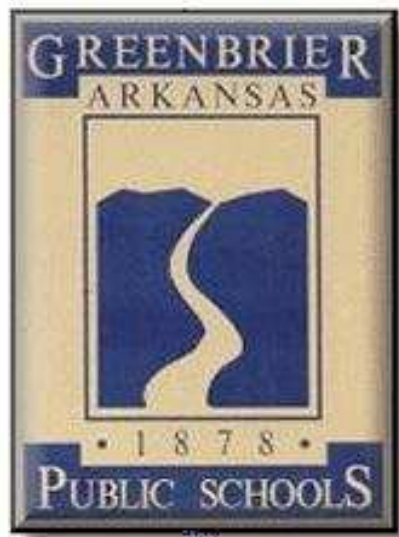


# **Greenbrier Public Schools**

## **Student Policies**

**2009-2010**



**“Whatever it Takes”**



**Our Vision**  
**Whatever It Takes...**

**Our Mission**

*The mission of the Greenbrier School District is to educate all students in a safe environment. We will provide a challenging curriculum for each student that promotes higher level thinking skills and develops working skills in technology. We are committed to empowering our students to become life-long learners, to be accountable for their own learning, and to develop skills necessary to be a responsible citizen in an ever-changing world.*

**Our Core Beliefs**

**Children Come First**

- *Students expect and deserve a safe learning environment.*
- *Children are the center of the decision-making process.*
- *We have high expectations and standards for all children.*
- *Supportive services are provided to enable children to reach their full potential.*

**The Classroom is the Most Important Place in the District**

- *Every child has a greater opportunity to learn with an effective teacher.*
- *Collaboration among staff promotes high levels of student achievement.*
- *Focused support is provided so students will be successful.*
- *Educating all students requires a rigorous and relevant curriculum.*

**Leadership and Accountability are Keys to Our Success**

- *Leadership articulates the vision and moves the organization forward.*
- *Accountability holds us to high standards and expectations.*
- *All school personnel must model responsible citizenship.*
- *Great schools are led by great principals and great teachers.*

**Board of Education**

Carla Fix, President  
George Roberts, Vice President  
Gus Lorenz, Secretary  
April Springer  
Randy Goodnight

**Greenbrier School Administration**

Scott Spainhour, Superintendent  
Dr. Lisa Todd, Assistant Superintendent  
Kim DeCorte, Special Services Director  
DeAnna Glover, Child Nutrition Director  
Linda Lewis, District Technology Coordinator  
Darrin Logan, Transportation Supervisor  
Stephen Wood, Athletic Director

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Greenbrier, AR 72058  
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Fax 501-679-1024

Headstart 501-679-4639  
Special Education 501-679-2409

**Eastside Elementary School**

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**Greenbrier High School**

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## Table of Contents

School Calendar .....	6
Transportation .....	7
<b>District Wide Policies</b>	
4.01 Residence Requirements .....	7
4.02 Entrance Requirements.....	7
4.03 Compulsory Attendance Requirements .....	8
4.04 Student Transfers .....	9
4.05 School Choice .....	9
4.06 Home Schooling.....	10
4.07 Absences .....	10
4.08 Make Up Work .....	12
4.09 Tardies .....	12
4.10 Closed Campus .....	12
4.11 Equal Educational Opportunity .....	12
4.12 Student Organizations/Equal Access .....	13
4.13 Privacy of Students' Records/Directory Information .....	13
4.13F Objection to Publication of Directory Information (Found in Forms Section) .....	99
4.14 Student Publications and the Distribution of Literature .....	14
4.15 Contact with Students while at School.....	15
4.16 Student Visitors.....	15
4.17 Student Discipline.....	15
4.29 Computer Use Policy .....	16
4.30 Suspension from School.....	19
4.31 Expulsion .....	19
4.32 Search, Seizure, and Interrogations.....	20
4.33 Students' Vehicles .....	21
4.34 Communicable Diseases and Parasites .....	21
4.37 Emergency Drills.....	21
4.38 Permanent Records .....	21
4.39 Corporal Punishment.....	21
4.40 Homeless Students.....	22
4.41 Physical Examinations or Screenings.....	22
4.41F Objection to Physical Examinations or Screenings (Found in Forms Section).....	101
4.42 Student Handbook .....	23
4.43 Bullying .....	23
4.44 Student Insurance Programs.....	24
4.45 Smart Core Curriculum and Graduation Requirements for the Class of 2010 and All Classes Thereafter .....	24
4.48 Video Surveillance .....	26
5.06 Challenge to Instructional/Supplemental Materials .....	26
5.06F Request for Reconsideration of Instructional or Supplemental Materials (Found in Forms Section) .....	103
5.07 Selection of Library/Media Center Materials .....	27
5.07F Request for Reconsideration of Library/Media Center Materials (Found in Forms Section).....	105
5.11 Promotion/Retention-Secondary.....	28
5.12 Promotion/Retention – Elementary .....	29
5.19 Extracurricular Activities – Secondary Schools.....	29
5.19.1 Extracurricular Activities – Elementary.....	30
5.20 District Web Site.....	30
5.20F1 Permission to Display Photo of Student on Web Site (Found in Forms Section).....	107
5.24 Student Participation in Surveys.....	31
5.24F1 Objection to Participation in Surveys, Analysis, or Evaluations (Found in Forms Section).....	109
5.24F2 Permission to Participate in a Survey, analysis or Evaluation (Found in Forms Section) .....	111
5.25 Marketing of Personal Information.....	31
5.26 Alternative Learning Environments .....	32
5.26.1 ALE Program Evaluation.....	32
5.29 Wellness Policy .....	33
Elementary School Policies .....	40-45
Middle School Policies .....	48-57
Junior High School Policies.....	60-72
High School Policies.....	74-95
Forms (to be signed by parents and returned to school).....	99-113

# GREENBRIER SCHOOL DISTRICT CALENDAR 2009-2010

JULY 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FIRST DAY FOR TEACHERS ..... August 14  
 FIRST DAY FOR STUDENTS..... August 19

**HOLIDAYS**

Labor Day.....September 7  
 Thanksgiving.....November 23-27  
 Christmas.....December 21-Jan 1  
 President Day .....Feb. 15  
 Spring Break.....March 22-26  
 Good Friday.....April 2  
 Memorial Day.....May 31  
 Graduation.....

**NINE WEEK CALENDAR**

1<sup>ST</sup> 9 WKS..... Aug. 19 - Oct. 15 (41 days)  
 2<sup>ND</sup> 9 WKS. ....Oct. 16 - Dec. 18 (40 days)  
 3<sup>RD</sup> 9 WKS.....Jan. 5 - Mar. 12 (48 days)  
 4<sup>TH</sup> 9 WKS.....Mar. 15 - May 28 (49 days)

**PROGRESS REPORTS SENT HOME**

September  
 November  
 February  
 April

**TEACHER IN-SERVICE/CONFERENCE**

Teacher Work Day .....Choose 1 – (August 10-13)  
 In-service ..... August 14-18  
 PT Conference .Oct 20(sec&mid) and Oct 22(elem)  
 In-service/Flex..... November 6  
 In-service/Flex.....November 23-24  
 In-service/Flex..... January 4  
 Cap Conference ..... February 25  
 PT Conference . Mar 16(sec&mid) or Mar 18(elem)

**REPORT CARDS SENT HOME**

1<sup>st</sup> Qtr .....P/T Conferences  
 2<sup>nd</sup> Qtr ..... January 8 - All Students  
 3<sup>rd</sup> Qtr .....P/T Conferences  
 4<sup>th</sup> Qtr .....Elem - Last Day of School  
 Secondary - Will be Mailed

This calendar includes **NO** snow days. Any additional days needed for inclement weather will be added to the end of the school year.

	Job Embedded/ Bld. PD.
	Flex Days/PD
	Holidays
	End of Nine Weeks
	Parent Teacher Conference
	Cap Conference

JANUARY 2010						
S	M	T	W	T	F	S
					1	F
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# TRANSPORTATION

Bus service is provided by the school district as a service to parents. Impress upon your children that riding a bus is a privilege that may be revoked if certain rules are not followed. These rules are plainly posted at the front of the bus for all to see. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders. Students who misbehave create a safety hazard for all students on the bus and will be dealt with accordingly. Students are expected to be at the bus stop on time as the bus must keep a schedule. The bus driver is authorized to leave any student who is not at the bus stop on time. Students must bring a note of explanation from home to their teacher if there is a change in the normal routine of going home from school on the bus. Parents calling school to change bus routine should call **before 2:40 p.m.**

**Students Must Have A Note Signed By The Principal In Order To Ride A Bus Other Than His Or Her Own.**

## BUS DISCIPLINE

- 1st Offense Warning
- 2nd Offense Corporal punishment or 3-day suspension from bus
- 3rd Offense 3-day suspension from bus
- 4th Offense 5-day suspension from bus
- 5th Offense 10-day suspension from bus
- 6th Offense Suspension for 30 days

The Director of Transportation may assign any of the above consequences at any time, depending on the nature and circumstances of the offense.

## DISTRICT WIDE POLICIES

### 4.01—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

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

Legal References: A.C.A. § 6-18-202, A.C.A. § 6-18-203

Date Adopted: February 10, 2005

Last Revised: Jan. 13, 2009

### 4.02—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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 (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Children may be admitted provisionally for a thirty-day period after which they will be dropped from the roll until proof is furnished of compliance with admission requirements. An additional thirty days can be granted, at the discretion of the principal, providing the parents show proof from a licensed physician or a public health department that progress has been made toward compliance with admission requirements.

Legal References: A.C.A. § 6-18-201 (c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-702; A.C.A. § 6-15-504 (f)  
Date Adopted: Feb. 10, 2005  
Last Revised: Oct. 16, 2008

#### **4.03—COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before September 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.

- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201  
 Date Adopted: February 10, 2005  
 Last Revised: October 16, 2008

#### 4.04—STUDENT TRANSFERS

Students who receive a legal transfer are eligible to attend Greenbrier. Transfers must be approved by this district as well as the resident district. Transfers into the District are limited to:

1. Students who have completed their junior year in Greenbrier and have moved from the District. Such students may be granted transfers to complete their senior year. Siblings in other grade levels would not be eligible for transfers.
2. Siblings of students who were granted transfers into the District on or before September 8, 2005.
3. Students wanting to take only on-line classes through the Greenbrier Academy.

Eligible students may be accepted under School Choice program as prescribed by state law.

Transfer requests out of the District will be considered on a case-by-case basis.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school have evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents to provide transportation to or from the District, or both.

Legal References: A.C.A. § 6-18-316; A.C.A. § 6-18-510; A.C.A. § 6-18-504(f); State Board of Education Standards of Accreditation 12.05  
 Date Revised: September 8, 2005

#### 4.05—SCHOOL CHOICE

The superintendent will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the superintendent's decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Notes: A.C.A. 6-18-206 (f)(3) was amended by Act 552 of 2007 and permits transfers between districts regardless of their proximity if both districts do not have a "critical mass" of minority students greater than 10%.  
 Legal References: A.C.A. § 6-18-206; A.C.A. § 6-18-510  
 Date Adopted: February 10, 2005  
 Last Revised: July, 2008

#### 4.06—HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

- At the beginning of each school year, but no later than August 15;
- By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
- Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

- The name, date of birth, grade level, and the name and address of the school last attended, if any;
- The location of the home school;
- The basic core curriculum to be offered;
- The proposed schedule of instruction; and
- The qualifications of the parent-teacher.

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

Legal References: A.C.A. § 6-15-503; A.C.A. § 6-41-206  
Date Adopted: February 10, 2005  
Last Revised:

#### 4.07—ABSENCES

It shall be the intent of the Greenbrier Board of Education to discourage any unnecessary absences from school. The board directs the superintendent to promulgate rules and regulations necessary to satisfy requirements as set forth in Act 473 of 1989 amended.

The attendance policy of the Greenbrier Board of Education is developed in accordance with Act 598 of (1989), 473 (1989), 876 (1991), and 292 (1991) and in accordance with the Greenbrier School Board decision of the adoption of the student handbooks in the summer of each year. The attendance policy of each school will be included in the student handbooks to review yearly.

Act 1255 of 2005 prohibits the lowering of grades of foster children for absences due to 1) a change in the student's school enrollment; 2) the student's attendance at a court ordered dependency-neglect court proceeding; or 3) the student's attendance at a court-ordered counseling or treatment.

##### Notification of Absences

1. The student's parents or guardians shall be notified when the student has accumulated excessive absences equal to one-half the total number of absences permitted under the school district's policy. Notice shall be given by telephone contact with the student's parents or guardians by the end of the school day in which such absence occurred, or by mail (with a return address, sent no later than the following school day).
2. Whenever a student exceeds the number of absences as provided for in the district's student attendance policy, the school district shall notify the Prosecuting Attorney for Faulkner County. The student's parents or guardians shall be subject to a civil penalty, not to exceed five hundred dollars (\$500.00), plus court costs as prescribed by the courts.

##### Elementary Attendance Regulations

A student at Greenbrier Elementary Schools will be allowed a total of four (4) unexcused absences during a period of one (1) semester. Extenuating circumstances, if any, will be left to the discretion of the building principal.

- Three (3) tardies will be equivalent to one (1) day of absence.
- School suspensions shall not be counted against a student's four (4) days of absences.
- School trips or field trips are curriculum-based. Therefore, students not attending will be counted absent.
- If a student is determined to be truant, he/she will not be allowed to make up any work that was missed.

The teacher's roll book will be used to determine the days missed in a particular class. The record shall be kept in the official register, or through other officially approved documentation provided or approved by the Department of Education.

An excused absence is any of the following:

- Personal illness-parent/guardian should call in an illness on the day of the absence and a note must accompany student upon his/her return to school.

**After the 4<sup>th</sup> absence in a semester (limit of four notes per semester), medical verification is required for any subsequent absence.**

- Death in the family
- Family emergency (approved by the principal)
- Educational experience (approved by the principal)

All other absences are considered unexcused.

## **Middle School Attendance Regulations**

**Excused absences** include but are not limited to:

- Doctor's appointments
- Dentist/Orthodontist's appointments
- Funerals (One day unless prior approval has been received from the principal)
- Fair Days
- Required court/government agency appearance
- Exceptional circumstances not included in the list of Excused Absences may be excused prior to the absence by the principal.

*\*Documentation of an excused absence must be supplied by the parent or guardian of the student within two weeks of the absence.*

**Unexcused absences** are absences that are not approved as excused.

1. A student at Greenbrier Middle School will be allowed a total of four (4) unexcused absences during a period of one (1) semester. **\*Extenuating circumstances, if any, will be left to the discretion of the building principal.**
2. The student will be allowed to make up all major examinations and major assignments with the stipulation that the student will have one school day plus the number of days of absence to make up the assignments and exams that were missed.
3. Examinations that were announced prior to the absence will be made up the first day the student returns to school.
4. Students who are absent during either all or part of a day shall not participate in any school activity on that day, unless permission is granted through the principal's office.
5. School suspension shall not be counted against a student's four (4) unexcused days of absence.
6. Suspended students will not be allowed to make up work.
7. The teacher's roll book will be used to determine the days missed in a particular class.
8. If a student is determined to be truant he/she will not be allowed to make up work that was missed.
9. Truancy is defined as being absent from school without parent or school permission.
10. An unexcused absence is any absence where there exists no credible reason for that student to be absent from school.
11. Parents planning to have their children miss multiple days of school (i.e. out of town funeral, out of town trip) must prearrange with the school to minimize the disruption of the educational process and to determine if the days will be excused or unexcused.

## **Junior High and High School Attendance Regulations**

Students are allowed to miss a total of 4 (four) unexcused days per semester. However, a parent/guardian must notify GJHS or HS attendance office as to the whereabouts of their child. This notification must be made the day of or before the absence date or the student will be considered truant. Truant students cannot make-up any tests, homework or assignments on that absence date. Truancy is also a class II disciplinary offense. No calls or documentation will be accepted the day after.

Absences will be considered excused in the following circumstances:

- Doctor's documented visit.
- Death in immediate family.
- Required court appearance.
- Note from parent (up to 3 notes per semester, all subsequent absences require a note documenting a doctor's visit)

Unexcused absences includes any absence not listed above.

At the 7<sup>th</sup> (seventh) cumulative absence with no documentation or contact being made with the school, the student will receive a "No Grade" and paperwork will be sent to the Faulkner county juvenile court system for non-attendance.

Any extenuating circumstances other than above will be at the discretion of the building administrators.

The following attendance regulations will also be enforced:

1. The student will be allowed to make up examinations and assignments with the stipulation that the student will have one day plus the number of days of absence to make up the work that was missed. Students who are truant will not be permitted to make up assignments or examinations that are missed.
2. Examinations and assignments that were announced prior to the absence will be made up the first day the student returns to school.
3. Students who are absent all or part of the day shall not participate in any school activity on that day unless permission is granted by the principal.
4. School suspension will not be counted against the student's 4 (four) days of absence.
5. Suspended students will not be allowed to make up the work that was missed.
6. The teachers' roll books will be used to determine the days missed if there is a discrepancy.
7. The school will attempt to contact parents if absence information is not received.

Legal References: A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 27-16-701  
Date Adopted: February 10, 2005  
Last Revised: October 17, 2008

#### **4.08—MAKE-UP WORK**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teacher(s). Each school shall establish a uniform timetable in which students must make up their work to receive credit.

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

Date Adopted: February 10, 2005  
Last Revised:

#### **4.09—TARDIES**

Promptness is an important character trait that District staff is to encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Date Adopted: February 10, 2005  
Last Revised:

#### **4.10—CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

Date Adopted: February 10, 2005  
Last Revised:

#### **4.11—EQUAL EDUCATIONAL OPPORTUNITY**

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

Date Adopted: February 10, 2005  
Last Revised:

#### **4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS**

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

Legal References: A.C.A. § 6-21-201 et seq.; 20 U.S.C. 4071 Equal Access Act; Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990); A.C.A. § 6-18-601 et seq.

Date Adopted: February 10, 2005

Last Revised:

#### **4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.

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

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

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

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

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

Legal Reference: 20 U.S.C. § 1232g; 20 U.S.C. § 7908 (NCLB Section 9528)

Cross References: Policy 5.20—District Web Site  
Policy 5.20.1—Web Site Privacy Policy  
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Date Adopted: February 10, 2005

Last Revised: August 2006

## 4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

### Student Publications

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

- Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
- Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

- Those that are obscene as to minors;
- Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- Those that constitute an unwarranted invasion of privacy as defined by state law,
- Publications that suggest or urge the commission of unlawful acts on the school premises;
- Publications which suggest or urge the violation of lawful school regulations;
- Hate literature that scurrilously attacks ethnic, religious, or racial groups.

### Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

- Not contain any non-educational advertisements. Additionally, student web publications shall;
- Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
- State that the views expressed are not necessarily those of the School Board or the employees of the district.

### Nonschool Publications

School authorities shall review nonschool publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

### Distribution of Literature

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

The regulations shall:

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

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204; *Tinker v. Des Moines ISD*, 393 U.S. 503 (1969); *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986); *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

Date Adopted: February 10, 2005

Last Revised:

## **4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **Contact By Parents**

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

### **Contact By Non-Custodial Parents**

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

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

### **Contact By Law Enforcement, Social Services, Or By Court Order**

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

Legal References: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104  
Date Adopted: February 10, 2005  
Last Revised: September 8, 2005

## **4.16—STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Cross References: For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOLS  
Date Adopted: February 10, 2005  
Last Revised: September 8, 2005

## **4.17—STUDENT DISCIPLINE**

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A

student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

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

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

Legal Reference: A.C.A. § 6-18-502; A.C.A. § 6-17-113  
Date Adopted: February 10, 2005  
Last Revised:

#### **4.29—COMPUTER USE POLICY**

The Greenbrier School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

#### ACCEPTABLE USE POLICY COMPUTER AND INTERNET USE

The Greenbrier School District makes computers and Internet access available to students to perform research and to allow students to learn how to use computer technology. Students may use school computers to publish or communicate through the local area networks and the Arkansas Public School Computer Network, which includes the Internet. Such communications may involve an unpredictable number of contracts with an uncontrollable list of individuals and/or materials, worldwide, some of which may be inappropriate, or morally unacceptable. The school attempts to protect students by providing instructions, direct supervision, and Internet content filtering; however, the school is not able to protect students from the consequences of their own behavior or the behavior of others on computer networks.

Computer and network use is a public, not a private, student activity. The school maintains its right to monitor and publish all student activities, operations, publications, and communications on its computers. Computer network access and use is a privilege extended to cooperating students. Students should use computers and networks for educational purposes that are acceptable to school personnel, report any computer problems or suspected problems to a teacher or principal, and report anyone breaking computer use rules to a teacher or principal.

