORK**

The learning of new subject material and the reinforcement of fundamentals in the curriculum require additional practice, which the student will complete outside the classroom. Homework, the extension of class work, will be study, which relates to

the mastery of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their class work just as they will assume job responsibility in the future.

The instructional areas of each teacher are unique; thus, each teacher has an instruction plan, which is unique. Each teacher will therefore possess differing expectations regarding homework given to a student. At the beginning of the year, individual teachers should make their homework policy available to parents and students, outlining specific requirements. Each student will be directly responsible to his/her teacher for all assignments.

A copy of all individual teacher's requirements will be kept on file by the principal and can be referenced through the teacher or the principal.

## **NINE WEEKS TESTS AND SEMESTER EXAMINATIONS**

Nine weeks tests will be given at the end of the first and third nine weeks. These tests are optional, but they do have planned dates on the calendar so as not to have all the tests fall on one day. Comprehensive Semester Examinations will be given at the end of the first and second semester. Students are required to take examinations in all of their academic classes (mathematics, English, social studies, science). The only exception will be those students who hold Renaissance cards and elect to use the test exemption benefit. Other classes are encouraged to give semester tests but may substitute as dictated by the curriculum. The only students who may leave after testing are students who have off campus privileges. The examination schedule will be posted and strict adherence is required. \*Students who have Renaissance cards may elect to take final examination to improve grades. They must, however, notify the teacher of their decision no fewer than two days prior to the examination. If the grade is lower than anticipated, the test will not be counted. Renaissance cardholders may not exempt exams if they have been suspended in the semester when the card would have been used.

## **TEXTBOOKS**

State owned textbooks in grades 9-12 inclusive shall be issued to all students. Students do have responsibilities and obligations in caring for these books. Lost or damaged books must be paid for in accordance with the replacement price. Failure on the part of the student to make good such replacement cost will result in all grades and/or final examinations being held until payment is received.

## **CLASSROOM MATERIALS**

Students are to bring such materials as may be required to class each period. Students will not be allowed to leave class to procure pencils, pens, paper, or other material that they should have brought to class. General supply materials will be on sale in the library for the convenience of students. Students will not be allowed to charge the materials.

## **ATTENDANCE**

### **STATE ATTENDANCE RULES**

Beginning with the 2004-2005 school year, students in grades 9 through 12 shall be required to schedule and attend a full school day. Students must enroll in no fewer than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation.

The regulations shall allow local School Board of Directors to develop policies to allow:

Students to be assigned to no more than one (1) class period each day for study hall period that the student shall be required to attend and participate in for a full class period of self-study or organized tutoring in the school building, and,

No more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time.

If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

The regulations will allow local School Board of Directors to develop policies for granting waivers to students who experience proven financial hardships if required to attend a full school day.

Enrollment and attendance in vocational-educational training courses, college courses, school work programs and other department-sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located the public schools. Attendance in such alternative programs must be pre-approved by the Principal.

Nothing in this section precludes a student who has met all graduation requirements from graduating early. Acts 2003, No. 675 & 672.

### **GENERAL ABSENCE**

This policy applies to all students and to all courses or assignments for which a student is enrolled or assigned. A student is considered absent from school when he fails to attend classes for all or part of the day. If a student is more than fifteen minutes late to a class or leaves fifteen minutes before the class is over, he/she is considered absent. When a student is absent for all or part of the day, he/she must present a note from his/her parent/guardian concerning the nature of the absence. This should be turned into the office on the day following the absence.

### **ABSENCES DUE TO RELIGIOUS OBSERVANCES**

Students who are absent due to religious observances will not have the days counted against them if they reach 10 absences and would be required to appear before the Attendance Review Committee. Students and their parents should notify the office of the dates for such observances in advance. Make-up work requirements will remain the same as those for any regular absence.

### **CAREER PLANNING ABSENCES**

A Career Planning Day will be defined as a school day being used for the purpose of college/technical/vocational school visitation. This day will not be counted as a regular absence, but rather a school related absence. The criteria listed below must be met or the day will be recorded as a regular absence:

- a. The student must have the proper number of credits (18)
- b. No failing grades in any class during the previous semester
- c. No suspension during the previous or current semester
- d. No more than four absences at the time of the request

Procedure: No more than two (2) career planning days per year are allowed. Students must obtain a Career Planning Day permission slip from the office. The date scheduled for visitation must be listed on the form. This form must be signed by the student's current instructors and turned into the office no fewer than three days prior to the date requested. On return, the student must return the signed visitation card. If he/she fails to return this documentation, the day will be counted as a regular absence.

### **CHECKING IN OR OUT OF SCHOOL**

Any student who arrives at school after the first bell has rung must sign in at the principal's office. Any student who leaves school before the end of the school day must check out in the principal's office. No student will be allowed to check out without a written note or phone call from their parent or guardian, unless the parent/guardian picks the student up from school in person. Those students who sign out and leave campus but who have not received official permission (parent, guardian, teacher, principal) will be considered truant. The principal's secretary or designee must receive confirmation for sign out either by phone or written note. Each instance is considered separately and a "blanket" note is unacceptable. The student's age or living status does not negate these procedures and/or rules. Students may not be checked out of school during lunch with a phone call only. The parent/guardian must pick the student up and sign him/her out in the office.

In cases where the court has issued a court order regarding custody of the children, the school will abide by the specific directions of the court order. It is the responsibility of the parent with custody to file a copy of the court order with the principal and to keep the school aware of any revisions or changes. Parents are asked to keep sick students at home for the rest of the school day if they are signed out for reasons of illness. Children who are ill are not able to concentrate or learn well and are a possible health threat to others.

When a student arrives late or checks out early, he/she must check with the teachers whose classes were missed during the time when they were absent. This must be done immediately upon return to the campus or before leaving. The student is responsible for the work missed or assigned during that time when they were not present. If a student missed a test, the teacher may require that they take the test sometime during the remainder of the day or after school. Assignments that were due that day must be turned into the teacher before the student leaves campus or returns to campus. This is the students' responsibility. Failure to comply may result in your being denied the possibility of making up the work missed.

### **SCHOOL SPONSORED TRIPS**

Student absence from class due to school sponsored activities, sporting events, or trips will not be treated or recorded as regular absences. Unlike regular absences, however, the student is to check with the teacher prior to the activities to get class work or assignments that will be missed. This is the responsibility of the student. If no arrangements are made with the teachers, the student may receive a zero for work missed. Students who plan to participate in field trips must have a parent permission slip and a current grade slip signed by both parents and teachers no fewer than two days before a scheduled trip. Students who are failing classes will not be permitted to participate in extracurricular field trips. Students who have failing grade/s, who have been to ARC during the current school year, or who have been suspended from school during the current school year will not be permitted to participate in extracurricular field trips.

### **PERSONAL TRIPS**

The decision to take extended trips during the school term shall be the responsibility of the parent and the child. These days will be counted as regular absences. Examination days are prominently designated on the school calendar. Under no circumstances will these days be changed to fit the travel plans of students. Students who miss examinations due to trips will be required to take a zero (0) on the missed test. If a trip is unavoidable, every effort should be made by the student to contact the teachers about the assignments, tests and quizzes that might be taken prior to the trip or during the student's actual absence from the school setting. Teachers will not give tests early unless the office has verified that the student's request is indeed an emergency. In such a case the student will have a note signed by the principal that he/she must present to his teachers. This signed note is the only way that a teacher can give a nine weeks test or semester examination at a different time.