#### **I. PERSONAL RESPONSIBILITY**

Signing this handbook indicates the student's agreement to follow computer network rules and also indicates his/her knowledge of the consequences of violating these rules. Failure to sign this handbook will prevent the student from having access to computer equipment. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

#### **II. ACCEPTABLE USES**

A. Educational Purposes Only. The student agrees that he/she will use the District's computers for educational purposes only. The student agrees to obey all federal and state laws and regulations. The student also agrees to

abide by any acceptable use rules instituted at the student's school or class, whether those rules are written or oral.

- B. No Expectation of Privacy. The student and parent/guardian signing this handbook agree that if the student uses District computers and/or the Internet through the District's access, that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the district will monitor the student's use of the District's computers and will also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.
- C. Student E-Mail. Students who need access to email for the purposes of class work or school related activities may be granted access to school-provided email. This access is granted at the discretion of the district technology coordinator and is for school-related use only. Any misuse of school-provided email will result in disciplinary action including, but not limited to the loss of access to email and/or school computers, even if said access is required for a specific course.
- D. Internet. Internet access at Greenbrier Schools is offered by the State of Arkansas for educational purposes only. Recreational use of the Internet for games, downloads, chatting, non-educational videos, social networking sites such as Myspace, and all other non-educational uses is strictly prohibited. Misuse of the Internet is subject to punishment as outlined in the Disciplinary Actions section IV below.

### III. UNACCEPTABLE USE

- A. Vandalism. Vandalism is considered to be any deliberate action that prevents a computer from working correctly, the defacing of equipment or any other action initiated without proper permission. This includes but is not limited to: Any attempt to disable or bypass the Internet content filter, deleting files, installing software, downloading from the internet, writing or marking on the equipment, removing cables or connectors, removing the roller ball from mice, inserting anything except a computer disk into a disk drive, removing keyboard keys, erasing floppy disks, changing any computer system settings or any other action deemed deliberate or malicious.
- B. Games. Students are prohibited from downloading, installing, or playing games on the District's computers or Internet connection. The only exception to this rule will be educational games that are administered by a teacher or staff member that have been pre-approved by the technology coordinator or his/her designee.
- C. Plagiarism and Copyrights. Students will not plagiarize any material from the Internet or engage in any copyright infringement. Plagiarism is using someone else's writing or idea as your own work. Copyright infringement is the copying or use of material that has a copyright. If there is any question about any material, the student should ask the responsible teacher.
- D. Removable Media. No student will bring any disk, CD, or other removable media from home for school use without prior approval from the responsible teacher. Any and all material will be scanned for computer viruses after they are inserted into a school computer. Any removable media shall be used solely for purposes directly related to the student's education (i.e. bringing work performed on a home computer). Under no circumstances shall any removable device be used to install or use third party software applications, modify settings on District computers or circumvent District policies. Noncompliance will be considered an act of vandalism described in Section III.A of this policy.
- E. General Misuse. Among the uses that are considered unacceptable and which constitute a violation of this policy include, but are not limited to the following:
  - 1. Failing to obey school or classroom acceptable use rules
  - 2. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas state law, A.C.A. 6.21.111
  - 3. Using computers for any illegal activity, including computer hacking and copyright or intellectual property law violations
  - 4. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member
  - 5. Cyberbullying, or the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging and/or other technical means to ridicule, harass, intimidate, humiliate, or otherwise bully another student as covered in Arkansas Act 115 of 2007
  - 6. Posting anonymous messages on the system
  - 7. Using encryption software
  - 8. Wasteful use of limited resources provided by the school including paper
  - 9. Causing congestion of the network through lengthy downloads of files
  - 10. Vandalizing data of another user
  - 11. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks
  - 12. Gaining unauthorized access to resources or files
  - 13. Identifying oneself with another person's name or password or using an account or password of another user
  - 14. Using the network for financial or commercial gain without district permission

15. Theft or vandalism of data, equipment, or intellectual property
16. Invading the privacy of individuals
17. Attempting to gain access or gaining access to student records, grades, or files
18. Introducing a virus to, or otherwise improperly tampering with the system
19. Degrading, disrupting, or tampering with network equipment, wiring, or system performance
20. Creating a web page or associating web page with the school or school district without proper authorization
21. Providing access to the District's Internet Access, Intranet, or Network to unauthorized individuals
22. Taking part in any activity related to computer use which creates a clear and present danger or the substantial disruption of the orderly operation of the district or any of its schools
23. Installing software or changing the configuration on computers without permission from the classroom teacher or technology staff
24. Using external media (such as floppy disks, zip disks, CD's, USB storage devices, DVD's, etc.) without permission of the classroom teacher
25. Using public property for personal gain, which is a felony and subject to prosecution
26. Using personal laptop or wireless handheld device without administrative approval

#### IV. DISCIPLINARY ACTIONS

The student's use of the computer network and Internet is a privilege, not a right. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology. This may involve loss of credit if the technology use was course work. Repeated offences could result in permanent suspension of technology use while a student is enrolled in the Greenbrier School District. A student found to have violated any of these rules may also be disciplined for student misbehavior and reported to law enforcement authorities (see Student Discipline Internet Policy Act 801 of 1997). Disciplinary action will be in accordance with the relevant rules listed in the Student Handbook. Serious infractions will result in immediate loss of access to District computers and/or the Internet and possible further disciplinary action as determined by district officials.

#### V. SCHOOL LIABILITY

The Greenbrier School District will not make any guarantee that the school computers or networks will be totally accurate or error free. The district will not be responsible for any lost data, files, other lost information or any loss of service. The district is not responsible for the accuracy or inaccuracy of any information obtained from the Internet. The district will not be responsible for any financial obligations incurred by any user, to include student users, on the Internet. The Greenbrier School District reserves the right to change or modify this agreement at anytime as needed to protect and safeguard the district's computers, networks, and storage systems.

#### VI. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.
- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly Social Security numbers.
- D. Active Restriction Measures.** The School will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254(h)(7)). The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

#### **4.30—SUSPENSION FROM SCHOOL**

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

#### **4.31—EXPULSION**

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be

expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507  
Date Adopted: February 10, 2005  
Last Revised: July, 2008

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement

personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

Legal Reference: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104  
Date Adopted: February 10, 2005  
Last Revised: August 2006

#### **4.33—STUDENTS' VEHICLES**

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel may drive his/her vehicle to high school. Vehicles driven to school shall be parked in the area designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

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

Date Adopted: February 10, 2005  
Last Revised: July, 2008

#### **4.34—COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Date Adopted: February 10, 2005  
Last Revised:

#### **4.37—EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with a least one each in the months of September, October, January, and February. Students, who ride school buses<sup>1</sup>, shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:  
Earthquake; Act of terrorism; Chemical spill; Airplane crash.

Legal Reference: A.C.A. § 12-13-109; A.C.A. 6-10-121; Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1  
Date Adopted: February 10, 2005  
Last Revised: July 2007

#### **4.38—PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

Date Adopted: February 10, 2005  
Last Revised:

#### **4.39—CORPORAL PUNISHMENT**

The Greenbrier School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued certificate as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

Legal Reference: A.C.A. § 6-18-505 (c) (1)

Date Adopted: February 10, 2005

Last Revised:

#### **4.40—HOMELESS STUDENTS**

The Greenbrier School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

- continue educating the child who become homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
- continue educating the child in his/her school of origin who become permanently housed during an academic year for the remainder of the academic year; or
- enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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

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

- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References: 42 U.S.C. § 11431 et seq.; 42 U.S.C. § 11431 (2); 42 U.S.C. § 11432(g)(1)(H)(I); 42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II);

42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii); 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(G); 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E); 42 U.S.C. § 11434a

Date Adopted: February 10, 2005

Last Revised:

#### **4.41—PHYSICAL EXAMINATIONS OR SCREENINGS**

The Greenbrier School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Legal Reference: A.C.A. § 6-18-701 (b), (c), (f); 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

Date Adopted: February 10, 2005

Last Revised:

#### 4.42—STUDENT HANDBOOK

It shall be the policy of the Greenbrier School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

Date Adopted: February 10, 2005

#### 4.43—BULLYING

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

##### **Definitions:**

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

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

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

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

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

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

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

Legal Reference: A.C.A. § 6-18-514

Date Adopted:

Last Revised:

#### **4.44--STUDENT INSURANCE PROGRAMS**

It shall be the policy of the board to contract each year with a reputable insurance company to provide low-cost student accident insurance for students. Participation in the insurance program shall be voluntary.

The board shall provide a student in interscholastic athletics, as deemed necessary, a school accident insurance program.

Date Adopted: February 10, 2005

Last Revised:

#### **4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER**

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements; Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

## **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **SMART CORE: Sixteen (16) units**

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

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

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

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

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

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

Algebra II

Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

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

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

Civics or Civics/American Government

World History

American History

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

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

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

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

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

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

### **CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units (years)

Algebra or its equivalent\* - 1 unit

Geometry or its equivalent\* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.

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

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

Science: three (3) units (years)

At least one (1) unit of biology or its equivalent

One (1) unit of a physical science

Social Studies: three (3) units (years)

Civics or government, one-half (1/2) unit

World history, one (1) unit

U.S. history, one (1) unit

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

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

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

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

### **CAREER FOCUS: - Six (6) units**

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

The Core and Career Focus units must total at least twenty-four (22) units to graduate.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03; ADE Guidelines for the Development of Smart Core Curriculum Policy; Smart Core Informed Consent Form  
Date Adopted: October 17, 2008  
Last Revised:

### **4.48—VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

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

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232(g); 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31  
Date Adopted: July, 2007  
Last Revised:

### **5.06—CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

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

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

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

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

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

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

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

Date Adopted: February 10, 2005  
Last Revised: January 13, 2009

## **5.07—SELECTION OF LIBRARY/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 students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/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 reputable selection aids; 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, no item will be discarded that will have historical significance to the State of Arkansas.

### **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 will assist prospective donors to aid them in their selection of materials to donate.

### **Challenges**

The parent of a student affected by a media selection, or a District employee 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.

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 objecting 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 the building media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. A parent will also be asked to serve on the committee. 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 contested 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 to not 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 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 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 receipt of the information. The Board's decision is final.

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

Date Adopted: February 10, 2005

Last Revised: January 13, 2009

## **5.11—PROMOTION/RETENTION-SECONDARY**

Each school in the Greenbrier School District shall notify, in writing, parents/guardians, and students within the first nine weeks of school of the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the quarterly grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. A disservice is done to students through social promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal. Students who do not score proficient or above on End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in a remediation program before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

.Legal References: A.C.A. § 6-15-402; State Board of Education: Standards of Accreditation 12.04.3; ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5, 7.05.7

Date Adopted: February 10, 2005

Last Revised:

## 5.12—PROMOTION/RETENTION – ELEMENTARY SCHOOLS

Students in kindergarten through third grade (K-3) not performing at grade level during the regular school year shall participate in a remediation program during the school year or a summer school remediation program<sup>1</sup> to be eligible for promotion to the next grade.

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

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

Legal References: A.C.A. § 6-16-705; State Board of Accreditation Standards 12.04.3; ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5  
Date Adopted: February 10, 2005  
Last Revised:

## 5.19—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

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

### Definitions:

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

Academic Courses are those courses that are identified in the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools as one of the 38 course offerings or is a definable course for which class time is scheduled and which can be credited to meet the minimum requirements for graduation and is taught by a teacher required to have State certification in the course, and has been approved by the Arkansas Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the Arkansas Department of Education's Regulations Governing School District Academic Requirements for Student Participation in Competitive Interscholastic Activities.

Middle School: The school strives to provide numerous varied extracurricular activities for students. These activities are generally made available to all students as long as objectives are met and rules/regulations followed. The building principal does have discretion to deny or limit participation for any student whose general behavior does not meet reasonable acceptable standards. Interscholastic competition is minimal at the middle school level but, students must meet current eligibility standards to participate in those extracurricular activities sanctioned and governed by the Arkansas Activities Association. Junior High/High School: Students must meet the current eligibility standards to participate in those extracurricular activities sanctioned and governed by the Arkansas Activities Association or any other established, recognized agency governing any particular activity. The building principal has discretion to deny or limit participation for students that do not exhibit exemplary behavior, good attendance, and/or follow the reasonable procedures established by the administration or activity sponsors. Students must be present a minimum of four (4) periods to participate in any school activity on that date unless permission is granted through the principal's office.

### STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

### ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

### **5.19.1—EXTRACURRICULAR ACTIVITIES – ELEMENTARY**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the principal).

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

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

### **5.20—DISTRICT WEB SITE**

The Greenbrier School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation. The Greenbrier School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors. Each school's web page shall be under the supervision of the school's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.
4. The District's web server shall host the Greenbrier District's web site.
5. No web page on the District web site may contain public message boards or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Greenbrier School District.
9. Included on the District's web site shall be:
10. Minutes of regular and special meetings of the school board;
11. The budget for the ensuing year;
12. A financial breakdown of monthly expenditures of the district;
13. The salary schedule for all employees;
14. The district's yearly audit;
15. The annual statistical report of the district.

## 5.24—STUDENT PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10)\* days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

## 5.25—MARKETING OF PERSONAL INFORMATION

The Greenbrier School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including:

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),
3. telephone number, and
4. social security identification number.

The district may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutional such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

Legal Reference: 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(E), (2)(A)(C)(i), (4)(A), (5)(A)(i)(B), (6)(C)(E)]

Date Adopted: February 10, 2005

Last Revised:

## **5.26 – ALTERNATIVE LEARNING ENVIRONMENTS**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotion, social, or academic programs. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher. Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Transition to or from residential programs

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

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction. The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of the Funds.

Legal References: A.C.A. 6-18-508, 509; A.C.A. 6-20-2305 (b) (2); ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds 3.01,3.05,4.00, and 8.0

Date Adopted: February 10, 2005

Last Revised: August, 2006

### **5.26.1—ALE PROGRAM EVALUATION**

The ALE program shall be evaluated at least annually to determine its overall effectiveness

Date Adopted: February 10, 2005

Last Revised:

## 5.29—WELLNESS POLICY

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

### GOALS

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district efforts to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

### To Achieve These Policy Goals:

#### I. School Health Councils

The school district School Nutrition and Physical Activity Advisory council (SNPPA), will create, strengthen, develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

#### II. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;

- offer a variety of fruits and vegetables<sup>1</sup>;
- serve only low-fat (1%) and fat-free milk and
- ensure that half of the served grains are whole grain.<sup>2</sup>

Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information could be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

**Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.<sup>3</sup> Toward this end, schools may utilize electronic identification and payment systems.

**Summer Food Service Program.** Schools in which more than 50% of students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

**Meal Times and Scheduling.** Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will encourage consideration of lunch periods to follow recess periods (in elementary schools) (Play First: Then Eat);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of the school district’s responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.<sup>4</sup>

**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

**Foods and Beverages Sold Individually** (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children’s limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold through a la carte lines during the school day will meet the required nutrition and portion size standards.

**Fundraising Activities.** To support children’s health and school nutrition-education efforts, school fundraising activities will not involve food. Schools will encourage fundraising activities that promote physical activity.

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1 To the extent possible, schools will offer at least one non-fried vegetable and one fruit option each day and will offer five different fruits and five different vegetables over the course of a week.

2 A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the gradient statement. Examples include “whole” wheat flour, cracked wheat, brown rice, and oatmeal.

3 It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or “paid” meals.

4 School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,<sup>5</sup> and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

School-sponsored Events Booster organizations that operate concession stands at school events will be encouraged to meet nutrition standards for meals sold.

### III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Greenbrier Public School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will send home nutrition information, post nutrition tips on school websites, and will make available upon request nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet

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<sup>5</sup> Unless this practice is allowed by a student's individual education plan (IEP).

the nutrition standards for meals or for foods and beverages sold individually (above).<sup>6</sup> School-based marketing of brands promoting predominantly low-nutrition foods and beverages<sup>7</sup> is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and coupons for discount gym memberships.

Staff Wellness. Greenbrier Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should establish and maintain a staff wellness committee. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

#### IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12. All students in grades K-12 will receive daily physical education as is required by state regulations regarding K-12 P.E.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. All secondary schools will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school and community personnel will not withhold opportunities for physical activity.

Safe Routes to School. The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance such improvements. The school district will encourage students to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

#### V. Monitoring and Policy Review

Monitoring. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school’s compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent State review findings and any resulting changes.

The superintendent or designee will develop a summary report every five years on district-wide compliance with the district’s established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

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<sup>6</sup> Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

<sup>7</sup> Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

Policy Review. To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.<sup>8</sup> The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every five years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation

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<sup>8</sup> Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.



**GREENBRIER  
EASTSIDE, WESTSIDE,  
And WOOSTER  
ELEMENTARY SCHOOLS  
HANDBOOK**

## SCHOOL DAY

### Eastside Elementary School:

- School day begins at 8:00 a.m. and ends at 3:40 p.m.
- Students should not arrive before 7:40 a.m.
- Students arriving after 8:05 a.m. and before 8:35 a.m. or leaving between 2:40 to 3:20 p.m. will be considered tardy and must be signed in/out through the office by a parent/guardian.
- Students arriving after 8:35 a.m. or leaving before 2:40 p.m. will receive a ½ day absence.

### Westside Elementary School:

- School day begins at 8:00 a.m. and ends at 3:40 p.m.
- Students should not arrive before 7:25 a.m.
- Students arriving after 8:05 a.m. and before 8:35 a.m. or leaving between 2:40 to 3:20 p.m. will be considered tardy and must be signed in/out through the office by a parent/guardian.
- Students arriving after 8:35 a.m. or leaving before 2:40 p.m. will receive a ½ day absence.

### Wooster Elementary School:

- School day begins at 8:10 a.m. and ends at 3:45 p.m.
- Students should not arrive before 7:40 a.m.
- Students arriving after 8:15 a.m. and before 8:45 a.m. or leaving between 2:45 to 3:25 p.m. will be considered tardy and must be signed in/out through the office by a parent/guardian.
- Students arriving after 8:45 a.m. or leaving before 2:45 p.m. will receive a ½ day absence.

Car riders must be picked up by 3:40 p.m. Parents/guardians should remain in their cars or outside the building when picking up their children in the afternoon so that students may be more closely monitored. No one will be allowed to wait inside the building.

## PRIMARY ATTENDANCE REGULATIONS

It shall be the intent of the Greenbrier Board of Education to discourage any unnecessary or excessive absences from school. The Board directs the superintendent to promulgate rules and regulations necessary to satisfy requirements as set forth in Act 473 of 1989 as amended.

A student at Greenbrier Elementary Schools will be allowed a total of four (4) unexcused absences during a period of one (1) semester. Extenuating circumstances, if any, will be left to the discretion of the building principal.

- Three (3) tardies will be equivalent to one (1) day of absence.
- School suspensions shall not be counted against a student's four (4) days of absences.
- School trips or field trips are curriculum-based. Therefore, students not attending will be counted absent.
- If a student is determined to be truant, he/she will not be allowed to make up any work that was missed.

The teacher's roll book will be used to determine the days missed in a particular class. The record shall be kept in the official register, or through other officially approved documentation provided or approved by the Department of Education.

## ATTENDANCE

An excused absence is any of the following:

1. Personal illness-parent/guardian should call in an illness on the day of the absence and a note must accompany student upon his/her return to school. **After the 4<sup>th</sup> absence in a semester (limit of four notes per semester), medical verification is required for any subsequent absence.**
  2. Documentation for excused absences, such as doctor's notes, **must be submitted to the principal's office on the day the student returns to school.**
  3. A child will be sent home and the absence for the remainder of that day will be excused if there is evidence of head lice such as nits or live bugs. Subsequent days are considered unexcused absences. A parent/guardian must accompany the child to the nurse's office upon returning to school.
  4. Death in the family
  5. Family emergency (approved by the principal)
  6. Educational experience (approved by the principal )
- All other absences are considered unexcused.

## NOTIFICATION OF ABSENCES

The student's parents or guardians shall be notified when the student has accumulated unexcused absences equal to one-half (1/2) the total number of absences permitted under the school district's student attendance policy per semester.

Notice shall be by telephone contact with the student's parents or guardians by the end of the school day in which the absences occurred or by regular mail with a return address on the envelope sent no later than the following school day.

Whenever a student exceeds the number of absences as provided for in the district's student attendance policy, the school district shall notify the prosecuting or city attorney. The student's parents or guardians shall be subject to a civil penalty, not to exceed five hundred dollars (\$500), plus court costs as prescribed by the courts.