### **MAKE-UP WORK FOR NORMAL ABSENCES**

It is the responsibility of the student, not the teacher, to see that all worked missed due to the absence of a student is completed. The number of days allowed to make-up work will be equal to the number of days missed. Any student who fails to make up missed work in the time frame established may receive a zero (0) for the work. The student and the teacher will make arrangement for all missed tests, quizzes, or other work. \*\*This policy does not apply to school sponsored trips. In these instances, students must check with their teachers in advance of the activity. A determination about timelines and assignments will be made by the teacher. (See Policy "School Sponsored Trips/Activities")

### **ATTENDANCE REVIEW COMMITTEE (ARC)**

Students who are absent from school for whatever reason more than nine (9) days per semester will lose their academic credit in those classes where the limit has been exceeded. This is in accordance with state law. The student and his parents will be notified when the student has been absent six (6) days, and a final notice will be mailed when the student has been absent nine (9) full days. At this point, the student and his parents/guardians will be scheduled for a review of the situation with the Attendance Review Committee. This committee can by law restore the credit, place the student on contracted probation, or uphold the credit removal. Students are reminded that school related activities are not counted as absences and therefore do not affect attendance records. Student and parents should keep written records concerning the reason for absences since many would be deemed legitimate, and the Attendance Review Committee's decision will be based on the information presented to them concerning the nature of the absences. Consideration will definitely be extended for the following reasons: illness, family emergencies, funerals, and court dates. A student who is suspended from school for disciplinary reasons will have that number of days charged against the total of the nine (9) days provided in this policy. However, if the student is suspended for any number of days that cause him/her to reach the nine-day limit, he/she may receive approval for an extension and be permitted to attend classes on a day-to-day basis. An additional absence would result in loss of credit.

## **STUDENT EMPLOYMENT**

No student will be allowed to leave school early for reasons of outside employment unless enrolled in a credited course in which work is a part of the curriculum and unless directly supervised by a certified staff member.

The exception to this rule is 5th year student who has completed four years of high school but is returning to complete graduation requirements.

## **STUDENT DISCIPLINE**

The Eureka Springs school board of education has a responsibility to protect the health, safety and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct at any time on or off the school grounds at a school-sponsored function, activity or event; going to and from school or a school activity.

The district's administrators may use disciplinary action ranging from a warning, or parents phone call, depending upon the severity of the problem, to a school board referral for expulsion consideration. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Eureka Springs School Board. The Board shall approve any changes to student discipline policies.

A.C.A. 6-18-502

A.C.A. 6-17-113

Date Adopted: 11/16/06

When a student reaches five infractions (detentions, write-ups, etc.) a copy of each of those will go home to the parents, along with a letter explaining the student is having trouble in school.

When a student reaches ten (10) infractions (detentions, write-ups, etc.), meeting with that student and the parents will take place by the administration and a behavioral contract will be used to help change the behavior of the student.

When a student reaches fifteen (15) infraction (detentions, write-ups, etc.), another meeting with the administration should take place and he/she may be suspended for three (3) days and a Family in Need of Service petition may be sent to the courts system.

The first time a student misses a Saturday School, he/she will be placed in In-School Suspension, but must still serve the missed Saturday School. The second time a student misses Saturday School, he/she will be suspended.

Failure to serve lunch detention can be seen as insubordination and a student can be suspended for insubordination.

Date Adopted: 07/16/09

## **CLASSROOM CONTRACTS**

Students whose behavior is continually disrupting the classroom environment, despite repeated warnings and disciplinary actions by the teacher, may be placed on a behavioral contract. Each teacher had a copy of this contract. It is uniform for all teachers and subject areas. The student and his/her parent will sign the contract. If the student returns to class and continues with disruption, he/she will be removed from the class and his/her credit will be removed. He/she will be placed in study hall/or a location decided by the principal for the remainder of the semester.

## **TRUANCY**

Any student who fails to follow any part of his/her assigned schedule (whether whole or part of a period, on or off campus), without prior parental and school consent, or who leaves the campus without approval of the principal or his assistant in charge, will be considered truant. In essence, when parents think their child is in school and following his/her schedule and he/she is not, he/she is truant.

Truancies will be reported to the principal who will then impose punishment and will contact the parents/or guardians in regard to this infraction of the rules. Chronic truancy will be reported to the proper authorities and can result in the student's expulsion. Students will arrive at school and leave in accordance to the school schedule.

First offense:

Student will be assigned two (2) consecutive Saturday Schools. The dates for attendance will appear on the disciplinary form. Failure to attend the required Saturday School dates will result in suspension.

Second offense:

Student will be suspended for school for two (2) consecutive days. The dates for suspension will be appear on the disciplinary form. These dates are not a matter for negotiation for either the student or his/her parents. Students may be removed from any aid or tutorial position that he/she holds and be placed in study hall during the assigned period.

Beyond two offenses, the principal will determine the punishment or course of action that should be taken in regard to this infraction. Punishment shall not be less that what is imposed based on the first two offenses.

*\*Note: Truancy is a serious offense. Students cannot make up school work missed in the classroom when they are suspended. Truancy can have seriously detrimental effects on a student's grades.*

## **HALL PASSES**

A semester hall pass is issued to each student at the beginning of each semester. The pass contains 20 pass opportunities. Each pass has the student's name and the school seal for verification purposes. These passes are to be used when the student has reason to leave the room for a short period of time. The student is to fill out the pass, and the teacher will sign it. The destination written on the pass is the ONLY place that the student is allowed to go. Once the student has used all of the spaces on the pass, he/she will no longer be allowed to leave the classroom. **STUDENTS ARE NOT ALLOWED TO USE THE PASS LOGS OF OTHER STUDENTS.** If the student is leaving the classroom at the request of the teacher, he/she does not have to use his/her pass. The teacher will issue a separate pass for such purposes. The teacher will not issue passes for the student's personal business. When a student loses the pass log or destroys (laundering included), he/she will be issued a new log, but it will contain only 5 spaces. This opportunity is available one time only. Students may not use their pass logs when they are tardy. Students who abuse the pass log will have it confiscated.

## **TARDIES**

Any student who is not in a learning area designated by the teacher when the last bell rings is considered tardy. Student tardies are recorded by the teacher daily and reported to Student Court on the proper form. The court will keep a complete record of tardies. When a student reaches four (4), he/she will receive a "Beware" notification. When he reaches six (6), the student will be required to be present in lunch detention for the next five consecutive school days. A student may not use his/her pass log to excuse a tardy. The pass log is to be used only when it is necessary to leave the classroom during the class period.

Students who continue to be tardy to class and reach eight (8) total for the semester will be given a Saturday School. Each successive tardy will result in an additional Saturday School. \*Note: It is this type of infraction that keeps student from being able to apply for OFF CAMPUS in their junior and senior year.

## **LUNCH DETENTION**

The students assigned to lunch detention for tardies or other disciplinary infractions will report to the designated lunch detention area by the last lunch bell. The rules for lunch detention are posted. Failure to attend when assigned will result in the following action/s:

First offense: Two additional days of lunch detention  
Second offense: Saturday School  
Third offense: Loss of Off Campus or the possibility of off campus at a later date.

### **OFF-CAMPUS POLICIES AND REGULATIONS (See Renaissance/Chemical Screening Policy)**

The Eureka Springs High School allows Seniors and some Juniors to apply to go off campus during the lunch period. This privilege is granted only to students who meet certain criteria, and consequently, participation is governed by appropriate behavior and strict adherence to school rules and regulations. Ill-mannered behavior or disregarding school policy can result in the privilege being suspended or lost completely. A committee of students, teachers, and administrators has established the following guidelines for off campus. Final authority in regard to off-campus, however, belongs to the Board of Education.

When a student has enough credits to be a Junior or a Senior, he/she may apply for off-campus privilege by filing a notarized parental permission slip and a consent for drug testing through the Renaissance coordinator or the Principal's secretary. Student who do not meet the standard required for off-campus at the beginning of the year, but who would like to be considered at a later date are encouraged to fill out all paper work so that it is on file when the criteria are met.

#### **Senior Criteria:**

Proper number of credits (18)  
No Saturday School during the previous semester  
No failing grades in any class during the previous semester  
No suspensions during the previous semester  
No more than 8 tardies during the previous semester  
Students who are suspended will have their current off campus privileges suspended immediately

#### **First Semester Junior Criteria:**

Proper number of credits (11)  
Must have a 3.0 GPA with no grade lower than a C  
No failing grades in any classes during the previous semester  
No trancies during the previous semester  
No more than 5 tardies during the previous semester  
No suspensions during the previous semester  
No Saturday school during the previous semester

#### **Second Semester Junior Criteria:**

Proper number of credits (11)  
No failing grades in any classes during the previous semester  
No trancies during the first semester  
No more than 8 tardies during the first semester  
No suspensions during the first semester  
No Saturday school during the first semester

The student's application must be received within two (2) weeks of their enrollment. If there are no impediments to granting the permission, the student will be notified that off-campus privileges have been granted. No student should assume that permission has been granted. No student should leave campus until properly notified.

Students who have off-campus privileges will be dismissed for lunch at the first lunch bell. If the student is driving he/she must exit the campus at the Benton Street exit ONLY. Students who are walking off campus must leave from the crosswalk at the front of the building or the Benton Street exit. Students seen leaving from any other location may have their privileges suspended or revoked. Students must leave during this time only. Students will be allowed to leave campus after the second bell if they have a note from a teacher.

Student will exhibit responsible behavior while driving. Laws involving noise abatement and vehicle loads must always be followed. No student shall use the bed of a truck for passengers. Rules of the road shall be followed at all times. Irresponsible driving can result in loss or suspension of privilege. On duty teachers will assign lunch detention to any student seen driving recklessly.

Students who have not been officially granted off-campus privileges may not leave the campus unless they have been signed out by a parent/guardian. Leaving without consent is truancy. This may well result in a student being denied off campus at a later date. Any upperclassman that has been granted permission to leave campus that is found to be transporting a student who does not have this privilege off campus will be assigned 10 days of lunch detention. A second offense will result in loss of privilege. A student who has been granted off campus and is discovered transporting other students who do not have permission to leave will immediately lose their privilege.

Smoking is strictly forbidden on this campus, and, as required by law, prohibited from any area directly around the school campus. If students can be seen (is within 100 feet) of the school and are using tobacco or tobacco products, they may lose their privileges. This relates to student's lighting up cigarettes in the car as they are exiting campus. The smoking rules are clear in the handbook, and continual disregard of this policy has serious consequences.

Any student who is reported to this school by a business or property owner for inappropriate behavior will immediately lose his/her off campus privileges indefinitely as well as his/her ability to exempt semester examinations. Under no circumstances whatsoever should trash be left anywhere but the proper receptacles. We expect nothing less than well-mannered behavior from the students of Eureka Springs High School.

Any questions about off campus should be directed to Student Court or Renaissance faculty advisors.

### **OTHER OFF-CAMPUS SITUATIONS**

This pertains to Seniors only. Students who are designated as aides or tutors and who have written permission from parents/guardians on file can be sent off campus at the request of a teacher or in order to perform duties at the elementary or middle school. These students must sign out and back in on the appropriate form in the classroom of the teacher under whom they are working. They may sign out only during that time when their schedule identifies that they are working as a tutor, assistant or aide. Student should be sent off campus for school/teacher related business only. Any student sent off campus must have Renaissance off campus privileges and the proper paperwork on file.

## **STUDENT SERVICES AND PROCEDURES GOVERNED BY LAW**

### **COUNSELING SERVICES**

The activities of the Eureka Springs High School Counseling Department are usually encompassed in the following areas:

- Individual and group counseling
- Coordinating standardized testing
- Providing occupational-educational information
- Assisting the student with applications for scholarship and post secondary enrollment
- Placement and follow-up
- Consultation with faculty and parents regarding student's emotional well-being

Sooner or later just about everyone enters the world of work. One's chances of leading a happy, satisfying, and productive life are greatly enhanced when he/she makes the proper choice of their vocation. In this era of space-age technology, the world has become complex indeed. To enter into this highly competitive world of work, one needs to effectively plan his/her entry into a vocation. It is the aim of the Counseling Department to be of assistance to every student in effectively planning for the future.

Students are invited and encouraged to visit the Counselor as necessary. In order to help meet everyone's needs, please keep in mind the following items regarding visits to the Counselor:

Do not abuse your privilege to visit the Counselor. Use your time effectively. It is not fair to you, your fellow students, the Counselor or other members of the faculty if students misuse their private counseling periods for purposes other than receiving true counseling services.

Whenever possible, arrange for an appointment. Students should receive an appointment slip from the Counselor, which will be used as a pass from a teacher's room to the Counselor's office. The appointment slip will have written on it the time and date of the appointment. It must be initialed by the Counselor in order for it to be valid. Do not loiter in the Counselor's outer office.

A “five minute rule” exists regarding unscheduled appointments with the Counselor. If a student requests permission from a teacher to visit the Counselor, but the counselor is unable to see the student, the student is to return to class within 5 minutes of leaving the class in order to avoid being considered absent or truant. All students who do not see the Counselor on first attempt are encouraged to check back later in the day. All students must notify their teacher whenever they are going to the counselor's office in order to avoid misunderstandings about tardies or trancies.

4. Students having been with the counselor will receive a pass back to class initialed and dated by the Counselor.

Students who wait in the Counselor's office past the five-minute rule without authorization from the Counselor or principal will be issued a disciplinary referral.

Student communications with the Counselor are confidential with two exceptions (see item 7 below). The Counselor does consult with faculty, principals, and other staff, as warranted and appropriate, in helping the student obtain the best educational opportunities possible. In such situations the Counselor maintains the confidential nature of any communication between the student and the Counselor.

While communications with the Counselor are confidential, in no profession does absolute confidentiality exist. Students must understand that all school personnel, including the Counselor, are obligated to take appropriate action if and when a student is deemed to be potentially harmful to him/herself or others. Parents may have to be notified in such instances. The Counselor, like other school personnel, is also obligated to report instances of child abuse and neglect. In all cases of Counselor-student interaction, it is the student who must decide what he/she chooses to communicate with the Counselor.

### **REPORTING CHILD ABUSE AND NEGLECT**

Child abuse and neglect is a criminal offense in the state of Arkansas. Instances determined to be indicative of either child abuse and/or neglect will be reported to the appropriate state agency and/or appropriate law enforcement agency.

### **PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF AND STUDENTS (ACT 104 OF 1971)**

A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual.

Students involved in a physical abuse or assault of students may be suspended for three days. A second offense may result in a recommendation for expulsion.

Any student who feels he/she is being provoked into a fight must immediately report this to the principal. Any student who is provoked and does not report this to the principal and then participates in a fight may be found guilty of the above policy. However, due to the circumstances leading up to the altercation, both parties may be found guilty or just one person guilty and the decision of the principal will be final.

Any student who causes or attempts to cause physical injury to a school employee shall be recommended for expulsion.

### **Bullying/Harassment (Act 115 of 2005)**

According to Act 115 harassment means a pattern of unwelcome verbal or physical contact relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.

### **Bullying/Electronic/Cyber**

According to Act 115 an electronic act refers to communication or image transmission by means of an electronic device including: telephone, cell phone, wireless communication device, computer, or pager. An electronic act whether or not it originated on school property or with school equipment but is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a likelihood of succeeding in that purpose if defined as cyber bullying. HB-1072 (Walter, et al.)

Consequences of bullying, physical or cyber are based on the decision of the principal and may range from conference and warning to suspension/expulsion. The parents of student involved in bullying incidents will be notified immediately.

## SEXUAL HARASSMENT

Sexual harassment is sex discrimination under Title IX. It is the policy of the Eureka Springs School District to maintain learning and working environment that is free from sex discrimination, including sexual harassment.

### Authority

It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below. It shall **also be** a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

### Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.

Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

Verbal harassment or abuse.

Pressure for sexual activity.

Repeated remarks to a person with sexual or demeaning implication.

Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Inappropriate patting or pinching.

Intentional brushing against a student's or an employee's body.

Any sexually motivated unwelcome touching.

### 4. Procedures

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor or to Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments, and of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity coordinator within 10 school days report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident or circumstances surrounding the complaint. In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

#### 5. School District Action

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal of contract.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person" filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

#### 6. Reprisal

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

### **HEALTH AND SAFETY SERVICES**

Our health services program, under the direction of a licensed nurse, includes health screening, counseling, referral, and follow-up procedures for all students. The school nurse will maintain current health appraisal records for all students in accordance with guidelines developed by the Arkansas Department of Education and the Arkansas Department of Health.

Any student needing to see the nurse should contact their teacher or principal.