### **PERFECT ATTENDANCE**

Students may maintain a perfect attendance record by attending classes each day school is in session. To be eligible for a perfect attendance certificate, a student at Eastside and Westside Elementary Schools must be present from **8:05 a.m. to 3:20 p.m.** for dismissal. Students attending Wooster Elementary School must be present from **8:15 a.m. to 3:25 p.m.** to be eligible for a perfect attendance certificate. Certificates will be awarded at the end of the school year.

### **GRADING**

Report cards are issued the week following the end of each nine-week period. Progress reports will be sent home mid-way through the nine-week grading period. Student grades may be checked at any time through the Edline web address located on the front cover. In grades K-2 the performance level is given or students receive plus or minus marks to indicate if the expectation has been met. Grades 3-5 report letter grades according to this scale:

A – 90-100	D – 60-69
B – 80-89	F – Below 60
C – 70-79	

**\*Grades assigned reflect educational objectives only.**

### **HOMEWORK**

Homework is assigned when individual or class needs can be best met through its use.

1. Make-up work as a result of an absence. The student will have one school day plus the number of days of absence to make up the assignments and exams that were missed.
2. Additional assignments designed to help children work up to their abilities.
3. Work planned to help children overcome particular difficulties.
4. Assignments made for the purpose of encouraging pupils to pursue an individual interest, or develop more fully a specific skill or ability.

It is anticipated that most student work will be done at school and that little homework will be assigned.

### **PARENT-TEACHER CONFERENCES**

Teachers will be available for conferences with parents in the afternoon after school. We must limit our conferences to this time because conferences held during the day take the teacher from his/her teaching duties. Please schedule appointments in advance with your child's teacher.

Also, a parent-teacher conference day is scheduled after the first and third nine weeks. All parents are urged to attend.

### **CAFETERIA**

The cafeteria serves a type A lunch and breakfast every day. Menus for the week are printed in the local newspaper and PTO newsletter. Students are urged to pay for meals in advance (one week, two weeks, monthly, etc.). Meal prices are as follows: Lunch - \$1.50, Reduced Lunch - \$.40, Breakfast - \$1.00, Reduced Breakfast - \$.30.

In order to close out yearly account balances, students will not be allowed to charge meals after mid-May. Parents will be notified of the exact date in April. Students will be served an alternative lunch after the May date if they owe or have no money to purchase their meals. If a student acquires a \$50 debt at anytime during the school year, she or he may no longer charge meals. Please check your child's account regularly to alleviate potential accounting problems.

There will be no substitutions available for the regular school meals. Students having severe food or milk allergies must have a doctor's statement verifying the condition.

Parents may apply for free and reduced-price meals. Applications are available in the school office and may be made anytime during the school year.

Students who bring their lunches may purchase milk to drink. Please refrain from sending carbonated drinks in student lunches.

Parents are encouraged to eat lunch with their children at the parent tables. Due to the lack of space as well as other student concerns, parents may not invite other students to join them for lunch.

## HEALTH SERVICES

**Tylenol is no longer dispensed to students at school. If it is necessary for your child to receive Tylenol during the school day you will be required to provide the medication in a bottle with a pharmacy prescription label that includes the child's name, dosage, and time to be given. A medical release form will be required for the Tylenol to be dispensed.**

If your child becomes ill at school, the school nurse will check his or her temperature, consider symptoms and decide whether to call home. Students with a temperature of 100 degrees or greater will be sent home. After an illness, students must be free of fever for 24 hours before returning to school.

In case of accidents of a serious nature, first aid will be administered, and then parents will be notified. After notification, parents may pick up your child or someone will meet you at your doctor's office or hospital. It is very important that the emergency procedure form is completed and on file in the office with a phone number where a parent can be reached.

All medications should be brought to school in the original container. Medications brought in baggies or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date, name of medication, name of the prescribing physician, time(s) the medication is to be given and the name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. Medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic which is to be given three times daily can be given before the child leaves for school, when he or she gets home, and at bedtime. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse will give this medication at the designated time. Students with any medication must present a note from the parent or guardian, giving permission for administration, stating amount per dosage, and time to be given.

## VISITATION

Visitors are required to come by the office first when making a visit to the school. This will eliminate unnecessary interruptions to carefully planned classroom activities. If it is necessary for you to bring materials, wraps, or such for your child, bring these to the office for delivery. Due to safety concerns and classroom disruptions, siblings are not allowed to attend parties, field trips, or end-of-school picnics or while parents are volunteering during the school day.

## CONDUCT/DISCIPLINE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. Consequences could range from a verbal warning to expulsion. Corporal punishment, if necessary, will be administered privately by the principal or her designee with a certified teacher as witness. At the discretion of the principal, a child may be sent home for acts of misbehavior and readmitted only after a conference with parent/guardian.

All disciplinary offenses will be classified as Class I, Class II, or Class III Acts and will be dealt with according to the severity of the offense.

### CLASS I INFRACTIONS

- Disruption-any interference that disrupts normal classroom activities
- Insubordination-refusal to follow teacher directions
- Possessions of prohibited articles (toys, electronic devices, radios, calculators, laser pointers, trading cards of any kind, etc.)
- Profanity
- Cheating on assignments/tests
- Throwing rocks or rough-housing during recess
- Dress Code violation (see Dress Code)
- Other actions construed as disruptive by the principal or her designee

### CLASS I DISCIPLINARY ACTIONS

<u>Office Referral</u>	<u>Disciplinary Actions</u>
1	Principal's discretion and notify parents
2	Principal's discretion and notify parents
3 or more	Corporal punishment OR In-school suspension, notify parents

## **CLASS II INFRACTIONS**

- Disrespect for authority
- Bullying
- Theft of property
- Possession or use of tobacco products, lighters, and matches on school premises.
- Sexual harassment
- Possession, use, sale, delivery or transmission of non-prescription, over-the-counter medication. All medication to be used must be used in the presence of the school nurse or the school office personnel.
- Knowingly communicating a false alarm
- Possession of a cell phone or similar communication device or camera during normal school hours
- Other actions construed as disruptive by the principal or her designee. Principals' discretion may apply when deemed appropriate.

## **CLASS II DISCIPLINARY ACTIONS**

Consequences could range from a verbal warning and conference with parents to expulsion.

## **CLASS III INFRACTIONS**

- Fighting/assault
- Physical abuse/assault of school personnel
- Damaging, defacing and/or theft of school property (including books)
- Possession of firearms, weapons and/or dangerous instruments
- Possession of drug paraphernalia
- Communicating a death threat
- Other actions construed as disruptive by the principal or her designee

## **CLASS III DISCIPLINARY ACTIONS**

Consequences could range from a verbal warning and conference with parents to expulsion.

## **CLASS IV INFRACTIONS AND DISCIPLINARY ACTIONS**

Possession, use, sale, delivery or transmission of illegal drugs, look-alike drugs, and/or alcoholic beverages will result in ten (10) days out-of-school suspension and recommendation for expulsion.

## **SCHOOL/CLASSROOM DISRUPTIONS**

Teachers will make every effort to contact parents with two-way communication by calls, e-mails, or notes home about disruptive behavior. If these steps to improve student behavior fail, the administrators will contact the parents/guardians.

## **PLAYGROUND CONDUCT**

Students should play and stay in the designated playground area and away from the building. No tackle sports are allowed. Foul language is not acceptable. Rock throwing is not allowed. Possible corporal punishment or school suspension may result for those who choose to throw rocks.

## **TELEPHONES**

The school telephone is for business calls only. Children are not called to the telephone. No phone messages can be delivered to students after 2:40 p.m. unless it is an emergency.

## **CELL PHONES**

Students are not allowed to have in their possession, cell phones or any similar communication device during normal school hours. "Normal school hours" are from the time the student steps onto a bus, or arrives on campus in the morning, until the end of the school day or until the student exits the bus in the afternoon.

## **PARTIES/FIELD TRIPS**

Three parties are planned each year by the teacher, students, and parents. These are scheduled in observance of Christmas, Valentine, and an end-of-school picnic. Parties for birthdays, etc., will not be held. Siblings are not allowed to attend parties, field trips, or end-of-year picnics due to safety concerns.

Students attending a field trip must ride the bus to the destination. Parents may check their child out at the end of the event. If a student does not attend the field trip, she/he will be counted absent for the day.

## **SCHOOL SUPPLIES**

Many of the school supplies your child will need may be purchased in the bookstore each morning from 7:40-8:00 a.m. Each teacher will provide their students with a list of supplies they will need. (This will vary from room to room.) Rolling backpacks will not be allowed.

## **LIBRARY**

Book payment – If a book is lost or severely damaged while checked out, the student is responsible for the cost of replacing the book.

Report cards – Students owing for lost or severely damaged books may have their report cards held until book is returned or book price paid.

## **MONEY AND VALUABLES**

Students should bring to school only the money required for lunches, school supplies, field trips, etc. Students should bring all money for school in a sealed envelope, clearly labeled with the student's name.

Any toys, electronic devices, radios, calculators, trading cards of any kind, etc., are not allowed at school. The school cannot assume responsibility for items lost or stolen at school. Students are not to buy or sell any items at school unless approved by the principal.

## **DRESS CODE**

Children should wear clothing that is comfortable and appropriate for the season. Students shall not practice a mode of dress, color/style of hair, or standard of personal grooming which will present a health or safety hazard or disturbance to the educational process. Hats and shoes with wheels are not allowed at school. No clothing will be worn having offensive slogans or advertising tobacco or alcoholic beverages. Remember to mark all articles for identification.

The following items of apparel will not be permitted for upper elementary students (grades 3rd-5th):

1. Bare midriffs, tank tops, spaghetti straps, halter tops, strapless tops, muscle shirts with the sleeves cut off, etc.
2. Shorts, mini skirts, or dresses should be no shorter than the finger tips when arms are held straight against your side.
3. Oversized clothing (Absolutely No "Sagging")

Parents will be notified when children are inappropriately dressed.

## **DELIVERIES**

The Greenbrier School district does not allow delivery of items such as flowers, balloons, candy, or any other type of gift to students. This includes items brought by students for other students.

## **WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. Act 1220 of 2003 requires schools to limit student access to snacks and treats. Parents will be provided a list of **State-approved snacks**. School events that will allow for foods that do not follow the nutrition standards for food and beverages are as follows:

1. Good behavior/chart rewards
2. Accelerated Reader/Math
3. Student of the Month
4. Christmas party
5. Valentine party
6. End-of-school picnic
7. End-of-school good behavior

8. Monthly birthday treat provided by the school
9. PTO sponsored events

### **MISCELLANEOUS**

Chewing gum is not allowed on buses or at school at any time. Treats from home are not allowed unless they are from the State-approved nutrition list and are one of the nine events listed above (including birthday treats and special events).

### **ARKANSAS COMPREHENSIVE TESTING, ASSESSMENT AND ACCOUNTABILITY PROGRAM (ACTAAP)**

The Rules and Regulations of ACTAAP ensure that all students in the public schools of Arkansas have an equal opportunity to demonstrate grade-level academic proficiency. Beginning with the 2004-2005 school year, any student failing to achieve at the proficient level on the State mandated Criterion Referenced Exams, i.e. Benchmark and End of Course Exams, that student shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist and remediate the student in achieving the expected standard in subject area(s) where performance is deficient. The remediation strategies/methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs, before and after school sessions, Saturday school, double blocking instruction, etc. Beginning with the 2005-2006 school year, students in grades one through six, identified for an AIP/remediation plan who do not participate in the remediation program shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one grade level for each subsequent academic year after implementation, in the following manner: e.g. 2006-2007 Grades one through seven; 2007-2008 Grades one through eight, etc. Beginning in the 2005-2006 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course. The results of End-of-Course assessments shall become a part of each student's transcript or permanent record.

Students in Greenbrier Elementary Schools who are not performing at a level of proficiency may be pulled by a staff member for remediation during the school day.



**GREENBRIER  
MIDDLE SCHOOL  
HANDBOOK**

## **SCHOOL VOLUNTEERS**

If you are interested in becoming a school volunteer, please call 679-2113 for the School Volunteer Coordinator (School Counselor). Your involvement is always appreciated.

## **CHANGE OF ADDRESS**

Inform the office if you change your address or telephone number at any time during the school year.

## **EMERGENCY NUMBERS**

The school must always be informed as to a work telephone or emergency number in the event your child becomes ill or is injured at school and requires your presence. If we cannot reach a parent or designated responsible party, the child has to remain at school and go home on the bus even though he/she is ill.

## **CALLING FOR ASSIGNMENTS**

When students are absent two (2) or more consecutive days, parents may call the office for make-up assignments. If assignments are requested by 9:00 a.m., every effort will be made to have the assignments ready by the end of the school day. Students absent less than two (2) days may request missed assignments directly from the teacher via email or phone.

## **E-MAIL ADDRESSES**

Greenbrier Middle School e-mail addresses for all teachers and office staff are as follows: [lastnameinitial@brier.k12.ar.us](mailto:lastnameinitial@brier.k12.ar.us). Example – Todd Edwards – edwardst@brier.k12.ar.us

## **MESSAGES**

Because of time constraints at the end of the day all messages need to be in to the office by 2:30 p.m. unless it is an emergency situation.

## **DELIVERIES**

The Greenbrier School District does not allow delivery of items such as flowers, balloons, candy or any other type of gift, to students.

## **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over local television stations and will be posted on the district's website.

## **SCHEDULE CHANGES**

The daily schedule of each student is on file in the principal's office. Schedules will be changed through the principal's office only. Teachers will not accept changes unless approved by the principal.

## **SCHOOL VISITORS**

Visitor passes must be secured at the principal's office, and teachers will not allow visitors in their classes without a pass. Excessive visitation is discouraged. Parents who visit their children at lunch may only bring lunch for their own children.

## **TELEPHONES**

The school telephone is for business calls only. Children are **NOT** called to the telephone **except in case of emergency**. Please make arrangements for your children in advance in the event of an unexpected early closing of school. If you wish to speak to a teacher, leave your name and number, and he or she will return your call as soon as possible. The nurse or health aide will contact the parents when a child needs to go home because of illness.

## **EMERGENCY PLANS**

**FIRE DRILLS** – As directed by their teacher, students should leave the classroom in a quiet, orderly manner. Students must stay in the designated area with their class until the return signal is given. Fire drills will be conducted monthly during the school year.

**TORNADO DRILLS** – Tornado drills will be announced over the intercom. Tornado drills will be conducted in September, October, January, and February during the school year.

## **CARE OF CAMPUS**

All students are urged to help keep our campus clean. Waste containers are placed around the campus for trash. A well-kept campus is a tribute to our school. We are very proud of our school. A pupil should take care to conserve all school property and supplies which belong to the pupil as well as other citizens of Greenbrier.

## **LOCKERS**

When issued a locker, the student must use his or her assigned locker only. Do not put stickers, or any other paste-on items on your locker, or you may be fined for defacing school property. All school lockers are subject to random searches by school administration. Lockers are also subject to searches by school administration based on reasonable suspicion. The middle school will conduct monthly random searches in lockers. Lockers are subject to searches by school personnel at any time during the school year. The school will not be responsible for anything stolen from a locker.

## **HALL PASSES**

A student permitted to leave a class for any reason to go to another room; library, gymnasium, etc. should have a pass from the teacher whose class he or she is leaving.

A student must report to his or her teacher each class period even though he or she has an excuse to do something else that period.

During all assemblies, pep rallies, and other school activities, students are to report to roll call before going, unless designated otherwise by the principal. It is the student's responsibility to make sure he or she has a hall pass before leaving the classroom or the teacher's supervision.

## **IMMUNIZATION REQUIREMENTS**

Parents of all students in grades K - 12 are required to provide proof of the following immunizations.

Polio - 4 doses

DTP - 4 doses

Measles, Mumps, Rubella - 2 doses

Varicella (Chicken Pox) - 1 dose or a written letter from a physician or other healthcare provider as proof of having chicken pox in the past.

Hepatitis B- 3 doses

Students entering the seventh grade are also required to provide proof of 3 doses of Hepatitis B vaccine.

Parents should contact the school nurse for copies of immunizations records. It is the parent's responsibility to supply these records. Vaccines are given at the Health Department or at a family physician's office.

## **HEALTH SERVICES**

If your child becomes ill at school, the school nurse will check his or her temperature, consider symptoms and decide whether to call home. Students with a temperature of 100 degrees or greater will be sent home. After an illness, students must be free of fever for 24 hours before they can return to school.

In case of accidents of a serious nature, first aid is administered, and then parents are notified. After notification, you may pick up your child or someone will meet you at your doctor's office or hospital. It is very important that the emergency procedure form is completed and on file in the office with a phone number where a parent can be reached.

All medications should be brought to school in the original container. Medications brought in baggies or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date and name of medication, name of the prescribing physician, time(s) the medication is to be given and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. Medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic which is to be given three times daily can be given before the child leaves for school, when he or she gets home, and at bedtime. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse will give this medication at the designated time.

Students with any medication must present a note from the parent or guardian, giving permission for administration, stating amount per dosage, and time to be given.

If your child has been ill, please dress him or her appropriately for outside activities. All students will be expected to go outside during lunch when weather permits.

Parents or guardians must provide written authorization for a student to carry an asthma inhaler or auto-injectable epinephrine, or both, with him/her while in school, at an on-site school-sponsored activity, or at an off-site school sponsored activity. The written authorization must contain the following:

- Student's name
- Date of birth
- Parent's (or guardian) name
- Address
- Emergency contact information
- Name of medication
- Dosage
- Time to be given
- Prescriber's name
- Prescriber's phone number
- Date of order
- Instructions to follow after administration of rescue information
- Specific adverse reactions

The school nurse will provide a medical release form which must be signed by the parent or guardian.

The school nurse will not give the first dose of any medications. The parent/guardian will give the first dose.

The school nurse will not give Tylenol or any nonprescription medications or Pro Re Nata (medications given as needed) medications at school unless a physician's prescription indicates the medication should be administered at school.

### **ROLLER BLADES AND SKATEBOARDS**

Any type of roller skates, blades and or skateboards, are not allowed at Greenbrier Middle School.

### **BOOKBAGS AND /OR BACKPACKS**

Students may use backpacks. Rolling backpacks are not allowed.

### **STUDENT DRESS AND APPEARANCE**

Students shall not practice a mode of dress, style of hair, or standard of personal grooming which will present a health or safety hazard, disruption, or disturbance to the educational process.

The following items of appearance and wearing apparel will not be permitted at school:

Face Painting

Spandex shorts

Multi-coloring of hair

Bare feet

Bare midribs, tank tops, muscle shirts, shirts with the sleeves cut off, etc.

Caps or hats

Strapless tops, excessively short shorts, shorts or jeans with holes above the knee area

Pajamas

SHORTS, MINI SKIRTS, OR DRESSES should be no shorter than the finger tips when arms are held straight against your side

Sunglasses, black/blue lipstick

Transparent or "see-through" apparel

Unbuttoned shirts, blouses, etc

Unlaced shoes

Bandannas or headbands

Any type of chain

Shirts promoting drugs, alcohol, sex, etc.

Oversized clothing (ABSOLUTELY NO "SAGGING")

Any clothing or accessories that the administration identifies as being "gang related"

Any clothing that is deemed disruptive to the educational process  
No graffiti written on clothing  
Hair covering face and/or eyes

**The Final Decision Of Any Of The Above Listed Items Will Be At The Discretion Of The Principal.**

The school is not responsible for the return of confiscated items that are expressly forbidden at school under the school handbook policy.

**BODY PIERCING**

Body piercing other than the ear has been found to be a disruption to the educational process and is therefore not allowed.

**PROHIBITED ITEMS**

Any type of energy drink  
Any type of toy or game, electronic or otherwise  
Playing or trading cards  
Cameras, MP3 players, CD players, etc.

**BRINGING DRINKS ON CAMPUS**

Students are not allowed to bring drinks into the building other than what is to be consumed during lunch. This includes all bottles, cans, and cups in the morning.

**BELL SCHEDULE**

6th Grade		7th Grade	
Period	Time	Period	Time
1 <sup>st</sup>	8:00-9:05	1 <sup>st</sup>	8:00-8:55
2 <sup>nd</sup>	9:09-10:14	2 <sup>nd</sup>	9:00-9:55
3 <sup>rd</sup>	10:18-11:23	3 <sup>rd</sup>	10:00-10:55
Lunch	11:23-11:53	Lunch	10:55-11:25
4 <sup>th</sup>	11:57-1:02	4 <sup>th</sup>	11:30-12:25
5 <sup>th</sup>	1:06-2:11	5 <sup>th</sup>	12:30-1:25
6 <sup>th</sup>	2:15-3:15	6 <sup>th</sup>	1:30-2:20
		7 <sup>th</sup>	2:25-3:15

**SCHOOL TARDIES**

School tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Continued tardies will result in disciplinary action taken. Any student arriving at school after the beginning of first period should report to the office before going to the classroom.