### **STUDENT ACCIDENT INSURANCE**

Student insurance is available and is encouraged by the school for those students who are not otherwise covered by individual family policies. The forms will be sent home with each student at the beginning of the school year and must be filled out by parents in accordance with the instructions given. The school is not the agent for the insurance company and has nothing to do with the operations of the company. We have selected the company, which we believe offers the best coverage for the price for those students who wish to take out the policy. Parents must be aware of the limited coverage offered for the price of the policy. It is not as comprehensive as a full service family policy. Those students participating in athletics, cheerleading, and shop classes **MUST HAVE SCHOOL INSURANCE OR A WAIVER SIGNED BY THE PARENTS STATING THAT THE STUDENT IS INSURED BY ANOTHER CARRIER.**

### **MEDICATION POLICY**

It is the policy of the Eureka Springs Board of Education that drugs or medicinal preparations will not be administered to a student on any school campus by school personnel unless a current valid doctor's prescription and instructions, as well as a written request form the child's parent or legal guardian, are received by the school principal.

Secondary students can be responsible for taking his/her own medication without supervision by school personnel. To do this the student must have authorization of the physician and parent. It is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken.

In the case of the administration of emergency type medication, such as that required after an insect sting, physicians and/or labels on prescription bottles stating the name of the drug, the dosage, the method of administration, and other such information that might be required.

A medication administration release form must be signed by the parents and filed with the principal. This form will include the following information: request for medication to be given, student's name, grade medication and dosage plus time of circumstances in which it is to be given, what the medication is for, and emergency phone numbers in case the child has a reaction to the medication. All medication should be in the original container with child's name on the label. Prescriptions for long-term health problems must be updated at the beginning of each semester.

Medication requests will be maintained in the nurse's office and the student's file in the principal's office.

The principal will designate a person and an alternate to dispense medication from a centrally located place.

### **PROCEDURES FOR ACCIDENTS, EMERGENCIES AND DISASTERS**

All parents must fill out an emergency care form when they register their child for school. This instructs school officials about who to contact in case of an emergency. In the case of an accident or other medical emergency, the school officials will attempt to act in accordance with the instructions of this form. Every effort will be made to contact the parents as soon as possible if an accident or other emergency occurs. The principal or his assistant in charge will seek emergency medical assistance if they feel the situation warrants it. In the case of a natural or man-made disaster, all informational bulletins will be issued by the central administrative office, which will contact all radio stations in the area with information concerning the safety and condition of the students. Once a disaster has been declared, all school employees will remain at their workstations until released by the supervisor. The principal of each school shall be in charge of all operations at their respective schools. Each teacher or other persons designated by the principal are to remain with the students assigned to them at the time of the disaster, and are to have a grade book which contains the names of their students with them and to report any missing students immediately to the principal.

The most likely disaster to occur in the area is severe weather or tornado. Therefore, each principal shall conduct at least no fewer than four tornado drills each year in the months of September, October, January and February as required by Act 828 and file with the superintendent a copy of his/her respective building plans for weather preparedness.

### **MEDIA SERVICES**

The library is established for the purpose of serving the students and faculty of our school through an organized collection of educational materials. It functions primarily as a unit within our school to implement the curriculum and the school's total program for education of the students.

In a very real sense, its main purpose is the realization of the objectives of the school, just as the mission of a special library is to implement the purposes of the business or research activity of a particular institution.

Students are expected to follow the rules and regulations of the media center as posted in the library. Students with overdue books and materials who do not respond to requests from the librarian to return the materials and pay their fines will not be allowed to use the media center until such accounts are corrected. Students must pay the replacement costs of any book or other materials, which they lose or which become damaged.

The media center will be open from 8:00 a.m. to 3:15 p.m. each day and will be open every day school is in session.

## COMMUNITY CONCERNS REGARDING MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

### Selection Criteria

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden student understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually an/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

### Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

### Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

### Challenges:

The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (**hereinafter** complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the **Request for Formal Reconsideration Form** prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for object to the selected material, If, at the completion of the meeting, the

complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the Request for Formal Reconsideration Form and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the Request for Formal Reconsideration form submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contest material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is not to remove the material, the complainant may appeal the committee's decision to the District Board of Directors by filing a written appeal to the Superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desire, to the Board within 1 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of the receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. &6-25-101 et seq.

Date Adopted: 11/16/06

### **COPYRIGHT CONCERNS**

The Eureka Springs School District supports the copyright laws concerning all library materials. Refer to the library policy manual for specific information.

### **FOOD SERVICE**

Lunches are served for a moderate price in the cafeteria. Students who bring their lunches may eat in the cafeteria or at the picnic tables provided. Students *ARE NOT* to eat lunch in the classroom and faculty members are directed not to allow the eating of lunches in any place other than the cafeteria or designated locations. Students purchasing lunch in the cafeteria are to:

Form a single line. If a student is not in line with other students, he/she will be sent to the end of the line.

Students are not to cut in line. If a student cuts in line, he/she will be sent to the end of the line.

Students are not allowed to charge lunches.

Students are not to leave money, food, silverware, plates, or napkins on the table. He/she will be asked to clean up anything left on the table. Insubordinate or rude behavior will not be tolerated.

Students will obey all directives from cafeteria supervisors.

Money is due in the office by 11:00 am, in order for it to be in the account by lunchtime.

Free and reduced lunch forms will be sent home during registration for parental evaluation in accordance with government regulations.

### **SCHOOL BUS TRANSPORTATION**

Policies for students riding school buses are as follows:

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or walk to and from school.

While loading or unloading, enter or leave the bus orderly and quickly.

While riding the bus, students are under the supervision of the driver at all times. Students who are insubordinate to the driver will be suspended from riding the bus. The safety of the students is uppermost and misbehavior on the bus or any disturbance, which distracts the driver, will not be tolerated. Parents need to be aware that their child will not be allowed to ride the bus if a child is creating a disturbance or is insubordinate to the driver.

No knives or other sharp objects of any kind are allowed along with firearms, pets, nor other living animals.

Students are not to tamper with any of the safety devices such as door latches, fire extinguisher, etc. Students must keep seated while the bus is in motion and must not change seats while it is stopped except as the driver directs. Pupils are not to put their hands, arms, or bodies out of the window or yell outside of the bus. Rude gestures will result in an automatic suspension of bus riding privileges.

Students are not to deface the bus or any school property. In accordance with state law, parents will be assessed any damage caused by their child.

If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled you to cross in front of the bus.

Students who must cross the road after unloading from the bus in the afternoon must go to a point on the shoulder of the road about ten feet in front of the bus. Cross the road only after the driver has signaled you to do so.

This is not intended to cover all of the dos and don'ts but is a very specific guide. The driver may find it necessary to issue other rules. Any student in violation of these rules will have a transportation discipline report submitted by the driver to the principal. Remember, misbehavior on the school bus is totally inexcusable and will be dealt with accordingly. The safety of too many other people is at stake.

### **STUDENT VEHICLES**

Students may not park their vehicles in any space other than in designated student parking spaces. Students may not "visit" their vehicles between or during classes. They may not sit in or on any vehicles during lunch.

### **SCHOOL SUPPLIES**

School supplies may be purchased in the school library.

### **LOCKERS**

Use of lockers is mandatory for students. A locker may be obtained through the principal's office at the time of registration. A locker fee of \$5.00 will be charged upon assignment of the locker.

All attempts will be made to see that students are assigned an individual locker but due to the shortage of lockers and our expanding student enrollment some underclassmen may have to share lockers. If two students are assigned lockers, the locker rental fee will be \$2.50 each.

Student lockers are subject to search at any time by law enforcement officials using dogs trained to detect drugs, alcohol and other illegal chemicals. Illegal substances found in a student's locker are considered to be in the possession of the student who uses the locker.

### **LOST AND FOUND**

The lost and found is located in the lobby outside the principal's office. Students finding items should turn them in to the secretary. Students should not bring valuables or large sums of money to school.

## **RULES GOVERNED BY LAW AND SCHOOL REGULATIONS**

### **ALCOHOL AND DRUGS**

#### **Using, Offering for Sale or Selling Beer, Alcoholic Beverages, or Other Illicit Drugs by Students on School Property or at School Functions**

Illegal Substances: The use, distribution sale or offering of any alcoholic beverage, beer or illicit substance is clearly covered by state and federal law. A student who violates the law will be subject to the penalties which law imposes. Parents will be advised immediately so that they can be present when the student is questioned.

In addition, the E.S.H.S. will enforce the following policy:

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 590 of 1971 as amended, or beverage containing alcohol or intoxicants of any kind. A student may not sell, share, or transmit any prescription drug. A student may not be in possession of drug paraphernalia.

Students who violate these rules during the school day, or during any school activity, including any off-campus school sponsored event shall be subject to the following disciplinary action:

1. Out-of-school suspension for 10 days.
2. Second offense recommendations to the School Board for expulsion.

### **CHEMICAL SCREEN TEST POLICY**

The Eureka Springs School District recognizes that chemical abuse or misuse is a significant health problem for student and that all students who represent the District in extra-curricular activities should be encouraged and supported in their efforts to develop a chemical-free lifestyle. The Eureka Springs Board of Education is determined to help students by providing another reason for them to say "no". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

#### **PURPOSE**

Assist student to resist peer pressure to use drugs.

To allow students of the Eureka Springs Schools to know that the school is concerned about their total well being. The school district is interested in helping the students who may be having problems.

To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.

To confirm and support State Laws which restrict the use of mood-altering chemicals.

To establish standards of conduct for students of the Eureka Springs School District who are considered leaders among their peers.

To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.

To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.

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

The provisions of this policy apply to student in the Eureka Springs School District in grades seven through twelve. No student will be allowed to participate in any extra-curricular activity (any activity outside the regular curriculum) until both student and custodial parent/guardian have signed the consent form and returned to the Superintendent of his/her designee. Positive screening results are considered cumulative and follow this student for the duration of enrollment in the district.

#### **DEFINITION**

Illegal drugs are defined as any substances, including alcohol, considered illegal by Arkansas statutes or which Food and Drug Administration or the DEA control, unless prescribed by a licensed physician.

#### **PERSCRIPTION MEDICATION**

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation of prescription to a specific student. Some over-the-counter medications and food products may have similarities to unlawful drugs when tested. Students who are taking prescription medications may

provide a copy of the prescription or a doctor" verification in a sealed envelope to the school personnel at the time the same is collected. The specific name of the over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test".

#### CONSENT FORM

Each student must have a signed student/parental/guardian drug test consent form as a requirement for participation in any extra-curricular activity/tutorial/ or off-campus activity. Failure to provide the signed consent form will result in the student being prohibited from participating in such activities until the form is signed and submitted to the school. Consent forms for students participating in extra-curricular activities must be signed and returned the first two weeks of school. Students moving in the District during the school year must sign the consent form during the first two weeks of enrollment.

#### SELECTION PROCESS

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested upon his return to school. The number of names drawn will be no less than (2%) or greater than (15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All subjects selected must report to the designated testing site.

#### TESTING AGENCY

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

#### COST

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

#### REFUSAL TO CONSENT TO TESTING

Students not consenting to be tested (in the random pool;) are allowed to join clubs or organization but are not allowed to attend after school meetings, or participate in any activities of the club or organization.

#### REFUSAL TO SUBMIT TO TESTING

Any participant, who refuses to submit to random drug testing, and/or re-testing, is considered having tested positive.

#### **Testing Procedure:**

All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be collected in a designated restroom. Any student who is requested to provide a urine specimen will be accompanied to the collection site where the student will complete the necessary forms.

The following precautions will be taken as appropriate, at the collection site:

The examinee will be positively identified.

The observer will ask the individual to remove any unnecessary outer garment (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.

The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will not be outside the presence of the observer and not have access to water fountains, faucets, soap dispensers or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and processing area.

The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.

At the collection site, toilet bluing agents will be placed in the toilet tank, whenever possible. No other source of water will be available in the enclosure where urination occurs.

If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.

Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.

Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

## ANALYSIS PROCESS

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately re-tested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to an SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

## RESULTS AND NOTIFICATION

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

## RECORDS

All records concerned chemical abuse testing will be maintained by the Superintendent or his designee in a separate, locked file.

The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardians may obtain a copy of his chemical abuse testing records upon written request.

## FIRST POSITIVE TEST

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, the student's head coach or sponsor when possible. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service cost will be the responsibility of the student and/or parent. The student will be placed on probation for thirty days. During probation the student may not participate or practice until a negative test, according to policy guidelines. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation period, the student will not be allowed to participate in extracurricular activities, which occur outside the regular school days. In order to regain eligibility after the thirty-day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the Superintendent or his designee. If the test is negative the probation will be lifted. If the test is positive, the student will not be allowed to participate in extracurricular activities for **four months**. A positive retest at the end of the thirty-day probation period will be considered a second positive test.

To regain eligibility for participation in activities, a student must have a negative Chemical Screen Test. This will be administered by the district's chemical screening company and at the district's expense.

Exception: A student must be re-tested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

## SECOND POSITIVE TEST

For the second positive test, the student will not be allowed to participate in extracurricular activities for a four-month period of time. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

## THIRD POSITIVE RESULT

For the third positive result, the student will be suspended from participating in any activity program for one calendar year. A third positive screen could come from a third positive test from the random pool or as a result of a re-screen at the end of a probation period.

## NATURE OF THE POLICY

No student will be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

## OTHER DISCIPLINARY MEASURES

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

## USE OF TOBACCO

Smoking is strictly forbidden on this campus and prohibited from any area directly around the school campus, within one hundred feet of the school in any direction. This pertains to student's lighting up cigarettes in the car as they are exiting campus. The smoking rules are clear. Any tobacco or tobacco products found on a student will be confiscated.

Arkansas Act 1555 states:

Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited.

A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.

Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars.

1st violation – One (1) day Saturday School

2nd violation – Three (3) days of Saturday School

3rd violation – Student will be turned over to the authorities. The punishment imposed shall not be less severe than the first two violations

## PERSONAL SEIZURE

A search of a student's person will be limited to a situation in which the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband. Dangerous items such as firearms, weapons, knives, controlled substances as defined in Act 570 of 1971, as amended, and other items, which may be used to disrupt the educational process, will be removed from the student's possession and will be reported and transmitted to the proper authorities.

Students will be asked for their consent prior to a personal search. A search warrant will be obtained if the student objects to a personal search, unless there is probable cause to believe that a dangerous weapon such as a gun or a knife is being concealed.

A school official of the same sex will do a pat down search of a student's person with an adult witness present.

Any student concealing evidence of an illegal act, contraband, dangerous items, controlled substances as defined by Act 570 of 1971, as amended, will be suspended 3-5 days or recommended for expulsion.

### **SEARCH AND SEIZURE**

School districts must create and maintain a climate in the schools that assures the safety and welfare of all students. Therefore, the inspection of student lockers and their content is the right and responsibility of the school administration whenever there is reasonable suspicion that a controlled substance, gun, stolen item, or other contraband is present.

Student's lockers are the property of the school and remain at all times under the control of the school. The school retains the right to inspect student lockers for the reasons above at any time without notice, without student consent, and without a search warrant

### **DOG SEARCH POLICY**

The Eureka Springs School District reserves the right to allow searches by dogs for drugs or other contraband. Such searches may be conducted at random, without announcement, and search area may include buildings, lockers, desks, grounds and motor vehicles. Should the dog indicate the presence of contraband in a motor vehicle, the operator of the vehicle will be required to open the vehicle to permit a further search. For all other searches, the presence of the student or knowledge of the search is not required for the search to be conducted- further.

### **BOMB THREATS**

A student who threatens the school and/or personnel will be referred to the authorities and will be recommended for expulsion by the principal. This includes a student who calls in bomb threats or makes bomb threats.

### **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY (Act 104 of 1983)**

Students shall not cause or attempt to cause damage to school property. The school district will attempt to recover damages from the students. Students found guilty will be suspended or expelled.

### **FIREARMS OR OTHER WEAPONS**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun or any other object that can be used as a weapon or dangerous instrument.