Three unexcused tardies in a class per semester will result in one day of in-school suspension.

**PUBLIC DISPLAY OF AFFECTION**

Displays of affection such as kissing, hugging and holding hands, will not be tolerated on the school campus. Students are reminded that rules are set up for the good of the majority. Good judgment on the part of each student will aid immeasurably in creating a wholesome and desirable atmosphere at school.

**FIGHTING**

Fighting on school property or during school-sponsored events is prohibited. Fighting is interpreted as pushing, shoving, verbal abuse, name calling and/or actual blows struck. Violators are subject to disciplinary action.

**VALUABLES/MONEY**

Students are cautioned not to bring valuables or large sums of money to school. Students, not the school, are responsible for their personal property. All clothing and personal belongings need to be marked with the student's full name.

**CORPORAL PUNISHMENT**

Corporal punishment may be used in extreme cases or where other measures have failed. Parents who object to the use of corporal punishment for their children should notify the principal's office in writing.

## HOMWORK POLICY

Your child's homework will depend on his/her grade level. Several reasons for homework are:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility. We think it is important and that learning should continue after school. Homework should not be viewed as punishment, but rather as an avenue through which learning is extended.

## PARENTS AND HOMEWORK

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide their child with suitable study conditions (desk or table, books, and supplies).
3. Reserve a time for homework, turn off the television and limit distractions.
4. Encourage their child, but avoid undue pressure.
5. Show interest in what their child is doing, but do not do the work.
6. Understand that the school expects homework to be completed and returned on time.

## GRADE SCALE

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

Grades assigned to students reflect only educational objectives.

## REPORT CARDS

The school will hand out report cards to students at the end of each nine weeks period showing their grades in each subject.

A - Excellent	D - Below Average, but passing
B - Above Average	F - Failure
C - Average	I – Incomplete

An incomplete grade must be removed with the passing of one semester's time, or it shall automatically become an "F".

This reporting shall be considered as the official notification to parents of a student's passing or failure. Report cards for the fourth nine weeks of school will be mailed home.

## ARKANSAS COMPREHENSIVE TESTING, ASSESSMENT AND ACCOUNTABILITY PROGRAM (ACTAAP)

The Rules and Regulations of ACTAAP ensure that all students in the public schools of Arkansas have an equal opportunity to demonstrate grade-level academic proficiency. Beginning with the 2004-2005 school year, any student failing to achieve at the proficient level on the State mandated Criterion Referenced Exams, i.e. Benchmark and End of Course Exams, that student shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist and remediate the student in achieving the expected standard in subject area(s) where performance is deficient. The remediation strategies/methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs, before and after school sessions, Saturday school, double blocking instruction, etc. Beginning with the 2005-2006 school year, students in grades one through six, identified for an AIP/remediation plan who does not participate in the remediation program shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one grade level for each subsequent academic year after implementation, in the following manner: e.g. 2006-2007 Grades one through seven; 2007-2008 Grades one through eight, etc. Beginning in the 2005-2006 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course. The results of End-of-Course assessments shall become a part of each student's transcript or permanent record.

## PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, email or telephone. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call the counselor to make an appointment as our teachers' schedules do not allow for drop-in conferences.

Office hours at Greenbrier Middle School are from 7:30 A.M. to 3:30 P.M., Monday through Friday. Our office phone number is 679-2113. Teachers will make documented contact with parents if problems arise concerning grades, behavior, etc. in the classroom.

### MIDDLE SCHOOL ATTENDANCE

Furthermore, it shall be the intent of the Greenbrier Board of Education to discourage any unnecessary absences from school. The board directs the superintendent to promulgate rules and regulations necessary to satisfy requirements as set forth in Act 473 of 1989 amended.

1. A student at Greenbrier Middle School will be allowed a total of four (4) unexcused absences during a period of one (1) semester. **\*Extenuating circumstances, if any, will be left to the discretion of the building principal.**
2. The student will be allowed to make up all major examinations and major assignments with the stipulation that the student will have one school day plus the number of days of absence to make up the assignments and exams that were missed.
3. Examinations that were announced prior to the absence will be made up the first day the student returns to school.
4. Students who are absent during either all or part of a day shall not participate in any school activity on that day, unless permission is granted through the principal's office.
5. School suspension shall not be counted against a student's four (4) unexcused days of absence.
6. Suspended students will not be allowed to make up work.
7. The teacher's roll book will be used to determine the days missed in a particular class.
8. If a student is determined to be truant he/she will not be allowed to make up work that was missed.
9. Truancy is defined as being absent from school without parent or school permission.
10. Parents planning to have their children miss multiple days of school (i.e. out of town funeral, out of town trip) must prearrange with the school to minimize the disruption of the educational process and to determine if the days will be excused or unexcused.

### ABSENCES DEFINED

**Excused absences** include but are not limited to:

- Doctor's appointments
- Dentist/Orthodontist's appointments
- Funerals (One day unless prior approval has been received from the principal)
- Fair Days (See Fair Days)
- Required court/government agency appearance

Exceptional circumstances not included in the list of Excused Absences may be excused prior to the absence by the principal.

Documentation for excused absences, such as doctor's notes, must be submitted to the principal's office on the day the student returns to school.

**Unexcused absences** are absences that are not approved as excused.

### NOTIFICATION OF ABSENCES

1. The student's parents or guardians shall be notified when the student has accumulated excessive absences equal to one-half the total number of absences permitted under the school district's policy. Notice shall be given by telephone contact with the student's parents or guardians by the end of the school day, in which such absence occurred or by mail (with a return address sent no later than the following school day).
2. Whenever a student exceeds the number of absences as provided for in the district's student attendance policy, the school district shall notify the prosecuting or city attorney. The student's parents or guardians shall be subject to a civil penalty, not to exceed five hundred dollars (\$500.00), plus court costs as prescribed by the courts.

### FAIR DAYS

A student, who shows an animal at the Faulkner County Fair, Southeast Arkansas District Fair, or Arkansas State Fair, will be excused for the day that the student is scheduled to compete. If a student misses school any other time to attend a fair, the absence will be recorded as unexcused. Exceptions will be made if the fair requires students to stay with the animal at all times. Prior approval must be obtained from the principal's office to have any and all fair day absences approved as excused.

### TRANSPORTATION OF STUDENTS

The school district provides a system of pupil transportation that is felt to be equal or superior to any in the state. Students who violate school bus regulations are liable for suspension or expulsion from riding the bus.

## BUS DISCIPLINE

1st Offense	Principal's discretion
2nd Offense	Corporal Punishment or 3 day suspension off bus
3rd Offense	3 day suspension off bus
4th Offense	5 day suspension off bus
5th Offense	10 day suspension off bus
6th Offense	30 day suspension off bus

Disciplinary action for more serious offenses (cutting seats, extreme disrespect, as well as other offenses) will be at the discretion of the principal.

Misconduct at a school bus stop may be subject to disciplinary action by the schools.

**STUDENTS MUST HAVE A NOTE SIGNED BY THE PRINCIPAL OR THE SCHOOL SECRETARY IN ORDER TO RIDE A BUS OTHER THAN HIS OR HER OWN.**

## STUDENT CONDUCT AND DISCIPLINE

Every student is expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe on the rights of others.

All disciplinary offenses will be classified as Class I, Class II, Class III, or Class IV and will be dealt with according to the severity of the offense. Punishments range from a "verbal warning" to "expulsion."

### CLASS I

OFFICE REFERRAL #	DISCIPLINARY ACTION
1	principal discretion
2	contact parent
3	corporal punishment or 1 day ISS
4	3-5 days ISS
5	5-10 days ISS
6	suspension (1 day)
7	suspension (3-5 days)
8	suspension (5-10 days)
9	10 day suspension and possible recommendation for expulsion

CLASS I VIOLATIONS INCLUDE THE FOLLOWING OFFENSES AND/OR INFRACTIONS:

Cutting class

Disruption - any interference that disrupts normal classroom activities

Dress code violations (see STUDENT DRESS AND APPEARANCE)

Excessive tardiness (see TARDINESS)

General "horseplay"

Insubordination - refusal to follow teacher directions

Possession of prohibited articles (radio, ipod, baseball cards, caps/hats, etc.)

Public display of affection (1st offense)

Sexual Harassment

Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

### CLASS II

OFFICE REFERRAL #	DISCIPLINARY ACTION
1	corporal punishment or 2 days ISS
2	3-5 days ISS
3	5-10 days ISS
4	suspension (1 day)
5	suspension (3-5 days)
6	suspension (5-10 days)
7	10 day suspension and possible recommendation for expulsion

CLASS II VIOLATIONS INCLUDE THE FOLLOWING OFFENSES AND/OR INFRACTIONS:

Bullying

Damaging, vandalism, or defacing school property (including books)

Disrespect for authority (school Personnel)  
 Fighting (see FIGHTING)  
 Fireworks  
 Forgery  
 Forging, falsifying, or possessing school forms  
 Gambling  
 Immoral/indecent activity  
 Knowingly communicating a false alarm  
 Profanity  
 Public display of affection 2<sup>nd</sup> offense (see PUBLIC DISPLAY OF AFFECTION)  
 Theft of property  
 Possession or use of tobacco products on school premises  
 Truancy - skipping school  
 Engaging in gang symbolism.  
 Personal possession of cellular phones, beepers, pagers, or any communication devices during regular school hours  
 Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

**CLASS III**

VIOLATIONS INCLUDE THE FOLLOWING OFFENSES AND/OR INFRACTIONS:

Physical abuse/assault of school personnel  
 Possession of firearms, weapons, or dangerous instruments  
 Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

OFFICE REFERRAL #	DISCIPLINARY ACTION
	Mandatory suspension with recommendation for expulsion

**CLASS IV**

Possession, use, sale, delivery or transmission of a drug or a look-alike drug and/or alcoholic beverages.  
 Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

OFFICE REFERRAL #	DISCIPLINARY ACTION
1	Mandatory 10 day suspension with recommendation for expulsion

**CELL PHONE POLICY**

Cell phones are not allowed at GMS during the school day. This includes traveling to and from school by bus. If a student is found to be in possession of a cell phone at school, the phone will be confiscated and kept in the principal's office until retrieved by a parent. At the discretion of the principal, repeated violations of this policy will be treated as insubordination.

**MANDATORY DRUG TESTING  
 STUDENT DRUG TESTING POLICY**

Definitions:

Drug: Any substance considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Activity Program: Any activity that meets the guidelines of the Arkansas Activities Association. These activities are listed below:

- Football; FCCLA; Student Council; Basketball; FBLA; Quiz Bowl; Track; Beta Club; Drama Club
- Golf; Band; Rodeo Club; Cheerleading; Choir; Library Club; Volleyball; Art Club; All Stars
- Softball; Ambassadors; Yearbook; Baseball; FFA; Newspaper; Cross Country; Tennis
- Shooting Club; School-to-Work and Others that may be formed.

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice through the last day of classes in the spring.

Policy Statement: Greenbrier School District is conducting a mandatory drug testing program for students in all Activity Programs grades 8-12.

Purpose: The purpose of this policy is:  
 1. Concern for the total well being of all students at Greenbrier Schools.

2. To emphasize the health and safety of students, as well as addressing the long term physical and emotional effects of chemical use on their health.
3. To determine the effects of peer pressure by providing a legitimate reason for students in activity programs to refuse to use illegal drugs.
4. To encourage students in activity programs who use drugs to discontinue and participate in drug treatment programs.
5. To establish a standard of conduct for students representing Greenbrier Schools who are considered leaders and standard bearers among their peers.
6. To work with parents to assist in keeping their children drug free.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.

**PROCEDURES FOR STUDENTS IN ACTIVITY PROGRAMS CONSENT:**

Each student wishing to participate in any activity program and the student's custodial parent or guardian will consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy. No student shall be allowed to participate in any activity program absent such consent.

**STUDENT SELECTION:**

At the option of the District, all students in activity programs may be drug tested at the beginning of the school year, or at the beginning of their activity. In addition, random testing will be conducted during the school year. The random testing shall be made up of a sufficient number of students in activity programs to create a probability in favor of each student being randomly tested during the school year. Selection for random testing will be lottery drawing from a pool of all students in activity programs in the District at the time of the drawing. A single test can be required by a coach/sponsor from a student for reasonable suspicion. The Drug Abuse Prevention Coordinator shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, including, but not necessarily limited to, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

**SAMPLE COLLECTION:**

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to provide a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

**TESTING AGENCY:**

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

**PRESCRIPTION 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 or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected. The specific name of over-the-counter medication should also be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for positive test.

**SCOPE OF TEST:**

The drug screen tests for one or more illegal drugs. Student samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication. If the screen shows a positive reading, the sample will be sent to a testing lab. If the sample tests negative at the lab, the student will be notified and no further action will be taken.

**LIMITED ACCESS TO RESULTS:**

The testing lab will be authorized to report results only to the Coordinator or to such person as the Coordinator may designate in the event the Coordinator is absent.

**PROCEDURES IN THE EVENT OF A POSITIVE RESULT FROM LAB:**

Whenever a student's test result indicates the presence of illegal drugs (positive drug), the following will occur: the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Coordinator, the student, the custodial parent or legal guardian, and the student's principal, and head coach sponsor.

**FIRST POSITIVE RESULT:**

For the first positive result, the student will be encouraged to seek treatment and/or counseling for drug/alcohol related problems. A referral/resource list will be made available to the student and parent/legal guardian. The Greenbrier School District will not assume any expense incurred for counseling service or attendance in a drug/alcohol rehabilitation program.

The student will be on probation for up to thirty days. Between twenty and thirty after the first positive test, the student will be tested again at his or her own expense and a written copy of the results will be given to the Drug Abuse Prevention Coordinator or his or her designee. If the test is positive, the student will not be allowed to continue in any activity programs for the remainder of the school year. If this positive test is during the spring semester, the student will not be able to participate during the following fall semester. If the student refuses to take the test, probation will continue. During the probation period the student will not be able to participate in any competition, activities, or presentations representing Greenbrier Schools.

A student may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He or she cannot compete or dress out for any competition.

To regain eligibility, a student must have a negative chemical screening test. This test must be administered under the school district's supervision and at the student's expense.

**SECOND POSITIVE RESULT:**

For the second positive result in the same year or any two consecutive school years, the student will be suspended from participating in any activity programs for the remainder of the current school year and the following school year.

**THIRD POSITIVE RESULT:**

For the third positive result in any two consecutive school years, the student will be permanently suspended from participating in any activity program for the remainder of his enrollment with the school.

**NATURE OF POLICY:**

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

**OTHER DISCIPLINARY MEASURES:**

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



**GREENBRIER  
JUNIOR HIGH  
HANDBOOK**

## MISSION STATEMENT

The GJHS team joins the parents and community to help students develop the drive and determination needed to succeed. While embracing our differences, we will aim high, work hard, and live well.

## BELL SCHEDULE

1 <sup>st</sup> Period	8:00 – 8:50
Advisory	8:54-9:19
2 <sup>nd</sup> Period	9:23-10:13
3 <sup>rd</sup> Period	10:17-11:07
4 <sup>th</sup> Period	11:11-12:01
5 <sup>th</sup> – 9 <sup>th</sup> grade	12:05-12:55
9 <sup>th</sup> grade lunch	12:55-1:25
8 <sup>th</sup> grade lunch	12:01-12:31
5 <sup>th</sup> - 8 <sup>th</sup> grade	12:35-1:25
6 <sup>th</sup> Period	1:30 – 2:20
7 <sup>th</sup> Period	2:25 – 3:15

## EMAIL COMMUNICATION

Email is a great communication tool for parents and teachers. All Greenbrier Junior High School teachers have access to email. All email addresses for school employees consist of the following:

Last name and initial of first name, the “@” sign, then brier.k12.ar.us

Example: Brett Meek meekb@brier.k12.ar.us

## SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call 679-3433. Your involvement is always appreciated.

## ARKANSAS COMPREHENSIVE TESTING, ASSESSMENT AND ACCOUNTABILITY PROGRAM (ACTAAP)

The Rules and Regulations of ACTAAP ensure that all students in the public schools of Arkansas have an equal opportunity to demonstrate grade-level academic proficiency. Beginning with the 2004-2005 school year, any student failing to achieve at the proficient level on the State mandated Criterion Referenced Exams, i.e. Benchmark and End of Course Exams, that student shall be evaluated by school personnel, who shall jointly develop, with the student’s parents, a student Academic Improvement Plan (AIP) to assist and remediate the student in achieving the expected standard in subject area(s) where performance is deficient. The remediation strategies/methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs, before and after school sessions, Saturday school, double blocking instruction, etc. Beginning with the 2005-2006 school year, students in Grades one through six, identified for an AIP/remediation plan who do **not** participate in the remediation plan shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one grade level for each subsequent academic year after implementation, in the following manner: e.g. 2006-2007 Grades one through seven; 2007-2008 Grades one through eight, etc. Beginning in the 2005-2006 school year students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course. The results of End-of-Course assessments shall become a part of each student’s transcript or permanent record.

## SCHOOL SAFETY

Schools have the responsibility of developing and implementing policies that ensure a safe and nurturing environment for students.

A district-wide student Witness Hotline is in place to allow parents and students to report any unacceptable activity at school. You may call 679-6222 with any information you feel needs to be reported to the building principal. Identification of individuals who make reports will be kept confidential within the limits of the law. Phone calls may be anonymous.

Desks, lockers, and other storage facilities are school property and remain at all times under the control of the school. School authorities may conduct inspections or supervise law enforcement officials in periodic inspections at any time for any reason related to school administration. A search will also be conducted when a reasonable suspicion exists that stolen items, items prohibited by law, or items prohibited by school policy are contained within desks, lockers, automobiles, or on an individual person. The search will be conducted by the school principal, or designee of the same

sex as the student, if the investigation involves the search of any individual student. An adult witness of the same sex as the student will also be present. Note: Secondary principals will conduct at least one general locker search per month, and will attempt to increase visits by the drug dog to their campuses.

School officials may conduct searches of individual students or groups of students (such as classrooms) on a random basis with metal detectors. This is to promote safety and to deter students from bringing prohibited objects or weapons to school. If the metal detector indicates the presence of prohibited material, then the individual may be more thoroughly searched since probable cause now exists. Note: Metal detectors have been purchased and classroom searches are conducted monthly at the secondary level.

## **GREENBRIER ATTENDANCE REGULATIONS IN COMPLIANCE WITH ACT 473 OF 1989**

### Section I      Greenbrier Junior High School Attendance Rules and Regulations

Students are allowed to miss a total of 4 (four) unexcused days per semester. However, a parent/guardian must notify GJHS attendance office as to the whereabouts of their child. This notification must be made the day of or before the absence date or the student will be considered truant. Truant students cannot make-up any tests, homework or assignments on that absence date. Truancy is also a class II disciplinary offense. No calls or documentation will be accepted the day after.

Absences will be considered excused in the following circumstances:

1. Doctor's documented visit.
2. Death in immediate family.
3. Required court appearance.
4. Call or note from parent (up to 3 notes per semester, all subsequent absences require a note documenting a doctor's visit)

Unexcused absences includes any absence not listed above.

At the 7<sup>th</sup> (seventh) cumulative absence with no documentation or contact being made with the school, the student will receive a "No Grade" and paperwork will be sent to the Faulkner county juvenile court system for non-attendance.

Any extenuating circumstances other than above will be at the discretion of the building administrators.

The following attendance regulations will also be enforced:

1. The student will be allowed to make up examinations and assignments with the stipulation that the student will have one day plus the number of days of absence to make up the work that was missed. Students who are truant will not be permitted to make up assignments or examinations that are missed.
2. Examinations and assignments that were announced prior to the absence will be made up the first day the student returns to school.
3. Students who are absent all or part of the day shall not participate in any school activity on that day unless permission is granted by the principal.
4. School suspension will not be counted against the student's 6 (six) days of absence.
5. Suspended students will not be allowed to make up the work that was missed.
6. The teachers' roll books will be used to determine the days missed if there is a discrepancy.
7. The school will attempt to contact parents if absence information is not received.

### Section II      Notification of Absences

1. The student's parents or guardians shall be notified when the student has accumulated excessive absences equal to one-half the total number of absences permitted under the school district's policy. Notice shall be given by telephone contact with the student's parents or guardians by the end of the school day in which such absence occurred, or by mail (with a return address, sent no later than the following school day).
2. Whenever a student exceeds the number of absences as provided for in the district's student attendance policy, the school district shall notify the Prosecuting Attorney for Faulkner County. The student's parents or guardians shall be subject to a civil penalty, not to exceed five hundred dollars (\$500.00), plus court costs as prescribed by the courts.