A student shall not possess, handle, or store contraband materials while on school property or at school-sponsored events. The police shall be called immediately when such a violation occurs.

Any student in violation of this policy will be expelled for a period of not less than one (1) year. The superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

### **FIREARMS AND NOVELTY CHEMICALS**

Students shall not possess, handle or store firecrackers, smoke bombs, cherry bombs or any chemical which gives off an offensive odor, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school.

Students in violation of this policy will be placed in detention for three (3) days or suspended from school for three (3) days.

### **GAMBLING**

Students shall not participate in any activity, which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

Students who violate this policy will be placed in detention for 1 to 3 days. A second violation will result in suspension from school for 3 to 5 days.

### **LOITERING**

Arkansas Statue 80-1915, Section 1. Hereafter, any person' who shall loiter upon or near the school grounds of any public or private school during school hours, or at any school sponsored activity such as ball games, dances, and other school sponsored activities after regular school hours, without any lawful business or purpose shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than fifty dollars nor more than two-hundred and fifty dollars. Provided that nothing in the Act shall be construed to prohibit any person who has legitimate reason to visit any school from doing so. If a person wishes to visit on the school grounds or in the school building, such person shall present himself to the office of the school and receive both permission to visit and a pass to indicate that the proper permission has been granted. Failure to request and receive such permission as herein provided shall be considered a violation of the Act. As used in the Act, the word "loiter" shall mean the hanging around or lingering upon the grounds of any public school in this state, or within 100 feet of the grounds of any public school in this state, unless any such person is transacting some lawful business at a business establishment located near the school grounds or unless such person has meaningful business to transact at such school.

### **HALL BEHAVIOR**

Students are to behave in an appropriate manner in the hallways or corridors. There is to be no running (very dangerous), no food or drink, and no locker slamming. Teachers are encouraged to discourage such behavior by assigning students to detention if the rules are violated. Under no circumstances are physical games (skateboarding, Frisbee, Hackensack etc. allowed in the building.

### **THEFT**

A student shall not steal or attempt to steal property belonging to the school or private or public property while under the jurisdiction of the school. Students shall make restitution for any property stolen by them. If proven guilty of the charges, the student may be suspended or placed in Saturday School.

### **DISTRIBUTION OF LITERATURE**

Students shall have the right to distribute and possess literature including, but not limited to, newspaper, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities.

Students wishing to distribute literature must adhere to the following procedure:

File a copy of the literature to be distributed with the Principal for the purpose of ascertaining if the literature conforms to the above policy.

Obtain a permit from the principal to distribute the literature.

Literature can only be distributed during the lunch period and only be distributed in the cafeteria and at the front entrance to the high school building. No other places and times will be allowed.

Students distributing the literature will not in any form or fashion disrupt the normal operations of the cafeteria or entrance into the high school building or inhibit a person's right to accept or reject any literature distributed in accordance with these rules.

### **IMMORALITY**

Students will abstain from indecent and immoral acts. Students in violation of this policy will be recommended for expulsion.

**DETENTION**  
(See Also Tardies)

A teacher may assign detention for any infraction of classroom or school rules. Detention can be:

Assigned during the lunch period. The student will report to the lunch detention area.

After school detention: The student reports to the assigning teacher.

Assigned before school. The student reports to the assigning teacher.

With all detentions, the teacher will advise the student of the detention and fill out the appropriate forms. Student Court will process the form and the student will receive a copy with the date of the detention. Student Court and the office will keep a record of all disciplinary actions. Any detentions, suspension or Saturday school punishments given at the end of the year will be carried over to the next school year; however, although they must be served, these will not be part of the student's record for the new school year. \*For consequences resulting from a failure to attend lunch detention, see Tardies.

**SUSPENSION**

A teacher may suspend, for good cause, any pupil from his class. The teacher shall, when feasible, accompany the student to the office of the principal and shall file with the principal a written statement of the reason or reasons for the pupil's suspension from class. The principal in consultation with the teacher shall determine whether to reinstate the pupil in class or take disciplinary notice.

The principal may suspend, for good cause, any pupil from the school in accordance with the school board policy. Any suspension pursuant to this policy shall not exceed ten (10) school days. Prior to such suspension the principal shall inform the pupil in writing what the pupil is accused of doing and what the basis of the accusation is. If the pupil denies the charges or accusations against him, the principal shall explain the evidence, which substantiates the charges and shall permit the pupil to present his side of the story.

If the principal considers a suspension in order, he shall send the pupil home with a suspension notice. Additionally, the parent will be mailed a copy of the suspension notice, which shall include the reasons for the suspension. When a student is notified that he is suspended from school, he shall remain away from the school premises until the principal reinstates him, except that a suspended student may return to the school premises when accompanied by his parent/guardian for a student-parent-principal conference.

Suspended students will lose all credit for course work missed during their period of suspension. The parents or guardians of the suspended student may request a conference with the principal to review the suspension. If no decision is reached during the conference for reinstatement of the student, the parents may appeal the decision to the Superintendent of Schools. The Superintendent shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five (5) days of the appeal.

Act 159 stipulated the following procedure for immediate parental/guardian notification for each suspension. The following order is to be used;

1. Phone call to the primary call number
2. Leave a voice mail at the primary number
3. Send a text message to the primary call number
4. Email if the school is unable to make contact through the primary call number
5. Regular first class mail

**EXPULSION**

The principal may recommend that a student be expelled from school with loss of credit. The student will not be allowed to attend classes and is to stay away from the school premises at all times once the principal has informed him that he is being recommended for expulsion. A written recommendation will be forwarded to the superintendent, which shall include a statement of the charge against the student. If the superintendent concurs with the recommendation, he shall schedule a hearing before the school board. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently. This may occur for conduct it deemed to be of such seriousness as to render suspension inappropriate. If the board finds that the student's continued attendance at school would be unacceptably disruptive to the

educational program, or would be attended with reasonable danger to other students and faculty members, he/she may be expelled. .

The superintendent shall give written notice, mailed within ten (10) calendar days from the alleged incident, which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three (3) calendar days or more than seven (7) calendar days following the date of the notice except that the superintendent and the student and the student's parents may agree in writing to a date not conforming to this limitation.

The notice shall state the charges against the student in clear and concise terms, the names of the witnesses who will appear against the student and a brief statement concerning the nature of their testimony.

The board president or in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by an attorney or lay counsel.

The superintendent or his designee shall present evidence and may represent witnesses or statements of those persons who have personal knowledge of the events of circumstances, which gave rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of the events or circumstances relevant to the issues.

Normally, formal cross-examination will not be permitted. However, if during the course of the hearing the board determines that the credibility of any witness (es) is at issue, it will permit cross-examination of the student, the superintendent or their representatives of those witnesses whose credibility has become an issue. Cross-examination should ordinarily be limited to the question or questions on which credibility of the witness(es) has become an issue.

The student may observe all evidence offered against him/her. The members of the school board may question any witness.

If the board does not expel the student with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of schoolwork. The board shall briefly state its findings in writing within ten days of the hearing.

The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.

If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used, as evidence will be included with the record.

The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

Notwithstanding, the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing and other rights provided herein having first been given if the school is undergoing a violent upheaval or its orderly educational processes have otherwise been substantially compromised.

## **STUDENT BEHAVIOR**

### **DRESS GUIDELINES**

A student's appearance and dress should reflect a modest common standard in the interest of decency, cleanliness, safety or health. The following guidelines should be followed:

Hats shall not be worn in the building.

The hem of the shorts, skirts, or skirts with slits must be closer to the knee than to the top of the thigh.

No shirt or blouses that leave cleavage exposed. \*

Muscle shirts are not to be worn to school.

Clothing which by color, design or symbol is deemed suggestive or vulgar, or is interpreted, as promoting tobacco, drug or alcohol use, should not be worn to school.

No student is to wear, carry, or display apparel deemed gang-related ("sagging" trousers, head rags, bandanas), or exhibit behavior or gestures, which symbolize gang membership. Any apparel, which is likely to create a disruption of school/classroom order, is prohibited. Some examples are:

Bare midriffs or bare backs, halter tops, strapless, spaghetti straps \*

Clothes that reveal the undergarment \*

Overall suspenders must be worn over the shoulder according to original design.