## **CALLING FOR ASSIGNMENTS**

If your child is absent for two or more days, please notify the school office by noon. We will make every effort to have his/her assignments ready by the end of the school day.

## STUDENT CONDUCT AND DISCIPLINE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe on the rights of others.

All disciplinary offenses will be classified as Class I, Class II, or Class III Acts and will be dealt with according to the severity of the offense. Disciplinary actions range from a warning to recommendation for expulsion.

### CLASS I INFRACTIONS

- Cutting class
- Disruption-any interference that disrupts normal classroom activities
- Dress code violations (see STUDENT DRESS AND APPEARANCE)
- General "horseplay"
- Insubordination-refusal to follow teacher directions
- Possession of prohibited articles (radio/MP3 players/CD players, hand-held laser pointers, tapes/CD's, cameras, toys, etc.)
- Public display of affection
- Engaging in gang symbolism
- Profanity
- Taking bags/backpacks into classrooms
- Cheating on Accelerated Reader tests
- Body piercing

\*Other actions construed as disruptive by the principal or his designee.

### CLASS I DISCIPLINARY ACTIONS

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Principal's discretion
2	Attempt to contact parent and principal's discretion
3	Corporal punishment OR In-school suspension-2 days
4	In-school suspension-3 days
5	Saturday School
6	In-school suspension-5 days
7	Suspension-3 days
8	Suspension-5 days
9	Suspension-10 days
10	Suspension-10 days with possible recommendation for expulsion

Any student who is suspended from school shall not attend any school event or activity during the term of the suspension.

### CLASS II INFRACTIONS

- Fighting-All parties participating in the fight, including bystanders who are urging them on, will be subject to disciplinary action and possible criminal charges. Depending on the actions of the students involved, the principal or supervising staff may classify the fight as a Class III infraction.
- Disrespect for authority
- Bullying
- Fireworks
- Forgery
- Forging, falsifying, or possessing school forms
- Gambling
- Immoral/indecent activity
- Sexual harassment
- Theft of property
- Possession or use of tobacco products, lighters, and matches on school premises
- Possession, use, sale, delivery or transmission on non-prescription, over-the-counter medication. All medication to be used must be used in the presence of the school nurse or the school office personnel.
- Truancy-skipping school

- Knowingly communicating a false alarm
- Use of a cell phone or similar communication device or camera during normal school hours\*

\*See cell phones for disciplinary actions corresponding to this infraction

\*\*Other actions construed as disruptive by the principal or her designee. Principal's discretion may apply when deemed appropriate.

### CLASS II DISCIPLINARY ACTIONS

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Corporal punishment OR In-school suspension-2 days
2	In-school suspension-3 days
3	Saturday School
4	In-school suspension-5 days
5	Suspension-3 days
6	Suspension-5 days
7	Suspension-10 days
8	Suspension-10 days with possible recommendation for expulsion

Any student who is suspended from school shall not attend any school event or activity during the term of the suspension.

### CLASS III INFRACTIONS

- Physical abuse/assault of school personnel
- Flagrant insubordination
- Damaging, defacing and/or theft of school property
- Possession of firearms, weapons and/or dangerous instruments
- Possession of drug paraphernalia
- Communicating a death threat

\*Other actions construed as disruptive by the principal or her designee.

### CLASS III DISCIPLINARY ACTIONS

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Mandatory suspension with possible expulsion. Any student who is suspended on two occasion during the same school year due to a Class III violation may be recommended for expulsion

Any student who is suspended from school shall not attend any school event or activity during the term of the suspension.

### CLASS IV INFRACTIONS

- Possession, use, sale, delivery or transmission of a drug or a look alike drug and/or alcoholic beverages.
- Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

### CLASS IV DISCIPLINARY ACTIONS

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Mandatory 10 day suspension with recommendation for expulsion.

### TARDY POLICY

Tardy students are disruptive to the classroom and also have an adverse effect on students' educational progress.

**Students who are tardy to individual classes will be subject to the following:**

1 <sup>st</sup> tardy	lunch detention-1 day
2 <sup>nd</sup> tardy	lunch detention-1 day
3 <sup>rd</sup> tardy	lunch detention-3 days
4 <sup>th</sup> tardy	in-school suspension-1 day
5 <sup>th</sup> tardy	in-school suspension-3 days

Any student arriving to school after the beginning of first period must report to the office before going to the classroom. Students who arrive late must be accompanied by a parent or guardian. Unaccompanied students will be considered tardy.

### **BODY PIERCING**

Body piercing other than the ear has been found to be a disruption to the education process and is therefore not allowed.

### **GUM**

Gum will not be allowed at school.

### **PUBLIC DISPLAY OF AFFECTION**

Display of affection will not be tolerated on the school campus. Students are reminded that rules are set up for the good of the majority. Most of us are aware of correct behavior. Good judgment on the part of each student will aid immeasurably in creating a wholesome and desirable atmosphere at school.

### **POSSESSION/USE OF CELLULAR PHONES, OR OTHER ELECTRONIC COMMUNICATION DEVICES AND CAMERAS**

Use and misuse of cell phones and/or cameras has become a serious problem that threatens the ability of Greenbrier Junior High School to properly and efficiently operate its education program. Below are some examples of how cell phones and cameras can adversely affect the classroom and detract from school safety and crisis preparedness.

1. Text messaging has become a serious deterrent to student learning.
2. Picture phones and personal cameras can be used to exploit personal information and compromise the integrity of educational programs. These phones and cameras can be used to take photos of people in the locker rooms and restrooms.
3. Cell phones have been used to cheat on tests in classrooms.
4. Cell phone systems typically overload during a major crisis and usage by a large number of students at once could add to the overload and knock out cell phone systems more quickly than may normally occur. Since cell phones may be a backup communication tool for school administrators and crisis teams, widespread student use in a crisis could thus hamper crisis team emergency communication tools in a very short period at a critical time.

The Greenbrier School District believes it is necessary to restrict student use and possession of cell phones, cameras and other electronic devices in an attempt to provide the best possible learning environment for all students.

From the time of the students arrive on campus or at the bus stop until the last bell or unload from the bus at their final stop, students are forbidden from operating cell phones, cameras, beeper or similar electronic communication devices. Such devices may be stored in the student's locker or vehicle so long as they are in the "off" position.

Students who ride the bus may not use a cell phone when transferring between buses in the afternoon. The disciplinary measure listed below will be followed for all bus infractions involving devices identified in this policy.

Students possessing/operating devices mentioned above during prohibited times shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student parent or guardian. Possession by a student of any cell phone or other electronic device is in violation of Arkansas State Law and will be subject to disciplinary measures listed below:

- 1<sup>st</sup> Offense: Corporal punishment or 2 days In School Suspension (ISS).
- 2<sup>nd</sup> Offense: 3 days In School Suspension\*\*
- 3<sup>rd</sup> Offense: 3 day home suspension.
- 4<sup>th</sup> Offense: 5 day home suspension and possible recommendation for expulsion.

Parent or guardian must pick up confiscated items in all offenses.

\*\*Student will lose the privilege to bring their phone or camera back into the building for the remainder of the school year.

Communication devices may be used by students after normal school hours for safety reasons, and at extracurricular activities on the school campus.

The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on district property.

### **ROLLER BLADES AND SKATEBOARDS**

Roller blades, including "heelies" and skateboards are not allowed at school.

## STUDENT DRESS AND APPEARANCE

Students shall not practice a mode of dress, style of hair or standard of personal grooming which will present a health or safety hazard, disruption, or disturbance to the educational process.

### The following items of appearance and wearing apparel will not be permitted at school:

- Jeans with inappropriate holes
- Pajamas
- Houseshoes
- Spandex shorts
- Outlandish coloring of hair
- Bare feet
- Bare midriffs, tank tops, muscle shirts, shirts with the sleeves cut off, sleeveless shirts, strapless tops, etc.
- No caps or hats are to be worn on school campus during regular school hours
- No shorts or skirts above the knee are to be worn to school during regular school hours. Students may wear shorts during physical education classes or athletic practices.
- Sunglasses
- Transparent or “see through” apparel
- Unlaced shoes
- Bandannas
- Excessively large or long chains, dog collars
- Shirts promoting drugs, alcohol, violence, racism, etc.
- Oversized clothing (absolutely no “sagging”)
- Any clothing or accessories that the administration identifies as being “gang related”
- Any clothing that is deemed disruptive to the educational process

The final decision regarding apparel will be at the discretion of the principal or her designee. Students who arrive inappropriately dress will be asked to change clothes. Parents to guardians will be called in order to either bring a change of clothes or to take the student home to change. If the student cannot remedy the problem in a reasonable amount of time, he/she will spend the remainder of the day in in-school suspension.

## HALL PASSES

A student permitted to leave a class for any reason to go to another room, library gymnasium, etc. should have a pass from the teacher whose class h/she is leaving.

A student must report to his/her teacher each class period. If a teacher has given a student permission to stay after class to finish an assignment, the student still must report to his/her next class on time. That teacher will either grant or deny permission to return to the previous teacher’s classroom.

During all assemblies, pep rallies, and other school activities, students are to report to roll call before going, unless designated otherwise by the principal. It is the teacher’s responsibility to make sure students have a hall pass before leaving the classroom or the teacher’s supervision.

## BACKPACK/BAG POLICY

Students will be allowed to use backpacks/bags/totes/oversize purses for the transport of books and school related items to and from school. At school, all backpacks/bags/totes/oversize bags) MUST remain in the student’s locker throughout the day or until the class period in which clothing items are needed, such as athletic/PE class periods. No backpacks/bags/oversize bags/totes will be allowed in classrooms or in the halls during school hours. Please make sure all backpacks/bags/totes/oversize purses will fit in student lockers, as we do not have ample storage for oversized items during the school day.

## DISCIPLINE POLICY REGARDING SUBSTITUTE TEACHERS

Students are expected to follow directions even when the regular classroom teacher is absent. We are fortunate to have substitute teachers who are professional and fair in dealing with students. If a student is referred to the office by a substitute teacher, the following consequences will apply:

1 <sup>st</sup> offense	3 days lunch detention
2 <sup>nd</sup> offense	2 days in-school suspension
3 <sup>rd</sup> offense	3 days in-school suspension
4 <sup>th</sup> offense	4 days in-school suspension

## **GREENBRIER SCHOOL DISTRICT IN-SCHOOL SUSPENSION PROGRAM GUIDELINES**

1. Students must report to the in-school suspension classroom upon arrival onto campus, no later than 8 a.m.
2. Students may use school transportation (unless suspended from riding the buses).
3. Students will follow the school dress code.
4. Lunch will be served in the in-school suspension classroom. No other food, drinks or gum will be allowed into the classroom.
5. Students will immediately and courteously obey the direct requests of school employees. Communication with other students in any form is not allowed without permission. Students will gain permission to speak to the program personnel by raising their hand. Each student will be allowed 3 Q's (raising hand to get attention of instructor) per school day.
6. Students will be assigned to specific study carrels. The carrels will be checked at the beginning and end of the school day; any littering or marking will be cleaned by the assigned student, and damage to school property will be repaired or replaced and charged to the student.
7. Students will bring all books and materials into the in-school suspension classroom. The purpose of this program is to allow the student to continue his/her educational work without loss of credit. This means that all work must be completed to the satisfaction of the program personnel.
8. Students assigned to the in-school suspension program will not attend or participate in any school functions during the school day without specific permission by the building principal. Attendance or participation in after school activities will not be permitted.
9. Sleeping in class will not be allowed. Students must keep their heads up and stay busy working on assigned materials.
10. Students will go to the restroom and get water at 9:30 a.m., before lunch after lunch, and at 1:45 p.m. Teacher will supervise during water and restroom breaks.
11. Students will make-up missed time by checking out of school in ISS by attending ISS on their next day at school.
12. Students' re-entry into the classroom will be based on satisfactory progress as determined by the program director. Students will be required to have a signed checkout sheet from ISS before re-entry into the regular classroom.

Noncompliance with the in-school suspension program rules will result in the following consequences:

1 <sup>st</sup> violation	Length of stay will be doubled
2 <sup>nd</sup> violation	Suspension from school

Students who are suspended from school will re-enter through the ISS classroom and finish the obligations in in-school suspension.

### **SATURDAY SCHOOL**

Greenbrier Junior High will hold Saturday School for students whose behavior warrants such a consequence. The hours are 8:00 – 12:00. Transportation will not be provided by the school. Parents will receive notification of the assignment to Saturday School. Students will be expected to bring something to read, study, or work on while they are here. Failure to attend will result in suspension from school for a period of three (3) to five (5) days.

### **GUN FREE SCHOOLS ACT**

The superintendent of any school district shall suspend any student for a period of not less than (1) year for the possession of any firearm or other weapon prohibited upon the school campus by law provided: however, that the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

### **STUDENT WITNESS HOTLINE**

A district-wide Student Witness Hotline has been established to allow parents and students to report any unacceptable activity at school. You may call 679-6222 with any information you feel needs to be reported to the building principal. Identification of individuals who make reports will be kept confidential within the limits of the law. Phone calls may be anonymous.

### **CORPORAL PUNISHMENT**

Corporal punishment may be used in those cases where other measures have failed. Those parents who object to the use of corporal punishment for their children should notify the principal's office in writing.

## PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, email, or telephone. The email addresses for office personnel are on page two of this handbook. You may contact them for individual teacher email addresses. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call the counselor to make an appointment as our teachers' schedules do not allow for drop-in conferences.

Office hours at GJHS are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Our office phone number is 679-3433.

### GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 AND ALL CLASSES THEREAFTER

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 24 units is required for graduation for students participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and Graduation Credits. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

#### Smart Core: Sixteen (16) units

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

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

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

Algebra I

Geometry

Algebra II

Choice of: Transition Math, Pre-Calculus/Trigonometry, Calculus, or an Advanced Placement math (Comparable concurrent credit college courses may be substituted where applicable.)

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

Biology

Chemistry

Physics

Social Studies: three (3) units (years)

Civics

World History

American History

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

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

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

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

#### Career Focus: Six (6) units

Computerized Instruction: one (1) unit (year)

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

#### Electives: Two (2) units

Two additional electives are required by Greenbrier School District in addition to the Core and Career Focus units. The Smart Core, Career Focus and Elective units must total at least twenty-four (24) units to graduate.

#### Core: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

Algebra I

Geometry

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

Natural Science: three (3) units (years)

At least one unit (1) of Biology  
One (1) unit of a physical science  
Social Studies: three (3) units (years)  
Civics

World History

American History

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

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

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

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

Career Focus: Six (6) units

Computerized Instruction: one (1) unit (year)

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

Electives: Two (2) units

Two additional electives are required by Greenbrier School District in addition to the Core and Career Focus units.

The Smart Core, Career Focus and Elective units must total at least twenty-four (24) units to graduate.

### **CLASSIFICATION FOR GRADES 10-12**

Students are classified before the close of school by the principal and counselor. Any changes in classification must be made by the principal and recommended by the counselor. The following requirements must be met for grade classification:

10<sup>th</sup> grade – sophomore year – students must have completed four (4) academic credits (1/2 of the English credit and Algebra I are required)

11<sup>th</sup> grade – junior year – students must have completed ten (10) academic credits (1 ½ English, 1 math, 1 science, and 1 social studies are required credits for junior status)

12<sup>th</sup> grade – senior year – students must have completed seventeen (17) academic credits (2 ½ English, 2 math, 2 science, and 2 social studies credits are required for senior status)

### **REPORTING**

The school will hand out report cards to students at the end of the nine-week period showing their grades in each subject.

An incomplete grade (recorded as an "I") must be removed with the passing of one semester's time, or it shall automatically become an "F".

This reporting shall be considered as the official notification of parents of a student's passing or failure.

If a student has failed to pay any fines or debts that are due the school, he/she will not receive any grades. After said debts have been paid, he/she may receive his/her grades.

### **HONOR GRADUATES**

Students must have completed eight (8) of the following honor courses for eligibility as an honor graduate:

Anatomy/Physiology, Pre-Calculus, AP Calculus, Composition Strategies, Foreign Language II and III, Management (JET), Computerized Accounting I and II, Botany/Zoology, AP American History, AP Chemistry, EAST II and III, East IV, Oracle/JAVA (taught in EAST), AP Biology, Pre-AP English II, AP English III and IV, Agriculture Business/Leadership, AP Physics, College Algebra (concurrent credit), Statistics, Pre-AP World History, Pre-AP Chemistry, Honors Instrumental Music IV, AP World History, AP Spanish IV, AP Statistics, Banking and Finance Consumer Lending, and Banking and Finance Law,

Although not an honors course, 1 year of foreign language is a requirement to be an honor graduate.

1. An honor graduate MUST have a GPA of 3.5 or above.
2. The student's grade point average will be based on eight (8) semesters of academic accomplishment, beginning with the first semester of the freshman year of study.

3. Any honor student who missed more than eight (8) days either semester of his/her senior year will not be eligible to participate as an honor graduate. Prolonged absences will be considered on an individual basis.
4. Students with a 4.00 or greater and eight (8) honor courses will graduate with "Highest Honors". Those with a 3.50 or greater and eight (8) honor courses will graduate as "Honor Graduates". A committee of all honor graduates will select one speaker from the group to represent the graduates. The committee will also select students who will participate in the graduation ceremonies. At graduation, the graduates with "Highest Honors" will graduate first (alphabetically), next "Honor Graduates" (alphabetically), then the rest of the class.

### **PRE-COLLEGIATE CORE CURRICULUM**

English – four (4) units  
 Science – three (3) units (Biology, Chemistry or Physics)  
 Mathematics – four (4) units (Algebra, Algebra II, Geometry)  
 Social Studies – three (3) units (American History, World History, American Government or Civics)  
 Foreign Language – two (2) units

### **RETENTION POLICY**

Eighth grade students who fail both semesters of any core course (math, English, science, social studies) may be retained and will not be scheduled for ninth grade classes for the following year.

Students who fail any first semester course will be required to attend Saturday School for remediation. Students who have attended Saturday School and/or summer school may be eligible for promotion to the ninth grade.

### **GRADES**

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

Semester exams will count 20% of the semester average.

Grades assigned reflect educational objectives only.

### **HOMEWORK**

Homework shall promote the development of students' independent study skills and work to be done outside the classroom, which will reinforce and strengthen academic skills, broaden the educational experience of students, and relate those experiences to the real life of the community.

Homework is assigned when individual or class needs can be best met through its use. Homework may be made-up work as a result of an absence. It may consist of additional assignments designed to help students work up to their abilities. Homework may be work planned to help students overcome particular difficulties. Assignments may be made for the purpose of encouraging students to pursue an individual interest or to develop more fully a specific skill or ability.

Homework provides an opportunity for growth in responsibility. It is important that learning continue after school. Homework should not be viewed as punishment, but rather as an avenue through which learning is extended.

Parents can assist with homework by providing students with suitable study conditions, by reserving a time/place for homework, by encouraging and showing interest in their children's assignments, and by helping their children understand that homework is to be completed and returned on time.

### **ACCELERATED READER**

In an attempt to improve the reading skills of our students, the Accelerated Reader program was implemented district-wide. In research of the reading practices of students, it was found that students between the ages twelve and fifteen read only seven minutes a day. We feel that students need to spend more time working on reading skills, as these skills aid students in every other academic course of study.

Students are encouraged to earn twenty-five points each nine weeks. Incentives will be awarded for students meeting this criteria.

#### Accelerated Reader Guidelines:

1. Students must check the book out in his or her name AND have the book with them when they take a test.
2. Only one test may be taken each day.
3. Students are expected to take a book with them to each class, every day.

4. Any cheating or failure to follow the guidelines will result in deduction of points and a zero for that test. Students who cheat will also be sent to the office.
5. Students may take tests over books checked out from other libraries, but the student must have the book with them when the test is taken. This must be recorded by the Media Specialist.

## **REPORTS AND CONFERENCES**

Information on the educational progress of students will be reported to parents on a regular basis.

1. Report cards will be issued every nine-week period. (Please refer to the district master calendar for these dates).
2. Parent-teacher conferences are scheduled during the school year. Fall conferences are scheduled at the end of the first nine weeks. The first report card is issued at this time. Conferences will also be scheduled during the spring semester.
3. Every student in grades 8-9 will receive an interim progress report to be taken home the fifth week of each nine-week period to better inform parents of individual progress.
4. Reports will also be issued on a regular basis regarding possible student retention.
5. Other conferences throughout the year are encouraged and will be arranged upon request.