Clothes that mention specific products by name or implication: alcohol, beer, tobacco products, pub, etc. clothes with suggestive slogans: Big Johnson, Co-ed Naked, etc.

Clothes that promote with pictures or slogans illegal activities, racism, violence, etc.

Sun glasses in the building.

Headphones or other listening devices in the building during class time.

Large chains of ¼" diameter or more.

Leggings or tights do not constitute length for skirts or dresses. The dress/skirt must be the appropriate length as its own piece of apparel.

Exceptions to these guidelines are formal dresses for Special Occasions like Prom and Homecoming.

### **CONSEQUENCES FOR INAPPROPRIATE SCHOOL ATTIRE**

When the student's dress is in violation of the established dress code, he or she will be written a detention notice by the teacher and be sent to the office for a T-shirt. Students will be issued a T-shirt that they are to wear for the remainder of that school day. Shirts are to be returned promptly to the office at the end of the day. Failure to return the shirt will result in the student having to pay for its replacement. Students who remove the shirt during the school day will be may very well receive another detention from another/or the same teacher who issued the first one. Refusal to wear the shirt will result in the student being sent home and being unable to make up work missed.

Consequences:

1<sup>st</sup> Offense: 2 days lunch detention

2<sup>nd</sup> Offense: 5 days lunch detention

3<sup>rd</sup> Offense: Saturday School

4<sup>th</sup> Offense: Conference with Parent/Student sent home

### **FOOD IN THE BUILDING**

With the exception of water in clearly marked bottles of no more than 24 ounces, students are prohibited from having drinks in the building. Designated areas during lunch are excluded from this prohibition. No drinks of any kind, water included, are allowed in areas where there are computers, or where the teacher, for whatever reason, has expressly forbidden their use. The Board of Education reserves the right to remove this privilege at any time during the school year.

Students are not to eat in any classroom without the express permission of the teacher. Students are not to eat or drink in the halls or bathrooms of any of the school buildings. Consequences for disregarding this policy are as follows:

First offense: 2 days of lunch detention

Second Offense: 4 days of lunch detention

Third Offense: Saturday School

### **DISREGARD OF DIRECTIONS OR COMMANDS**

All students shall comply with reasonable directions or commands of teachers, student teachers, teacher aides, principals, school bus drivers, superintendent, or other authorized school personnel.

Students will be considered insubordinate when they refuse to obey any rule or regulation of the school district or the reasonable instructions of school district personnel. Any student insubordinate will be appropriately disciplined by the principal and or authorized school personnel.

A student sent to the principal's office for disciplinary purposes may be sent to Saturday School because of the problem.

### **ACADEMIC DISHONESTY**

Academic dishonesty, such as cheating on exams, copying, plagiarism, etc., will not be tolerated. The teacher will notify the administrator when academic dishonesty occurs. The administrator will then communicate with the appropriate sponsors/teachers in regards to the following:

Forfeit offices held in classes, clubs, or organizations.

Be removed as tutors or aides.

Be removed from National Honor Society.

The student's grade on the work in question will be adjusted in accordance with the directives of the teacher.

### **IMPROPER SOCIAL CONDUCT**

A public school is an institution of learning. Students will not be allowed to use school time for their own personal dating habits. Students will not be allowed to engage in such activities as hugging, kissing, or intimate behavior during school or school activities. Students in violation of this policy will be counseled by the principal and disciplined accordingly. A second offense will result in the student being sent home until a parent-student-principal conference can be held.

### **DISRUPTION AND INTERFERENCE**

No student shall:

Block the doorway or corridor.

Prevent students from attending class or school activities.

Block normal pedestrian or vehicular traffic.

Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption or threaten the well-being of another person; or threaten the well-being of another person.

Refuse to identify himself/herself on request.

Encourage other students to violate any rule or school board policy.

Use a laser pointer on school property including buses.

Use profane, abusive, or obscene language or gesture.

Running in the building. This is extremely dangerous.

Possible Consequences:

Consequences may range from verbal warning to suspending depending upon the severity of the offense.

Any other offenses may be cause for expulsion

## **USE OF ELECTRONIC EQUIPMENT**

In accordance with state law (Legal reference: A.C.A. & 6-18-502 (b) (3) (D) (ii).

Possession of cell phones, any paging device, beeper, ipods, headphones or similar electronic communications devices on the school campus is forbidden from the time of the first bell until after the last bell unless specifically exempted by the administration for health or other compelling reasons. District policy prohibits laptop computers in regular classrooms.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication device is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school days is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using cell phones or other electronic communication devices after the first bell and before the last bell shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians only. Parents are advised to call the office if they need to reach their children during regular school hours. There is a phone in the high school office if a student needs to make an important phone call.

First Offense: Confiscation of Phone and 3 days of Lunch Detention

Second Offense: Confiscation of phone and 1 Saturday School. Parents will be advised at the time that they pick up the device that the student may not have the device on campus for the remainder of the school year.

Third Offense: User will be suspended from school for 1 day.

## **LITTERING**

Students will keep their campus clean by putting all trash in the containers located on campus. In classrooms, students will deposit all waste paper in trashcans. E.S.H.S. has an excellent recycling program. We ask that students help us to keep the campus clean.

Books, notebooks, paper, clothing or trash will not be left on top of the lockers. The tops of the lockers will be cleaned after school each day. Any item left on top of the lockers will be disposed of.

## **BEHAVIOR ON OFF-CAMPUS TRIPS AND ACTIVITIES**

Participation in all extracurricular activities of Eureka Springs High School is a privilege. As a privilege, a student is not entitled to participate in any extracurricular program of the school if behavior is deemed inappropriate to represent the school.

Appropriate behavior will be expected from students on any school sponsored activity. All policies and school rules apply for all off-campus trips and activities. Students shall comply with reasonable directions or commands of school sponsors, chaperones or authorized school personnel. A student exhibiting behavior which is determined to be in violation of school policy and rules or which violates the standards of the extracurricular activity or jeopardizes the reputation of the school shall be removed from the activity without warning and may be excluded from the activity for the remainder of the year and/or disciplined through detention and/or suspension.

## **BEHAVIOR NOT COVERED**

Eureka Springs High School reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the written rules in this manual.

## **SATURDAY SCHOOL**

Students whose behavior warrants it, will be assigned to Saturday School. The student will be notified in writing of the day assigned and a copy of this letter will be sent to the parents/guardian. Failure to attend Saturday School when assigned will result in the student being suspended the appropriate number of days during the next regular school week. The student will be given written notification of suspension and a copy of this notification will be sent to the student's parents.

## **REQUIREMENTS OF SATURDAY SCHOOL**

Students must report at 7:30 A.M. and remain until 11:30 A.M.

A student will not be admitted after 7:30 A.M.

Failure to attend, or being late, will result in an out of school suspension with total loss of credit on all work for each day of the suspension. Exception would be a medically excused absence with appropriate documentation from a physician. Student employment is not considered to be an excuse from Saturday School.

Students will be allowed individual bathroom breaks for five minutes each hour.

Students shall bring schoolwork and/or will be assigned work by the supervisor.

Students must demonstrate they are working on an assigned task during Saturday School.

There is to be absolutely no talking, sleeping, tardiness, or eating/drinking during class time.

No electronic equipment of any kind is to be brought into the classroom.

Any disruption to the rules will be dealt with immediately. The student will be sent home and receive an out of school suspension or a recommendation for expulsion.

The supervisor will make determinations not covered in the above rules, and the principal will review those determinations if questions arise.

When a student refuses to attend Saturday School, the following will occur.

1st offense - one day out-of-school suspension.

2nd offense - three days out-of-school suspension.

3rd offense - five days out-of-school suspension

4th offense – nine days out-of-school suspension

After nine days the principal may recommend expulsion.