## **EDLINE**

Greenbrier Junior High School will continue to use an Internet-based service called Edline for parents and students to keep up-to-date with grades and assignments. Edline is a safe, easy, and secure way for educators, parents, and students to share information. Progress reports and assignments will be periodically uploaded for parents and students to review. Information on how to set up your Edline account will be distributed at the beginning of the school year.

## **SCHEDULE CHANGES**

The daily schedule of each student is on file in the principal's office. Schedules will be changed only through the principal's office. Teachers will not accept changes unless approved by the principal. Schedule changes will not be permitted after the second week of each semester.

## **SATURDAY LAB**

Saturday Lab will also be assigned to students who are showing signs of academic distress. This is not to be viewed as a form of punishment, rather a chance to receive extra help with schoolwork in a setting with a smaller student to teacher ratio. Parents and students will be contacted as needed to determine a schedule for remediation. Students may also choose to attend Saturday lab on their own for extra help with assignments.

## **MEDICAL SERVICES**

If your child becomes ill at school, the school nurse will check his or her temperature, consider symptoms and decide whether or not to call home. Students with a temperature of 100 degrees or greater will be sent home. After an illness, students must be free of fever for 24 hours before they can return to school.

In case of accidents of a serious nature, first aid will be administered, and then parents will be notified. After notification, parents may pick up their child or school personnel will meet you at your doctor's office or hospital with the child. It is very important that the emergency procedure form is completed and on file in the school office with a phone number where a parent can be reached.

All medications must be brought to school in the original container. Medications brought in baggies, or other unmarked containers will not be given to students. Prescription medication, name of prescribing physician, time(s) the medication is to be given, and the name of the pharmacy filling the prescription. Parents may request that the pharmacy provide two labeled bottles for the prescription so that one can be sent to the school. Medications that need to be given daily or multiples times each day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic, which is to be given three times daily, can be given before the child leaves for school, when the child gets home, and at bedtime. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse will give the medication at the designated time. Students with any medication must present a note from the parent or guardian, giving permission for administration, stating amount per dosage and the time to be administered.

The school nurse will not give the first dose of any medication. The parent/guardian will give the first dose.

The school nurse will not give Tylenol or any nonprescription medications or PRN (as needed) medications at school unless a physician prescribes the medication to be given at school. If the physician feels that a student will require these medications at school then a note from the doctor is needed and the Medication Release Form will be completed

and signed by parent/guardian. A prescription label should be placed on the medicine container with the student's name, the name of the medication, the dosage, and instructions for the administration of the medication.

If your child has been ill, please dress him or her appropriately for outside activities. All students will be expected to go outside during lunch when outside lunch is observed.

Parents or guardians must provide written authorization for a student to carry an asthma inhaler or auto-injectable epinephrine, or both, with him/her while in school, at an on-site school sponsored activity, or at an off-site school sponsored activity. The written authorization must contain the following:

- Student's name
- Date of birth
- Parent's (or guardian) name
- Address
- Emergency contact information
- Name of medication
- Dosage
- Time to be given
- Prescriber's name
- Prescriber's phone number
- Date of order
- Instructions to follow after administration of rescue information
- Specific adverse reactions

The school nurse will provide a medical release form which must be signed by the parent or guardian.

## Immunization Requirements

Parents of all students in grades K-12 are required to provide proof of the following immunizations.

Polio-4 doses

DTP- 4 doses

Measles, Mumps and Rubella - 2 doses

Hepatitis B - 3 doses

Varicella (Chicken Pox) - 1 dose or a written letter from a physician or other healthcare provider as proof of having chicken pox in the past.

It is the Parent's responsibility to supply these records. Vaccines are given at the Health Department or at a family physician's office.

## CARE OF CAMPUS

All students are urged to help keep our campus clean. Waste containers are placed around the campus for trash. A well-kept campus is a tribute to our school. This is your campus. It is something to be proud of. Students should take care to conserve all school property and supplies which belong to the pupil as well as other citizens of Greenbrier.

## DELIVERIES AT SCHOOL

The Greenbrier School District does not allow delivery of items such as flowers, balloons, candy, or any other type of gift during the school day to students.

## EMERGENCY NUMBERS

The school must always be informed as to a work telephone or emergency number in the event your child becomes ill or is injured at school and requires your presence. If we cannot reach a parent or designated responsible party, the child has to remain at school and go home on the bus even though he/she is ill. Please notify the office if your home address or phone number changes during the school year so that our records will remain current.

## EMERGENCY PLANS

Fire Drills: A continuous beeping sound is the signal to follow the emergency exit plan. Leave the classroom in a quiet, orderly manner. Students will be assigned to help close the windows and doors. Students must stay in the designated area with their class until the return signal is given.

Tornado Drills: Tornado drills will be signaled by the intercom. Either Mrs. Dyson, Mr. Meek, or another designated person will announce when it is time to proceed to assigned areas. Students will be expected to report calmly and quietly to assigned areas of the school, away from windows and doors. Once in assigned areas, students should

crouch down, using their arms to protect their heads and faces. Students must stay in their designated areas until a signal to return to class is given.

### **FINES**

If a student fails to pay fines or debts that are due to the school, he or she will not receive his/her grades until said fines are paid. Most fines are charged to students as a result of lost or damaged library or textbooks. Please take care of books, as they were purchased so that they can be used for several years.

### **LOCKERS**

When issued a locker, the student must use his/her assigned locker only. Do not put stickers or any other paste-on items on your locker, or you may be fined for defacing school property. The lockers will be inspected periodically throughout the school year. Students are advised to not give out their locker combinations to others.

Students will pay a rental fee of \$5.00 for the use of lockers.

Even though lockers with locks provide a measure of security for students' items, students will have things stolen from time to time. It is very important that students lock their lockers after each use and that they do not give out their combinations to other people. Students are cautioned to not leave anything of great value in their lockers. While the school will make an effort to return lost or stolen items to students, the school will not held liable for such items.

### **MESSAGES FOR STUDENTS**

We will make every effort to deliver messages to students. We ask that you call before 2:30 for messages that must be delivered before the end of the school day.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over local radio and television stations. Please do not call the school for cancellation information.

**GREENBRIER  
HIGH SCHOOL  
HANDBOOK**

## GHS ALMA MATER

*The school room windows are open wide as we go gaily by,  
Spirit gleams in everybody's eyes.  
We sing in honor of the tie that binds our hearts as one,  
Singing as we have a lot of fun,  
So merrily sing we all to GHS.  
The school we love the best.  
It's better than all the rest.  
So merrily sing to Greenbrier High and always try  
to lead  
Her on to VICTORY!*

## PARENTAL INVOLVEMENT

The Greenbrier School District recognizes the importance of involving parents in promoting higher student achievement and general good between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the students, parents, community, and the school. To achieve such ends, the district shall work to:

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs, including other federally funded programs in the district;
4. Explain to parents and the community the State's content and achievement standards. State and local student assessments, and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the material and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education;
9. Welcome parents to school and will have no policy that discourages parents from visiting or coming inside our schools;
10. Find and modify other successful parent and community involvement programs to suit the needs of our district;
11. Train parents to enhance and promote the involvement of other parents;
12. Provide reasonable support for other parental involvement activities as parents may reasonably request.

## ARKANSAS COMPREHENSIVE TESTING, ASSESSMENT AND ACCOUNTABILITY PROGRAM (ACTAAP)

The Rules and Regulations of ACTAAP ensure that all students in the public schools of Arkansas have an equal opportunity to demonstrate grade-level academic proficiency. Beginning with the 2004-2005 school year, any student failing to achieve at the proficient level on the State mandated Criterion Referenced Exams, i.e. Benchmark and End of Course Exams, that student shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist and remediate the student in achieving the expected standard in subject area(s) where performance is deficient. The remediation strategies/methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs, before and after school sessions, Saturday school, double blocking instruction, etc. Beginning with the 2005-2006 school year, students in Grades one through six, identified for an AIP/remediation plan who do **not** participate in the remediation program shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one grade level for each subsequent academic year after implementation, in the following manner: e.g. 2006-2007 Grades one through seven; 2007-2008 Grades one through eight, etc. Beginning in the 2005-2006 school year students not proficient on the End-Of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course. The results of End-Of-Course assessments shall become a part of each student's transcript or permanent record.

## SCHOOL RESOURCE OFFICER

The Greenbrier School District, along with the city of Greenbrier, provides a School Resource Officer Program. The objective of the School Resource Officer program is to promote and assist the Greenbrier School District in providing a safe learning environment and to improve relations between law enforcement officers and the youth of our community. The role of the School Resource Officer is:

- Provide protection from negative outside influences and assist in maintenance of order.
- Consult to staff safety matters and provide violence reduction strategies and legal aspect activities to students.
- Provide positive role model to students and foster better understanding between law enforcement, community, students and staff.
- Assist in crisis intervention.

## SCHOOL SAFETY

Schools have the responsibility of developing and implementing policies that ensure a safe and nurturing environment for students.

A district-wide student Witness Hotline is in place to allow parents and students to report any unacceptable activity at school. You may call 679-6222 with any information you feel needs to be reported to the building principal. Identification of individuals who make reports will be kept confidential within the limits of the law. Phone calls may be anonymous.

Desks, lockers, and other storage facilities are school property and remain at all times under the control of the school. School authorities may conduct inspections or supervise law enforcement officials in periodic inspections at any time for any reason related to school administration. A search will also be conducted when a reasonable suspicion exists that stolen items, items prohibited by law, or items prohibited by school policy are contained within desks, lockers, automobiles, or on an individual person. The search will be conducted by the school principal, or designee of the same sex as the student, if the investigation involves the search of any individual student. An adult witness of the same sex as the student will also be present. Note: Secondary principals will conduct at least one general locker search per month, and will attempt to increase visits by the drug dog to their campuses.

School officials may conduct searches of individual students or groups of students (such as classrooms) on a random basis with metal detectors. This is to promote safety and to deter students from bringing prohibited objects or weapons to school. If the metal detector indicates the presence of prohibited material, then the individual may be more thoroughly searched since probable cause now exists. Note: Metal detectors have been purchased and classroom searches conducted monthly at the secondary level.

## MANDATORY DRUG TESTING STUDENT DRUG TESTING POLICY

### Definitions

**Drug:** Any substance considered illegal by Arkansas Statutes, or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

**Activity Programs:** Any activity that meets the guidelines of the Arkansas Activities Association or any other organization recognized by Greenbrier High School\*. These activities are listed below:

ALL-Stars	Drama Club	Rodeo Club
Ambassadors	FBLA	SAVE
Art Club	FCCLA	School-to-Work
Band	FFA	Shooting Team
Baseball	Football	Soccer
Basketball	Golf	Softball
Beta Club	IPA Team	Student Council
Bowling	Library Club	Tennis
Cheerleading	Newspaper	Track
Choir	Quiz Bowl	Volleyball
Cross Country	Rapid Response	Yearbook

\*Includes others not yet formed.

**School Year:** From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice through the last day of classes in the spring.

**Policy Statement:** **Greenbrier School District is conducting a mandatory drug testing program for students in all activity programs grades 8-12.**

**Purpose: The purpose of this policy is:**

1. To ensure the total well-being of all students at Greenbrier Schools.
2. To emphasize the health and safety of students as well as addressing the long-term physical and emotional effects of chemical use on their health.
3. To undermine the effects of peer pressure by providing a legitimate reason for students in activity programs to refuse to use illegal drugs.
4. To encourage students in activity programs who use drugs to discontinue and participate in drug treatment programs.
5. To establish a standard of conduct for students representing Greenbrier Schools who are considered leaders and standard bearers among their peers.
6. To work with parents to assist in keeping their children drug free.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.

**Procedures for Students in Activity Programs**

**Consent:**

Each student wishing to participate in any activity program and the student's custodial parent or guardian will consent in writing to drug testing pursuant to the District's drug testing program. Written consent of this policy is a form provided by the District. No student shall be allowed to participate in any activity program absent of such consent.

This form of consent will be binding for the remainder of the school year unless the district is notified in writing by the student's parent or guardian that the student is no longer in any extracurricular activity and The parent's wish is for their child not to be drug tested.

**Student Selection:**

At the option of the District, all students in activity programs may be drug tested at the beginning of the school year, or at the beginning of their activity. In addition, random testing will be conducted during the school year. The random testing shall be made up of a sufficient number of students in the activity programs to create a probability in favor of each student being randomly tested during the school year. Selection for random testing will be lottery drawing from a "pool" of all students in activity programs in the District at the time of the drawing. A single test can be required by a coach/sponsor from a student for reasonable suspicion. The Drug Abuse Prevention Coordinator shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, including, but not necessarily limited to, assuring that the names of all participating students in activity programs are in the pool, assuring the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

**Sample Collection:**

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so in an individual stall with the door closed.

**Testing Agent:**

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

**Prescription 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 or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students may indicate prescribed medication on the drug testing consent form. Students should inform the drug testing coordinator of any prescription medications they are taking at the time of testing. Students may also be asked to produce a doctor's note or doctor's prescription to verify the medications they are taking. Students who refuse to provide verification and test positive will be subject to the actions specified below for a "positive test."

**Scope of Test:**

The drug screening tests are for one or more illegal drugs. Student samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication. If the screen shows a positive reading, the sample will be sent to a testing lab. If the sample tests negative at the lab, the student will be notified and no further action will be taken.

**Limited Access to Results:**

The testing lab will be authorized to report results only to the Coordinator or to such persons as the Coordinator may designate in the event the Coordinator is absent.

**Procedure in the Events of a Positive Result from the Lab:**

Whenever a student's test results indicate the presence of illegal drugs ("positive drug"), the following will occur:

If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Coordinator, the student, the custodial parent or legal guardian, the student's principal, and head coach or sponsor.

**First Positive Result:**

For the first positive result, the student will be encouraged to seek treatment and/or counseling for drug/alcohol related problems. A referral/resource list will be made available to the student and parent/legal guardian. The Greenbrier School District will not assume any expense incurred for counseling service or attendance in a drug/alcohol rehabilitation program.

The student will be on probation for up to thirty days. Between 20 and 30 days after the 1<sup>st</sup> test, the student will be tested again at his/her own expense, and a written copy of the results will be given to the Drug Abuse Prevention Coordinator or his/her designee. If the test is negative, probation will be lifted. If the test is positive, the student will not be allowed to continue in any activity programs for the remainder of the school year. If this positive test is during the spring semester, the student will not be able to participate during the following fall semester. If a student refuses to take test, probation will continue. During the probation period, the student will not be able to participate in any competition, activities, or presentations representing Greenbrier Schools.

A student may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

To regain eligibility, a student must have a negative chemical screening test. This test must be administered under the school district's supervision and at the student's expense.

**Second Positive Result:**

For the second positive result in the same year or on any two consecutive school years, the student will be suspended from participating in any activity programs for the remainder of the current school year and the following school year.

**Third Positive Result:**

For the third positive result in any two consecutive school years, the student will be permanently suspended from participating in any activity program for the remainder of his enrollment with the school.

**Nature of Policy:**

No student shall 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. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid or binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible before response is made by the District.

**Other Disciplinary Measures:**

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

**ENROLLMENT/DROP/ATTENDANCE PROCEDURES  
POLICY CODE JBAC**

A record of pupil attendance shall be kept by the school district on the Arkansas Public School Computer Network. The official reporting period for attendance shall be quarterly with the actual number of days counted in each period to be not less than forty (40) nor more than fifty (50). The school district central office shall file a report on its enrollment for each quarterly period with the Arkansas Department of Education within the time frame and format as directed by the ADE.

Each district school shall designate an employee or employees to enroll new students, drop those leaving the district, and maintain student attendance. All of these tasks are to be performed as promptly as possible. A social security/student ID number must be established to enter students in the APSCN program.

New families in the district must provide two proofs of residency upon enrollment of children.

Students enrolling during the school year should have a withdrawal form from the previous school attended. If this is not provided, the enrolling school will call to verify previous enrollment. Exceptions to this will be home-schooled children returning to public school and children moving early in the school year from a state where school has not started yet.

Students are dropped from the school's rolls upon the following:

- Receipt of a written request (via fax or mail) for records from another school indicating that the student has enrolled in that school. The student is dropped as of the date on the transfer request or, if no date, the day the request was received.
- Students are also dropped from the school's roll if they have been absent for ten (10) consecutive days and repeated attempts to locate the parents/guardians are unsuccessful. Students may be carried with ten (10) or more consecutive absences if contact is made with the parents and proper documentation to excuse the absences is received.

- Students in DHS custody are carried on the school's roll until a request for records is received from a long-term care facility or until verification is provided that the child no longer resides with the parents, custodians, or foster home.

**GREENBRIER ATTENDANCE REGULATIONS IN COMPLIANCE  
WITH ACT 473 OF 1989**

Section I      Greenbrier High School Attendance Rules and Regulations

Students are allowed to miss a total of 4 (four) unexcused days per semester. However, a parent/guardian must notify GHS attendance office as to the whereabouts of their child. This notification must be made the day of or before the absence date or the student will be considered truant. Truant students cannot make-up any tests, homework or assignments on that absence date. Truancy is also a class II disciplinary offense. No calls or documentation will be accepted the day after.

Absences will be considered excused in the following circumstances:

1. Doctor's documented visit.
2. Death in immediate family.
3. Required court appearance.
4. Call or note from parent (up to 3 notes per semester, all subsequent absences require a note documenting a doctor's visit)

Unexcused absences includes any absence not listed above.

At the 7<sup>th</sup> (seventh) cumulative absence with no documentation or contact being made with the school, the student will receive a "No Grade" and paperwork will be sent to the Faulkner county juvenile court system for non-attendance.

Any extenuating circumstances other than above will be at the discretion of the building administrators. GHS will call the parent/guardian if the school has not received absence information.

The following attendance regulations will also be enforced:

1. The student will be allowed to make up examinations and assignments with the stipulation that the student will have one day plus the number of days of absence to make up the work that was missed. Students who are truant will not be permitted to make up assignments or examinations that are missed.
2. Examinations and assignments that were announced prior to the absence will be made up the first day the student returns to school.
3. Students who are absent all or part of the day shall not participate in any school activity on that day unless permission is granted by the principal.
4. School suspension will not be counted against the student's 6 (six) days of absence.
5. Suspended students will not be allowed to make up the work that was missed.
6. The teachers' roll books will be used to determine the days missed if there is a discrepancy.
7. The school will attempt to contact parents if absence information is not received.

Section II      Notification of Absences

1. The student's parents or guardians shall be notified when the student has accumulated excessive absences equal to one-half the total number of absences permitted under the school district's policy. Notice shall be given by telephone contact with the student's parents or guardians by the end of the school day in which such absence occurred, or by mail (with a return address, sent no later than the following school day).
2. Whenever a student exceeds the number of absences as provided for in the district's student attendance policy, the school district shall notify the Prosecuting Attorney for Faulkner County. The student's parents or guardians shall be subject to a civil penalty, not to exceed five hundred dollars (\$500.00), plus court costs as prescribed by the courts.

**TARDY POLICY**

Tardies are not classified as excused or unexcused. If a student is late, he/she is tardy. Three tardies will equal or become one (1) absence. No notes will be accepted unless it falls under extenuating circumstances.

**School Tardy** Not being in first period or the first class of the school day.

The student will report to the office, not the first period teacher.

<b>First Tardy</b>	Warned
<b>Second Tardy</b>	One day of detention or corporal punishment
<b>Third Tardy</b>	Three days detention or corporal punishment
<b>Fourth Tardy &amp; Fifth Tardy</b>	<u>Driving students:</u> Either driving privileges revoked for one (1) week or two (2) days In-School Suspension <u>Non-driving students:</u> Either two (2) days of In-School Suspension or corporal punishment.
<b>Sixth Tardy</b>	School suspension up to three (3) days and driving privileges may be <b>or more</b> revoked for the remainder of the school year.

**Class Tardy** Leaving one class and not being in the next class.

<b>First Tardy</b>	Warned by the teacher.
<b>Second Tardy</b>	The office will be notified and the student will receive a fifteen (15) minute lunch detention or corporal punishment.
<b>Third Tardy</b>	The student will receive three (3) days of fifteen (15) minute lunch detention or corporal punishment
<b>Fourth and Subsequent Tardies</b>	Corporal punishment or In-School Suspension

The teacher's record book is considered the final authority in determining the number of days tardy to each class period.

If a student is held by a teacher, the responsible teacher will write a note for admittance to the next class, and the student will not be counted tardy to the class.

### MAKE-UP WORK

For each absence, the student is required to make up all examinations and assignments with a maximum number of days stipulated in which the work can be presented. All make-up work must be done promptly.

The consecutive number of days missed from school determines the number of days allowed to make up work—**with a maximum of five (5) days**. If there are extenuating circumstances, the principal's office should be consulted.

Examinations that were announced **prior to an absence** will be made up on **the first day** that the student returns to school. As stated in the attendance policy, no homework, tests, or other assignments may be made up after six (6) absences.

If a student is absent due to a school sponsored activity, the same make-up policy applies. A student may be denied attendance to future school sponsored activities if make-up work is not completed from previous absences.

No make-up work will be accepted once the semester test schedule begins.

### EXPECTATIONS OF STUDENTS

**Students are expected to follow these guidelines:**

- Stay on campus after arriving on the school grounds unless permission to leave is granted from the principal's office.
- Avoid group gatherings in the halls. The conduct in the halls reflects the climate and character of the school.
- Avoid running in the halls.
- Keep to the right of center in the halls.
- Avoid group gatherings at the entrance of doorways, as this interferes greatly with entering and exiting the building.

### DISCIPLINARY POLICIES FOR STUDENT MISBEHAVIOR

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, parental conferences, corporal punishment, class suspension, school suspension, expulsion, and criminal charges.

School suspension shall not be counted toward a student's accumulated days of absence; however, suspended students cannot make up assignments.

## CLASS I INFRACTIONS

1. Failure to follow the student driving policy
2. Misconduct on the bus
3. Use of obscene or vulgar language
4. Abnormal or irrational behavior
5. Public display of affection in the halls or on school grounds
6. Possession of laser devices on school grounds
7. Gambling in any form
8. Failure to bring proper materials to class (books, pencils, paper)
9. Possession of food or drink in un-designated areas
10. Any infraction which the school principal or his designee considers serious enough to warrant corporal punishment or school suspension
11. Cutting class
12. Academic cheating
13. Putting head on desk

The following consequences will be taken in regards to Class I infractions:

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Principal's discretion
2	Attempt to contact parent and principal's discretion
3	Corporal punishment or in-school suspension – two (2) days
4	In-school suspension – three (3) days
5	In-school suspension – six (6) days
6	Suspension – three (3) days
7	Suspension – five (5) days
8	Suspension – ten (10) days
9	Suspension – ten (10) days with possible recommendation for expulsion

## CLASS II INFRACTIONS

1. The use or possession of tobacco products during school
2. Fighting- all parties participating in the fight, including bystanders who are urging them on, will be subject to disciplinary action and possible criminal charges. Depending on the actions of the students involved, the principal or supervising staff may classify the fight as a Class III Infraction. Refer to Class III Infractions, #3.
3. Tampering with fire-fighting equipment or emergency alarm systems (Act 567)
4. Second failure to follow the student driving policy
5. Truancy (skipping school)
6. Suspension or removal from a teacher's classroom
7. Any act of disrespect toward school personnel or fellow students
8. Theft or destruction of school property (students will also pay the damage and may face criminal charges); depending on severity, could be classified as a Class III offense
9. Insubordination to teachers or other school personnel
10. Forging, falsifying, altering, or illegally possessing school forms or using forged notes or excuses
11. Committing an act of defiance, either in language or action, against a teacher or employee of the school district
12. Failure to identify oneself to any school personnel
13. Leaving campus without proper authorization
14. In any parking lot during school hours without proper authorization
15. Bullying

The following consequences will be taken in regards to Class II infractions:

<u>Office Referral</u>	<u>Disciplinary Action</u>
1	Corporal punishment or in-school suspension – two (2) days
2	In-school suspension – three (3) days
3	Sent home pending parent conference
4	In-school suspension – five (5) days
5	Suspension – three (3) days
6	Suspension – five (5) days
7	Suspension – ten (10) days
8	Suspension – ten (10) days with possible recommendation for expulsion

### **CLASS III INFRACTIONS**

1. Possession, sale, or use of illegal drugs, alcohol, or look-a-like drugs during the school day or any school activity; possession of drug paraphernalia on school grounds; could result in 10-day suspension with recommendation for expulsion.
2. Possession of a weapon such as a knife, razor, ice pick, explosive, rifle, shotgun, pellet gun, pepper spray, or any other object or substance that reasonably can be considered a weapon or dangerous instrument may result in criminal charges.
3. An attempt to cause physical injury, threaten, or behave in such a way that could cause physical injury to a school employee or student may result in the filing of criminal charges (Act 706), as well as other school disciplinary procedures.
4. Flagrant insubordination

The following consequences will be taken in regards to Class III infractions:

#### **CLASS III DISCIPLINARY ACTIONS**

Mandatory suspension with possible expulsion.

Any student who is suspended on two occasions during the same school year may be recommended for expulsion.

Any student being suspended during the school year shall not attend any school activity during the term of suspension.

#### **CLASS IV INFRACTIONS**

Possession, use, sale, delivery or transmission of a drug or a look-alike drug and/or alcoholic beverages.

Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.

#### **CLASS IV DISCIPLINARY ACTIONS**

##### **Office Referral #**

1

##### **Disciplinary Action**

Mandatory 10 day suspension with recommendation for expulsion

#### **IN-SCHOOL SUSPENSION GUIDELINES**

1. Report to the ISS room no later than 8:00 a.m. No loitering in courtyards.
2. Follow the school's dress code.
3. No gum or fast food.
4. Immediately and courteously obey direct requests or instructions of ISS supervisor.
5. No communication at all, with anyone, without permission.
6. Bring all books and supplies, even those that may not be used every day.
7. During the assigned ISS time, participation in school activities, either during the school day or after school, is not allowed without specific permission from the principal.
8. Sleeping in class is not permitted.
9. Four scheduled restroom breaks are allowed per day.
10. Students must remain seated, facing the wall, unless given permission to get up.
11. Any absences from ISS will be made up when the student returns to school.

##### **Consequences Of Rule Violations:**

**1<sup>st</sup> Infraction** - ISS time is doubled

**2<sup>nd</sup> Infraction** - Suspension from school

Students who are suspended from ISS must finish their assigned days when they return to school.

#### **STUDENT DISCIPLINE SEXUAL HARASSMENT ACT 1108 OF 1997**

##### **Purpose:**

Sexual harassment is sex discrimination Title IX. It is the policy of Greenbrier High School to maintain a respectful 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 communication of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff 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 constitutes 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 intimidation, 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 implications
- Suggestion 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

**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 or guidance counselor, Equity Coordinator for Greenbrier High School, or 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. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal, 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 or the Greenbrier School Board.

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 ten (10) school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, 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 the report to the Superintendent within two (2) school days of the completion of the investigation.

**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.

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.

**Reprisal:**

The District will discipline any individual 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.

## STUDENT DRESS AND APPEARANCE

Dress/attire must be appropriate for a school environment. All students are encouraged to exercise neatness and modesty in appearance and manner of dress. If the student must go home in order to change clothes, the absence will be treated as a suspension. The following general statements are made in regard to student dress:

The matter of dress and appearance of students should be the primary responsibility of the student and parents, with the school serving in a supporting capacity.

The student is expected to present an appearance at school that reflects his/her immediate family's best judgment of values and, at the same time, exhibits a reasonable degree of modesty and dignity.

The student's dress and grooming, meeting the above criteria, will be considered acceptable at all school functions unless appearance:

- presents a clear and present danger to the student's health and safety
- causes interruptions of the proper pursuit of learning
- creates classroom or school disorder

The following items are inappropriate for school hours: (various items are listed above and below the following)

- bare midriffs, "walking" midriffs, tank tops, sleeveless shirts, muscle shirts, etc.
- low-cut shirts/blouses/dresses
- shorts-will be no shorter than to the knee cap
- bare feet
- caps or hats (any type apparel worn on the head)
- strapless tops
- sunglasses
- transparent or "see-through" apparel
- unbuttoned shirts, blouses, etc. without an undershirt
- unlaced shoes worn without socks
- bandannas
- loose fitting (sagging or oversized clothing)
- wallet chains
- outlandish hair coloring that is deemed disruptive is not allowed
- skirts/dresses will be no shorter than the knee cap
- clothing with holes above the knee
- house shoes
- pajama pants
- hair covering eyes and/or face

Shirts with inappropriate logos are not allowed. Examples are:

- alcohol or tobacco
- cursing language
- sexual references or innuendo

### **BODY PIERCING**

Body piercing, other than the ear, has been found to be a disruption to the education process and is therefore not allowed. Students will be asked to remove the jewelry or they will be sent home. They can return upon removal of the jewelry. If the student chooses to go home, the absence will be treated as a suspension. **Plugs, fishing line, band-aids, etc., will not be considered a substitution for jewelry removal.** Two (2) and following violations of the school's body piercing policy will be treated as an act of insubordination and will result in, but not limited to, detention hall, corporal punishment, In School Suspension (ISS) or suspension. See #9 of Class II Infractions.

### **FINAL EXAMS**

Completing the semester is imperative; students will not request to take semester tests at a different point in time unless there is a genuine emergency. Final tests are important, and students should not engage in early summer employment which interferes with final exams during the spring semester. All students will take final tests according to the test schedule, unless prior arrangements have been made with the individual classroom teacher and principal. Failing to take the semester test on schedule may result in a grade of zero. There will be no exemptions for fall semester exams. Requirements for exemptions for spring semester exams will be determined by the principal and staff.

### **ELIGIBILITY FOR CLASS OFFICER POSITIONS**

A student may be elected as a class officer only if he/she is a bona fide member of that class and has completed the application process as defined by the classification process.

### **HALL PERMITS**

No student will be in the hall during regular class time. The only reason will include trips to the Media Center and/or office, as well as any place other than the student's designated room. Passes to the counselor's office or to the

principal's office, must be obtained in advance, except in an emergency. The most expedient routes must be taken, without stopovers. Hall permits shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who issued the written permission.

## **FIRE AND TORNADO REGULATIONS**

### **Student safety depends on the following regulations:**

Fire Drill: An eminent (i.e. noticeably different) continuous signal from the warning system will initiate a fire drill. Exit from the rooms and re-entry will be in a single file formation. There must be no talking, breaking line, running, or shoving at any point. No form of misconduct will be tolerated. Upon leaving the building, students will walk an adequate distance away from the physical plant. This is important for the safety, as well as the comfort, of the students should fire-fighting equipment require accommodation. A diagram is posted in each room illustrating the exit route for that particular area, and students must be aware of this information. The process for re-entry of the building will be the inverse of the exit, with students being quiet at all times and entering in single formation.

Tornado Drill: The alarm will be one continuous ring lasting 20 to 30 seconds. Students will proceed to designated areas, sit facing the wall with their heads down between their knees, and cover their heads with their hands.

## **SCHOOL CLOSING**

In the event of inclement weather or mechanical failure, school may be closed, and/or starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio stations or television stations, KTHV (Channel 11), KARK (Channel 4), or KATV (Channel 7). **Please do not call the school for cancellation information.**

## **REGISTRATION AND CLASSIFICATION**

Classifications and changes in classifications must be made by the principal with recommendation by the counselor.

The following requirements must be met for grade classification:

### **10<sup>th</sup> Grade - Sophomore**

Completed 4 Academic Credits (½ English and ½ Algebra)

### **11<sup>th</sup> Grade - Junior**

Completed 10 Academic Credits (1 ½ English, 1 Math, 1 Science, and 1 Social Studies is required)

### **12<sup>th</sup> Grade - Senior**

Completed 17 Academic Credits (2 ½ English, 2 Math, 2 Science, and 1 Social Studies is required)

*Special services students must meet their individual education plan.*

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 AND ALL CLASSES THEREAFTER**

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

## **GRADUATION REQUIREMENTS**

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **SMART CORE: Sixteen (16) units**

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

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

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

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

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

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

Algebra II

Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

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

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

Civics or Civics/American Government

World History

American History

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

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

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

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

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

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

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

### **CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units (years)

Algebra or its equivalent\* - 1 unit

Geometry or its equivalent\* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.

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

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

Science: three (3) units (years)

At least one (1) unit of biology or its equivalent

One (1) unit of a physical science

Social Studies: three (3) units (years)

Civics or government, one-half (1/2) unit

World history, one (1) unit

U.S. history, one (1) unit

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

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

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

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

### **CAREER FOCUS: - Six (6) units**

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

The Core and Career Focus units must total at least twenty-four (24) units to graduate.

### **HONOR GRADUATES**

Prerequisite: One (1) unit of a foreign language is required in order to be an honor graduate.

Beginning with the Class of 2013 East II, Botany/Zoology, and Ag Leadership will no longer be honor courses.

Students must have completed eight (8) of the following honor courses for eligibility to be an honor graduate:

Agricultural Business/ Leadership

Ag Marketing

Anatomy and Physiology

AP U.S. History

AP Biology

AP Calculus

AP Chemistry

AP English Language (11)

AP English Literature (12)

AP Music Theory

AP Physics

AP Spanish Language

AP Statistics

AP Studio Art

AP World History

Botany/Zoology

Computerized Accounting II

Enterprise Management

EAST III and IV

Foreign Language III

Pre-Calculus

Students will be required to take Computer Business Applications to fulfill their required computer credit.

1. An honor graduate must have a grade point of 3.5 or above.
2. The student's grade point average will be based on eight (8) semesters of academic accomplishment, beginning with the first semester of the freshman year of study.
3. Any honor student who missed more than six (6) days either semester of his/her senior year may not be eligible to participate as an honor graduate. Excessive absences will be considered on an individual basis.
4. Students with a 4.00 or greater and eight (8) honor courses will graduate with "Highest Honors". To be "Highest Honors", 2 of the eight required honor courses must be Advanced Placement classes – this requirement will be effective beginning with the graduating class of 2011-2012.
5. Those with a 3.50 or greater and eight (8) honor courses will graduate as "Honor Graduates".
6. A committee of all highest honor graduates will select the speaker(s) from the group to represent the graduates. The committee will also select students who will participate in the graduation ceremonies.
7. At graduation, the graduates with "Highest Honors" will graduate first (alphabetically), next "Honor Graduates" (alphabetically), then the rest of the class.

### **ADVANCED PLACEMENT**

Students who take advanced placement courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 5 points

D = 2 point

B = 4 points

F = 0 points

C = 3 points

Students taking AP or International Baccalaureate courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.<sup>1</sup>

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

**Note:** <sup>1</sup>The Advanced Placement Rules (3.06) stipulate that students must take the applicable AP exam to receive weighted credit for the course. Because the state now pays the total cost of the AP exams and the student's score on the exam does not affect the student's grade for the course, students can reasonably be expected to take the test. By standardizing the timing of awarding weighted credit across Arkansas, all students will be on a level playing field regarding their GPA for college applications.

### **INDEPENDENT STUDY**

Only seniors will be eligible for independent study—and only in proven hardship cases and approval from the principal.

### **ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM**

The Arkansas Department of Higher Education sponsors the Arkansas Academic Challenge Scholarship Program to recognize selected students for scholastic achievement as measured by their academic records and ACT assessment scores.

Scholars will be announced beginning in the spring and will receive up to \$10,000.00. The Arkansas Academic Challenge Scholarship is a four-year scholarship of \$2,000.00 per year to students in financial need.

The Arkansas Challenge Scholarship requires a 19 or better composite score on the ACT Assessment and have at least a 2.75 or 3.00 grade point average in the following High School courses:

4 years of English, Algebra I, Geometry, Algebra II, and 1 year of math beyond Algebra II, World History, American History, Civics or American Government, 2 years of the same Foreign Language,  
3 years of Science (Physical Science, Biology, and Physics or Chemistry)

For additional information about this scholarship contact the high school counselor.

### **PRE-COLLEGIATE CORE CURRICULUM**

English—four (4) units

Science—three (3) units (Biology, Chemistry or Physics)

Mathematics—four (4) units (Algebra, Algebra II, Geometry)

Social Studies—three (3) units (American History, World History, American Government, or Civics)

Foreign Language—two (2) units

### **UNCONDITIONAL COLLEGE ADMISSION**

ACT 1290 of 1997 amended previous statutory language regarding the courses that high school students must complete in order to be admitted unconditionally to a public college or university in Arkansas. Acting in response to this legislation, the Arkansas Higher Education Coordinating Board has established a core curriculum set of courses required for **unconditional admission**. Students who graduate from high school in 2004 or later, and enter college that fall or in subsequent years, will have to complete four (4) mathematics courses, two (2) of these four (4) must be Algebra I and Geometry, as well as English (4 units), Natural Science (3 Units), and Social Studies (3 units) courses that are part of the current recommended core curriculum. Challenge Scholarship recipients must also complete two (2) units in the same foreign language, but this requirement is not part of the unconditional admissions standards.

## GRADING SYSTEM AND REPORTING

Report cards are issued the week following the end of each nine-week period. Progress reports will be sent home mid-way through the nine-week grading period. Student grades may be checked at any time through the Edline web address. Where grades are reported by letter A, B, C, D, and F, the grading scale is:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Semester exams will constitute 20% of students' semester averages.

**\*Grades assigned reflect educational objectives only.**

## HOMework

Homework shall promote the development of students' independent study skills and work to be done outside the classroom, which will reinforce and strengthen academic skills, broaden the educational experience of students, and relate those experiences to the real life of the community.

Homework is assigned when individual or class needs can be best met through its use. Homework may be make-up work as a result of an absence. It may consist of additional assignments designed to help children work up to their abilities. Homework may be work planned to help children overcome particular difficulties. Assignments may be made for the purpose of encouraging pupils to pursue an individual interest, or develop more fully a specific skill or ability.

Homework provides an opportunity for growth in responsibility. It is important that learning continue after school. Homework should not be viewed as punishment, but rather as an avenue through which learning is extended.

Parents can assist with homework by providing children with suitable study conditions, reserving a time/place for homework, encouraging and showing interest in their children's assignments, and helping their children understand that homework is to be completed and returned on time.

## CONCURRENT CREDIT

Act 6001-1989 enables Greenbrier High School students to earn concurrent high school credit and college credit. If students meet institution's entrance requirements, they may take college courses and earn both college and high school credit. (3 college credit hours = 1 semester high school credit)

Upon completion of any off-campus courses, official grades must be sent to Greenbrier High School directly from the institution where they were earned. The grade will then be placed on the transcript and be computed in that student's grade point average.

Concurrent students will be dropped from the university enrollment when the student has less than a 70% grade average. A deadline date for dropping such class will be determined by the school district.

## GRADUATION MATH AND SCIENCE SCHOOL SENIORS ACT 1326 OR 1997

Students who attended school at Greenbrier High School prior to acceptance to the Arkansas School of Mathematics and Sciences may elect to participate in graduation activities the year they graduate.

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

Math and Science students will be responsible for the costs of these activities to the same extent as Greenbrier High School students, and agree by participating to abide by the Student Handbook for the Greenbrier School District at these functions. Math and Science students who violate provisions of the Student Handbook at senior activities may be barred from attending one or more future events upon recommendation of the senior high principal, subject to appeal to the superintendent whose decision shall be final.

Math and Science students who participate in the graduation ceremony are not eligible to be recognized as honor graduates, but upon presentation of an official transcript from the Math and Science School by appointed date, will be recognized as honor graduates if appropriate and based on the criteria of Greenbrier High School for honor graduates. Math and Science students who choose to participate in graduation ceremonies will not receive diplomas issued by Greenbrier High School, but will instead be presented with certificates of recognition.

## FINES

If a student fails to pay any fines or debts that are due to the school, he/she will not receive his/her grades until said fines or debts are paid.

## STUDENT CLASS LOAD AND SCHEDULE CHANGES

Each student must be enrolled in at least five subjects having a value of one credit each.

The daily schedule of each student is on file in the principal's office. Schedules will be changed through the principal's office or the counselor's office only, and teachers will not accept changes without a schedule change slip that has been signed by the counselor or the principal.

Class schedule changes will be limited to the first week of school. Schedule changes will not be made only from teacher to teacher. Course changes after the first week will result in the grade of "F". The principal may make exceptions to this policy in extenuating circumstances.

## SENIOR REQUIREMENTS

All seniors must take five (5) academic classes.

## GRADUATION EXERCISE REQUIREMENTS

All seniors will meet the GHS course requirements of having passed 24 credits to participate in graduation exercises. If a senior fails any required credit(s) in their fall semester, recorded arrangements must be made by the end of the third nine weeks to be considered in the ceremonies. If a failing grade is made during the spring semester, arrangements for retaking the required course(s) will need to be recorded in the counselor's office by May 1<sup>st</sup> to participate in graduation ceremonies. The Greenbrier High School graduation policy is to have completed all required credits or to make provisions for acquiring any lacking credit(s) before the senior can participate in graduation exercises.

Acceptable arrangements are registering for summer classes whether offered at GHS, local high schools, or colleges and all fees paid. This procedure will be recorded in the counselor's office by the deadline dates, otherwise, the senior student lacking credit(s) must return to GHS the following year to make up the failed class (es).