## **SCHOOL PROGRAMS AND ACTIVITIES**

### **SCHOOL NEWSPAPER AND OFFICIAL PUBLICATION**

The purpose of the newspaper will be to report school news. Students will have the right to editorialize but must refrain from printing anything, which might contain obscene language or libelous materials. It will be the responsibility of the sponsor to see that journalistic integrity is maintained. Should questions arise concerning inappropriate material for publication, the sponsors will refer said questions to the principal.

### **THE RENAISSANCE PROGRAM A REBIRTH OF EXCELLENCE**

Renaissance is a program designed to reward and to recognize student achievement and behavior. The program provides a variety of benefits and privileges to reward those students who are giving their best efforts to their education, their school and their community. The Renaissance Program includes but is not limited to:

Gold, Silver and Bronze Cards (Academic)

Honor Roll

Recognition/Honor's Banquet  
Off Campus (Grades 11-12 only)  
Field Trips

Renaissance is a joint school-community project. The rewards for students are numerous and are designed for student enjoyment. Gold, Silver, and Bronze cardholders are not only entitled to additional school privileges, they are also entitled to discounts, gifts, and trips provided for them by the community Renaissance committee. The annual academic awards ceremony, "How Sweet It Is" is held each fall to honor the classroom achievement of the previous school year. Being a Renaissance cardholder is indeed an honor.

Renaissance students also have a responsibility. The school and community expect that this student will be a reflection of the strong ESHS tradition of excellence. The behavior of Renaissance students should be exemplary. Benefits and privileges may be suspended or revoked if the student's behavior during school related activities is called into question.

Rules and details about the program can be obtained from the sponsor.

### **HONOR ROLL**

The Honor Roll will be determined after each mid-term grading period and by the semester. There will be an "A" honor roll for those earning a 4.0 grade point average; there will be an "A-B" honor roll for those who earn a 3.5-3.99 grade point average; and there will be a Merit honor roll for those who earned a 3.0-3.49 grade point average. Any student who earns an "F" will not be eligible for the honor roll during that academic grading period.

### **RENAISSANCE RECOGNITION**

The Renaissance program is happy to recognize those students who improve and excel on the End of Course examinations required by the State Department of Education. As a result, the following rewards will be presented to students who achieve certain goals:

Any student who scores "Advanced" on any end of course examination will be entitled to a Gold Card (all tests) status for semester exams.

Any student who scores "Proficient" on any end of course examination will be entitled to a Bronze Card Status (1 semester test), or, Off Campus privileges if the behavioral conditions have been met (No more than 1 Saturday School, No Suspensions, Not more than 8 separate detention offenses) and the student is classified as a Junior or a Senior.

### **EUREKA SPRINGS HONOR SOCIETY**

National Honor Society was formed to recognize outstanding academic achievement, leadership, and character in high school students. Rules and details about the honor society can be obtained from the sponsor.

### **STUDENT ELECTIONS/OFFICE REQUIREMENTS**

Elections for class officers/club offices/student council, etc. will generally be held in the spring of the year so as to facilitate easy transitions during the next school year. Students who do not have a 2.0 cumulative GPA, who are currently failing/or failed an academic course in the previous semester, have a record of behavioral infractions (2 or more Saturday Schools, suspension, and/or 8 single classroom incidents) will be prohibited from seeking office. Students will be removed from office if they fail to meet the previously listed requirements at the start of the new school year. The student with the next highest number of votes shall assume the vacated position.

## STUDENT SOCIAL EVENTS

Any school activity or social affair must be approved by the principal and given a date and time. All school parties must have school sponsors present as well as other sponsors that the principal may require. Students must conduct themselves at school parties and dances as they would during the school day. Students will be greeted at all social events by a select group of adults. Should a student appear to be under the influence of any controlled substance, he/she can be asked to take a breathalyzer test. If the test shows the student to be impaired or if the authorities feel that sobriety is in question, the parents/guardians will be called to pick the student up. No student who appears to be under the influence will be allowed to operate a motor vehicle. If a student is found to be violating the drug/alcohol policy during the activity, the penalty for such behavior will be strictly enforced. (See Drug and Alcohol Policy). Parents will be notified immediately.

All school activities must end at the time specified by the principal. The school will not sponsor or be responsible for parties or dances that do not meet these requirements.

### Junior/Senior Prom

The Junior-Senior Prom is an annual event sponsored by the Junior Class in honor of the graduating seniors. This event is a formal affair and attire, while not specifically outlined, is required to be of a "formal" nature. All seniors and those juniors who have met the work requirements are permitted to attend the dance free of charge. Dates from out of school or members of the freshman and sophomore class who have been invited by juniors or seniors must pay for their ticket. The fee will be set each year based on costs. All out-of-class or out-of-school dates must be signed up for a week prior to the prom date. Attendance at the prom is limited to the students in grades 9-12 only. Students in grades 9 and 10 must be guests of upper classmen. Dates from other schools are also subject to this rule. There will be no exceptions.

## EXTRA CURRICULAR PROGRAMS

Students interested in clubs/sports/community activities must see the sponsoring teacher or coach. Each organization has its own rules and regulations, which will be explained to you. All athletic participation is governed by state laws and has particular requirements that must be adhered to by the athlete.

## SHARED STUDENT RESPONSIBILITIES

When middle school students are attending classes in the high school building, the rules for their behavior will comply with those established for high school students. Detentions for inappropriate behavior will be issued and handled through student court. The paperwork will be sent to the middle school office and the consequences will be carried out under the direction of their immediate disciplinary supervisor.

### ATHLETICS

- |                                   |                      |                 |
|-----------------------------------|----------------------|-----------------|
| v Basketball (men and women)      | v Golf               | v Cross Country |
| v Baseball (men) Softball (women) | v Soccer             | v Cheerleading  |
| v Track and Field                 | v Volleyball (women) |                 |

### SCHOOL ACTIVITIES

- |                           |                 |                                    |
|---------------------------|-----------------|------------------------------------|
| v Future Business Leaders | v Student Court | v National Honor Society           |
| v Art Club                | v Recycling     | v Fellowship of Christian Athletes |
| v VICA-Building Trades    | v Media Club    | v Teachers of Tomorrow             |
| v Medical Professions     | v Band          | v Foreign Language Club            |
| v Student Council         | v Choir         | v Quiz Bowl                        |
| v Guitar Club             |                 |                                    |

### COMMUNITY ACTIVITIES

- |                         |                      |                     |
|-------------------------|----------------------|---------------------|
| v Jr. Bank Board        | v Environmental Club | v Bank Boosters     |
| v Renaissance Committee | v Interact (Rotary)  | v Athletic Boosters |
| v Young Democrats       |                      |                     |

## Student Behavioral Contract

I, \_\_\_\_\_, understand that my behavior in \_\_\_\_\_ falls short of what is expected of any student, regardless of grade level or the academic nature of the class. I understand that my behavior has a negative impact on my own ability to learn and may also impede the ability of others to learn. I understand that under no circumstances whatsoever will my behavior be allowed to continue to disrupt the learning process.

The following is expected in \_\_\_\_\_ classroom. I understand that if I do not comply, I will be asked to leave the classroom. I will be assigned a designated area that will be supervised, and I will be given assignments on a daily basis. Notes will be available upon my request. On test days, I will return to \_\_\_\_\_ room for monitoring during the test/quiz. I understand that I can renegotiate admittance into the regular classroom setting but only after no fewer than seven school days have been spent in the alternative environment. If the behavior continues, I will be removed from the class and my credit will be removed for that class during that semester. I will be placed in study hall and/or a location decided on by the principal for the remainder of the semester.

### List of expected behaviors:

1. I will not talk while the teacher is talking.
2. I will not push, shove, or in any way violate the personal space of another student.
3. I will not throw things in the classroom.
4. I will not come to class without supplies and books.
5. I will not be allowed to bring drinks (other than water) into the classroom.
6. I will do my own work and stop relying on the people around me for last minute answers
7. I will not cheat or use profanity.
8. I will not demand to be treated like an adult when I act like a child.
9. I will read the student handbook so that I understand when I am being asked to do something that every other student in the building is expected to do.
10. When an "in class" assignment is made, I understand that class time is to be used for the work required and not as social free time.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Dated: \_\_\_\_\_