Returning seniors will receive their diploma and transcript for the year in which they are actually completing their degree requirements. They will not receive the diploma and transcript for the previous year.

If a failing grade is made during the spring semester, arrangements for retaking the required course(s) will need to be recorded in the counselor's office by MONDAY AFTER SENIOR FINALS in order to participate in graduation ceremonies.

## STUDENT AIDE RULES

- Students cannot drop a course (academic) to become aides.
- Student must be a Senior.
- Students must have and maintain a "B" average (3.00) or above to remain in the program.
- Student aides **are not** to grade any student test that will be recorded in the grade book.
- Student aides are to follow the same procedures as any other student in terms of attendance, tardies to class, dismissals, and all other disciplinary procedures.

## STUDENT DRIVING POLICY

- Students must hold a valid, non-restricted driver's license.
- Immediately upon arrival at school, students will park vehicles in the designated student parking area (between parking stripes) and leave the area.
- No student may return to the student parking lot during the day without special permission from the high school principal's office.
- Students are expected to drive in a safe manner by obeying the posted speed limit at all times and to make no excessive noise with exhausts, wheels, or car stereos while on the school campus.
- If a student is restricted from driving on campus, the car is also restricted from campus unless it is driven by a parent or guardian.
- Failure of any student to abide by these policies will result in the loss of campus driving privileges.
- Greenbrier Schools is not liable for damage to student vehicles while on school property.

## GAMING AND ENTERTAINMENT DEVICES

Student owned radios, CD players, mp3 players, I-pods, game boys, etc. are not allowed on school property.

## DELIVERIES

The Greenbrier School District does not allow delivery of items such as flowers, balloons, candy, or any other type of gift, to students.

## CELL PHONES

### Possession/Use Of Cellular Phones, Or Other Electronic Communication Devices And Cameras.

Use and misuse of cell phones and/or cameras has become a serious problem that threatens the ability of Greenbrier High School to properly and efficiently operate its education program. Below are some examples of how cell phones and cameras can adversely affect the classroom and detract from school safety and crisis preparedness.

1. Text messaging has become a serious deterrent to student learning.
2. Picture phones and personal cameras can be used to exploit personal information and compromise the integrity of educational programs. These phones and cameras can be used to take photos of people in the locker rooms and restrooms.
3. Cell phones have been used to cheat on tests in classrooms.
4. Cell phone systems typically overload during a major crisis and usage by a large number of students at once could add to the overload and knock out cell phone systems more quickly than may normally occur. Since cell phones may be a backup communication for school administrators and crisis teams, widespread student use in a crisis could thus hamper crisis team emergency communication tools in a very short period at a critical time.

The Greenbrier School District believes it is necessary to restrict student use and possession of cell phones, cameras and other electronic devices in an attempt to provide the best possible learning environment for all students.

From the time the students arrive on campus or at the bus stop until 3:40 and the last bus leaves campus or the student unloads from the bus at their final stop, students are forbidden from operating cell phones, cameras, beepers, or similar electronic communication devices. Such devices may be stored in the student's locker or vehicle so long as they are in the "off" position.

Students who ride the bus may not use a cell phone when transferring between buses in the afternoon. The disciplinary measure listed below will be followed for all bus infractions involving devices identified in this policy.

Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Students operating/possessing such devices mentioned above during prohibited times shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student's parent or guardian. Possession by a student of any cell phone or other electronic device is in violation of Arkansas State Law and will be subject to disciplinary measures listed below:

- 1<sup>st</sup> Offense: Corporal punishment or 2 days In School Suspension (ISS).
- 2<sup>nd</sup> Offense: 3 days In School Suspension.\*\*
- 3<sup>rd</sup> Offense: 3 days home suspension.
- 4<sup>th</sup> Offense: 5 days home suspension and possible recommendation for expulsion.

Parent or guardian must pick up confiscated items in all offenses.

\*\*Student will lose the privilege to bring their phone or camera back into the building for the remainder of the school year.

Communication devices may be used by students after normal school hours for safety reasons, and at extracurricular activities on the school campus.

The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on district property.

## CHECKING-OUT OF SCHOOL

Students enter the jurisdiction of the school when they leave home with the intent to board a bus or intent to come to school. If a student expects to leave the campus during the day

1. A parent must call the school office or attendance clerk (501-679-1022) before the student will be allowed to leave school.
2. The student can also bring a signed note (including a contact phone number) from the parent or guardian to the office or attendance clerk to be placed in the student's file.
3. Before leaving, the student will sign the check-out sheet in the attendance office or the principal's office.
4. All students, regardless of age, must follow the rules and regulation stated above.

Students must have the principal's or his designee's permission to sign the check-out sheet and leave.

Students may not sign out without administrative permission.

A student who is eighteen years of age and still residing with his/her parent/guardian must abide by the same rules as those students who are seventeen or younger.

If the above procedures and/or guidelines are not followed, the student must remain at school.

### **LOST AND FOUND**

All lost and found articles are to be placed in the lost and found service in the high school office. A student is encouraged to identify his/her personal property by writing his/her name on the personal property whenever possible.

### **PROPERTY DAMAGE**

Deliberate damage to school property by cutting, tearing, breaking, marking, etc., shall be considered as inexcusable, and students found guilty of this will be expected to pay the cost of restoring damaged property to its original value.

A student observing destructive action is expected to persuade the participants to stop or to report the act to the proper authorities.

### **PUBLIC DISPLAY OF AFFECTION**

A display of affection by kissing, holding hands, etc., shall not be tolerated on the school campus. Good judgment on the part of each student will aid immeasurably in creating a wholesome and desirable atmosphere at school.

### **TELEPHONES**

The school office telephone is for official use and must be so regarded. In case of an **urgent need**, the student may see the principal for permission to use the telephone in the office. **In no case** will a student be called from class to the telephone unless it is an **emergency**. Students cannot use any phone in the school except the office phone.

### **TEXTBOOKS**

The state furnishes textbooks for grade levels K through 12 inclusive. The books must last for at least five (5) years before being replaced. Therefore, a book's wear should not exceed twenty percent each year. If the wear exceeds this percentage, adjustments must be made at the student's expense. A student is completely responsible for the books issued to him/her and, therefore, should not loan books to other students. If a book is lost, the student must pay for the book.

### **TRANSFERS AND WITHDRAWALS**

Students planning to transfer or withdraw from school must visit with the counselor or the principal. Those desiring to transfer to another school system should secure a drop slip on the morning of the last day at Greenbrier. The drop slip must be presented to teachers for clearance during the student's regularly scheduled classes. This will clear the student's school record, as well as serve as an admit slip to another school. No records will be sent to another school until all fees and records are cleared through the principal's office. Students must also be cleared through the media center.

### **OFF-LIMIT AREAS**

#### **Students are never to be:**

- In the parking lot during the hours of 8:00 a.m. until 3:15 p.m. without authorization.
- On the gym floor wearing street shoes.
- In the hallways or at a teacher's classroom door before school or during class time without proper authorization or a written pass.
- Touching or adjusting any heating or cooling thermostats.
- Seated on table tops or desk tops in the cafeteria or in the classroom.
- In any unsupervised school area, before school, at lunch, or after school.

### **LUNCHES**

The cafeteria operates to provide a low-cost, nutritious meal to all students who wish to participate. Every effort will be made to reduce, as much as possible, the time spent being served. Proper conduct should be displayed at all times. Good manners, cleanliness, and consideration for others shall be expected of a student in the cafeteria. Talking shall be in a conversational tone only. No straws, napkins, etc. will be taken from the cafeteria.

## BACKPACK/BAG POLICY

Students will be allowed backpack/bags for the transport of books and school related items to and from home. At school, all backpacks/bags MUST remain in the student's locker throughout the day. No backpacks/bags will be allowed in classrooms or in the halls during school hours. Backpacks/bags will be allowed in the hall before school and after school.

## LOCKERS

After being issued a locker, the student must use only his/her assigned locker. **DO NOT** put stickers or other paste-on items in the locker, or a fine may be assessed for defacing school property. The lockers will be inspected periodically throughout the school year. Only school locks, which are available in the office, may be used on lockers.

## FOREIGN EXCHANGE STUDENT POLICY

Foreign exchange students who live with persons residing in the Greenbrier School District may attend Greenbrier High School. The following restrictions pertain to these students.

1. Greenbrier High School will accept a total of two (2) foreign exchange students at one time. Exceptions will be made in extenuating circumstances.
2. The minimum enrollment of a foreign exchange student is one (1) semester. Exceptions will be made in extenuating circumstances.
3. The exchange student(s) transcript will be evaluated to determine grade placement. All foreign exchange students will be placed in American History.
4. The following are required before an exchange student will be evaluated for acceptance at GHS:
  - A satisfactory biography, including a student profile and high school transcript.
  - Proof of good command by the student of the English language.
  - Proof of host parents' residence eligibility in the school district.

## MARRIED STUDENTS

Students who are married must report this fact at the time of registration for school each year. If a student gets married during the school term, that student must notify the principal, either immediately after or prior to the marriage. Personal adjustment time of no more than three (3) days may be granted if requested by the student.

## PERSONAL PROPERTY

Each student is responsible for his/her own property. Each student must take care of personal items, keep up with belongings, and take care to never leave valuable items unattended. Names should be on property if possible.

## STUDENT SPEAKER POLICIES

The Greenbrier School District intends to comply fully with the United States Supreme Court decision of *Santa Fe Indep. Sch. Dist. V. Doe*, 530 U.S. 290 (2000) ("*Santa Fe*"). Consequently, the District rescinds any and all policies, practices, and customs to the extent consistent with the holdings of the case. The District shall not affirmatively sponsor, require, or instigate prayer or other religious expression by students.

Nothing in *Santa Fe*, however, abrogates the legal duties placed upon the District under applicable U.S. Supreme Court precedent requiring the District to maintain neutrality and not suppress, forbid, interfere with, discourage, or disparage voluntary prayer or other voluntary religious expression by students. *Good News Club v. Milford Central School*, 121 S. Ct. 2093 (2001) ("speech discussing otherwise permissible subjects cannot be excluded from a limited public forum on the grounds that the subject is discussed from a religious viewpoint"); *Santa Fe* 530 U.S. at 313 ("nothing in the Constitution as interpreted by this Court prohibits any public school student from voluntarily praying at any time before, during, or after the school day"); *Lamb's Chapel v. Center Moriches Union Free Sch. Dist.* 508 U.S. 384 (1993); *Board of Educ. Of Westside Community Schools v. Mergens*, 496 U.S. 226 (1990); *Lynch v. Donnelly*, 465 U.S. 668 (1984).

Due to changes and/or clarifications of the law under *Santa Fe*, and since the obligation to maintain governmental neutrality remains in force, the District has revised its policies and practices to accomplish the goal of complying with *Santa Fe* and other Supreme Court decisions prohibiting either hostility or favoritism regarding voluntary prayer and other voluntary religious expression by students. The Board instructs that any future policies governing student speakers at school sponsored events be targeted to comply with all pertinent United States Supreme Court rulings.

### Student Speakers at School Sponsored Events

The District intends to create, and does hereby create, a limited public forum consisting of an opportunity for a student to speak for a maximum of two minutes to introduce school-sponsored events and programs (these may include

the following: sports events, assemblies, the school-day, pep-rallies, concerts, and such events, as selected by the administration).

The District adopts this policy to:

- Comply with *Santa Fe Indep. Sch. Dist. V. Doe* and other pertinent United States Supreme Court decisions;
- Provide a method for marking the opening of school events that provides student participation and involvement;
- Provide a method of bringing the audience to order;
- Focus the audience on the purpose of the event;
- Present educational opportunities for students in the areas of speech, English, grammar, drama, and civics;
- Give students experience with speaking in public, organizing their thoughts, and making a concise oral presentation before a live audience;
- Promote education in and tolerance for diversity of viewpoints and appreciation of cultural differences;
- Give students a greater sense of ownership in their school's activities and events through student participation and involvement;
- Promote a continuation of student maturity, growth, and education through placing additional responsibilities upon older students in the final phase of their formal required education;
- Increase the number of and diversity of students beyond those few who have traditionally been afforded an opportunity to speak before school audiences, thus providing this valuable educational experience to more students.

The designated forum shall be limited in the following ways:

- Only students of the high school and junior high shall be eligible to use the limited public forum; and
- The topic of the introductions must be related to the purpose of the event and to the purpose of marking the opening of the event, honoring the occasion, the participants, and those in attendance, bringing the audience to order, and focusing the audience on the purpose of the event. For example, but without limitation, the following types of expression, or combinations thereof, would serve the purpose of the forum if selected by a student:

Words of welcome; a patriotic message; reciting a famous quotation; a "thought for the day;" leading the singing of the National Anthem and/or school song; leading the Pledge of Allegiance; giving a short tribute to the occasion or to those in attendance; a non-verbal expression of a moment of silence; or a verbal expression to honor the occasion.

### **Viewpoint Neutrality**

Although a topic has been designated for the forum and a student must stay on the designated topic, the District shall not engage in viewpoint discrimination.

### **Selection of Speakers**

Any senior high or junior high student wishing to participate as a speaker under this policy shall submit his or her name to the school's student council during an announced three-day period near the beginning of the school year. After the three-day period, the names of all such volunteering students shall be randomly drawn by the president of the student council until all names have been selected. This process shall be witnessed by at least one other student and one school official (who shall be present only to assure the fairness of the drawing and the accurate listing of names drawn).

The students' names shall be listed in the order drawn and matched chronologically to the occasions for introduction in the order in which they arise. Each volunteering student shall be notified by the student council of the particular occasion for which he or she is asked to give an opening introduction.

If there are more speaking occasions than there are volunteers, once each volunteering student has been matched to a speaking occasion, the same list of students, in the same order, shall be repeated as many times as necessary to fill all occasions.

### **Disclaimer**

At each event and program in which a student will deliver an opening introduction, a disclaimer shall be:

- Printed in the program for the event; or
- Stated by a student or school official prior to the student message; or
- Stated by the student speaker prior to the message.

In each instance the following information is to be given:

"(Name of Student) is a volunteering student selected at random to give a short opening introduction of (his/her) choice for (tonight's/today's) (name of event). The content of the introduction is the private expression of the student and does not reflect any endorsement, sponsorship, or official position or expression of the District."

### **Other Student Speakers**

Certain students who hold or have attained special positions of honor within the school structure have traditionally addressed school audiences from time to time, but only as a tangential component of their achieved positions of honor

(such as the captain of the football team, captains of other various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like).

Students who hold such positions of achievement and honor are selected to these positions based upon neutral criteria wholly unrelated to what the students might say at some future school function. Thus, nothing in this policy is intended to abrogate the continuation of the practice of having such students address school audiences in the normal course of their respective positions of honor, and to continue to be allowed to do so without District viewpoint discrimination.

### **Restrictions to Student Speech and Actions**

Nothing in this policy abrogates the District's prohibition against obscene speech, which is not protected by the First Amendment [*Ginsberg v. New York*, 390 U.S. 629, 635 (1968)], the use of "vulgar speech" and "offensively lewd and indecent speech" [*Bethel Sch. Dist. V. Fraser*, 478 U.S. 675, 685 (1986)], slanderous (defamatory) speech, and "students' activities [that] would materially and substantially disrupt the work and discipline of the school." [*Tinker v. Des Moines Indep. Comm. Sch. Dist.*, 393 U.S. 503, 513 (1969)].

## **MEDIA CENTER POLICY**

The Media Center is open from 7:45 a.m. until 3:30 p.m. Students may use the Media Center before school, at lunch, and after school.

Entire classes may use the Media Center under the supervision of a teacher when prior arrangements have been made with the Media Specialist.

Books may be checked out of the Media Center for a two-week period. If a book is not returned on time, the following procedure will be used to collect overdue books.

Overdue fines of five (5) cents per day will be charged for each school day that the book is past due. Students are notified of the fine.

After ten (10) days without a book return, the student may be called to the office.

All fines will be paid before student records are released. Any lost or damaged Media Center materials must be paid for by the responsible student.

Magazines used in the Media Center should be returned to the proper places before the user leaves the Media Center. Filed magazines will be retrieved for students by the Media Specialist or student assistant. Students are not permitted in the magazine room or equipment room.

Students should always remember to be quiet in the Media Center as a courtesy to others. The Media Center should be used properly as a quiet place to study, not as a place to talk with friends. Those who cannot behave in an orderly fashion will not be allowed to use the Media Center.

## **MEDICAL SERVICES**

**Immunization Requirements:** Parents of all students in grades K-12 are required to provide proof of the following immunizations:

- Polio – 4 doses
- DTP – 4 doses
- Measles, Mumps and Rubella – 2 doses
- Hepatitis B – 3 doses
- Varicella (Chicken Pox) – 1 dose or written letter from a physician or other healthcare provider as proof of having chicken pox in the past

It is the parent's responsibility to supply these records. Vaccines are given at the Health Department or at a family physician's office.

If your child becomes ill at school, the school nurse will check his or her temperature, consider symptoms and decide whether to call home. Students with a temperature of 100 degrees or greater will be sent home. After an illness, students must be free of fever for 24 hours before they can return to school.

In case of accidents of a serious nature, first aid is administered, and then parents are notified. After notification, you may pick up your child or someone will meet you at your doctor's office or hospital. It is very important that the emergency procedure form is completed and on file in the office with a phone number where a parent can be reached.

The school nurse will not give the first dose of any medication. The parent/guardian will give the first dose.

The school nurse will not give Tylenol or any nonprescription medications or PRN (as needed) medications at school unless a physician prescribes the medication to be given at school. If the physician feels that a student will require these medications at school then a note from the doctor is needed and the Medication Release Form will be completed and signed by parent/guardian. A prescription label should be placed on the medicine container with the student's name, the name of the medication, the dosage, and instructions for the administration of the medication.

Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse will give this medication at the designated time.

If your child has been ill, please dress him or her appropriately for outside activities. All students will be expected to go outside during lunch when weather permits.

### **Asthma Inhaler Use in Greenbrier High School**

The parent/guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school nurse with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine with him/her while in school, at an on-site school sponsored activity, or at an off-site school sponsored activity.

A written authorization shall contain the following: Student's name, date of birth, age, ID number, parent information, address, emergency contact information, name of medication, dosage, time to be given, prescriber's name, phone number, date of order, instructions to follow after administration of rescue medication, and specific adverse reactions to be aware of.

A medical release form from the nurse shall be signed by a parent or guardian of a student that carries an asthma inhaler or auto-injectable inhaler with him/her.



# Forms



4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Greenbrier School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

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

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to institutions of postsecondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

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Name of student (Printed)

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

Date Adopted: February 10, 2005  
Last Revised: August, 2006



**4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

\_\_\_\_ Vision test

\_\_\_\_ Hearing test

\_\_\_\_ Scoliosis test

\_\_\_\_ Non-emergency, invasive physical examination as defined in Policy 4.41

\_\_\_\_ Other, please specify:

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Comments:

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Name of student (Printed)

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

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



**5.06F—REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS**

Name: \_\_\_\_\_

Date submitted: level one \_\_\_\_\_ level two \_\_\_\_\_ level three \_\_\_\_\_

Instructional material being contested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for contesting the material (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your proposed resolution?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of receiving principal \_\_\_\_\_

Signature of curriculum coordinator \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Date Adopted: February 10, 2005  
Last Revised:



**5.07F—REQUEST FOR RECONSIDERATION OF LIBRARY /MEDIA CENTER MATERIALS**

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Media Center material being contested:

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Reasons for contesting the material. (Be specific about why you believe the material does not meet the selection criteria listed in policy 5.7—*Selection of Library/Media Center Materials*):

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What is your proposed resolution?

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Signature of receiving Principal \_\_\_\_\_

Signature of Superintendent (if appealed) \_\_\_\_\_

Date Adopted:  
Last Revised: August, 2006



## 5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Greenbrier School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Greenbrier School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Name of student (printed) \_\_\_\_\_

Signature of student (only necessary if student is over 18) \_\_\_\_\_

Signature of parent (required if student is under 18) \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: February 10, 2005  
Last Revised August, 2006



**5.24F1—OBJECTION TO PARTICIPATION IN SURVEYS, ANALYSIS, OR EVALUATIONS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to participation by the student named below in the following survey, analysis, or evaluation.

I choose not to have my student participate in the following survey, analysis, or evaluation.

Name of specific survey \_\_\_\_\_

All surveys \_\_\_\_\_

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)



**5.24F2—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

Name of survey \_\_\_\_\_

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)



# HANDBOOK RECEIPT FORM

To Be Returned To The School Office

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(Please print parent or guardian's name)

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(Please print student's name/grade) Grade

I have received a copy of the school handbook.

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Parent or Guardian's Signature

Date

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Student's Signature

Date