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## **TO THE PARENT**

Education is, and must be, a cooperative affair between the home and the school. When parents, teachers, and students understand the common goals, and the part each must play in order to reach these goals, then the process of getting an education becomes easier, and certainly more pleasant.

The purpose of this handbook is to promote understanding between the home and school. Please read this handbook carefully. Your child will be guided by its provisions throughout his or her high school career. Please keep in mind that as schools become larger, more care is needed to insure their smooth operation. Regulations are set up for one purpose only - to guarantee your son or daughter the best opportunity for securing a good education.

Students and parents should consider the school as a place of business and work alike. EDUCATION, and not entertainment is the goal. Though school certainly be a genuine source of pleasure for most students. Regular attendance is a "must". No student can accomplish much unless he attends regularly. The administration and faculty of Carlisle High School solicit your full support and cooperation in providing your children the kind of education that they deserve.

## **TO THE STUDENTS**

This document has been prepared for the purpose of outlining to you the expectations of the Carlisle School District in regard to student conduct.

The district recognizes that students are guaranteed full rights of citizenship by the United States Constitution; and these rights may not be denied except in accordance with due process of law.

The district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, or national origin.

*It is impossible to list in this handbook all of the rules and guidelines for students and staff use. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen, neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.*

**Each student will receive a copy of the policy handbook and will be required to sign and return all documents associated with this handbook.**

*Carlisle High School Administration*

## **TITLE IX**

In keeping with the guidelines of Title IX, Carlisle School District assures that no person shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program at Carlisle High School.

**CARLISLE HIGH SCHOOL  
CARLISLE, AR  
2014 ~ 2015**

**MISSION STATEMENT**

The mission of Carlisle High School is to provide opportunities for full development of all aspects of human growth. The educational environment will enable each student to take responsibility in achieving his/her highest potential.

**GOALS:**

1. Provide a challenging atmosphere for maximum learning,
2. Maintain classrooms where students may question and ideas can be explored
3. Promote the development of positive attitudes and personal responsibility
4. Help develop student self-esteem and decision-making skills.

**ALMA MATER**

Carlisle High School, Carlisle High School  
Finest in the land.  
Colors streaming, faces beaming  
We think you are grand.  
Boys the fleetest, girls the sweetest  
Bison strong and bold,  
We'll be loyal to our colors  
Black and Gold.

We'll remember dear old Carlisle  
When we're gone from you.  
To our dear old alma mater;  
We will e'er be true.  
We will ever keep her precepts,  
For they are worthwhile.  
We are for you; we adore you;  
Dear old Carlisle.

**Jason Clark**  
**Superintendent**  
Office (870) 552-3931  
Fax (870) 552-7967

**Brad Horn**  
**Principal**  
Office (870) 552-3196  
Fax (870) 552-3032

**SCHOOL BOARD**

Terry McCallie, President  
Brian Oliger, Vice President  
C.J Parker, Secretary  
Jeff Daniels, Disbursement Officer  
Debbie Reid  
Cliff Schafer  
Adam Ellis

# SECTION 1

## GENERAL INFORMATION

### Carlisle School District Calendar 2014-2015

August 12-14.....	Teacher Workshops
August 18.....	First Day of School
September 1.....	Labor Day
September 23.....	Parent/Teacher Conf
October 15.....	End of First Quarter (42)
November 24-28.....	Thanksgiving Holiday
December 19.....	End of 2nd Quarter (42)
December 22- January 2.....	Christmas Break
January 5.....	Teacher Workshop
January 6.....	School Resumes
January 19.....	MLK Holiday (*1)
February 16.....	President's Day (*2)
March 13.....	End of Third Quarter(47)
March 19.....	Parent/Teacher Conferences
March 20.....	School Holiday (*4)
March 23-27.....	Spring Break
April 17.....	Teacher Workshop (*5)
May 17.....	High School Graduation
May 25.....	Memorial Holiday
May 29.....	End of Fourth Quarter (47)
June 1 (*3)	

1 <sup>ST</sup> QUARTER	42 DAYS
2 <sup>ND</sup> QUARTER	42 DAYS
3 <sup>RD</sup> QUARTER	47 DAYS
4 <sup>TH</sup> QUARTER	47 DAYS

August 12-14, Jan 5, and April 17 are mandatory attendance days. Certified personnel are required to obtain 5 days (30 hours) of staff development offerings outside of the mandatory Carlisle School District offerings. If April 17<sup>th</sup> has to be used to makeup school the required professional development will occur the evening of April 16<sup>th</sup>.

Snow days are designated by (\*) with the number to the right being the order taken.

## **BELL SCHEDULE**

First Bell	7:55
First Period	8:00-8:45
Second Period	8:50-9:35
Third Period	9:40-10:25
Fourth Period	10:30-11:15
<b>Jr. High Lunch</b>	<b>11:20-11:50</b>
5th Period Jr. High	11:55-12:40
5th Period Sr. High	11:20-12:05
<b>Sr. High Lunch</b>	<b>12:05-12:40</b>
Sixth Period	12:45-1:30
Seventh Period	1:35-2:20
Eighth Period	2:25-3:10
Homeroom	3:10-3:20

### **COMPULSORY ATTENDANCE**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years of age, on or before August 1 of that year who resides, as defined by policy within the District shall enroll and send the child to a district school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of the 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.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. 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.
6. 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

Act 462: In 2011, the child must be age 5 by August 1 to enter Kindergarten.

A student may remain in the public school through the age of 21. On the student's 22<sup>nd</sup> birthday, the student may no longer attend public school.

### **ATTENDANCE/ABSENCES POLICY**

Upon entering high school, each student should begin to assume responsibility for his/her actions, and school attendance is an area that deserves much attention. Each student should use extreme caution in being absent from class.

Absences will be of 3 types, A, B, and C absences. Type A absences are absences for which professional documentation is presented. Professional documentation can be from a doctor, judge, or other professional attesting that the student missed school because of an illness or reasons beyond the control of the student. Absences for funerals (no more than one day per funeral) are considered Type A absences with proper documentation. Type A absences are excused, unlimited in number, and all missed work can be made up, but they still count as absences. Type A absences may also include special events where permission is granted to attend by the principal.

Type B Absences are absences with or without documentation from parents. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation. Type B absences are limited to six (6) per semester. Type B absences are allowed but not excused, however missed work can be made up. Excessive Type B absences (more than 6 per semester) will result in loss of credit and a grade of "F" in each course affected.

Type C absences are absences resulting from a suspension or expulsion. Type C absences are excused in regard to truancy; however, students receive a score of zero in all work missed while absent.

Students participating in school sponsored activities will not be counted absent.

When a student has accumulated three type B absences, the parent will be notified by Carlisle High School. Before a student accumulates the maximum number of unexcused absences, the guardian may petition the principal for special arrangements to be made to address the student's unexcused absences.

**In cases where a student has a 504 or IEP plan that specifically addresses attendance, the student's individual accommodation plan will override the attendance policy**

Whenever a student exceeds the number of absences provided in the district's policy, the district shall notify the prosecuting attorney. Ark. Code Ann. 6-18-222.

#### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons; and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis or appropriate government agency stating such reason.

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;

5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency; and
6. Due to the student having been sent home from school due to illness.

**Students will be permitted to turn in all excused work missed due to an absence under the following rules:**

- a. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
- b. A student with six (6) or fewer consecutive absences must then complete and turn in to the teacher the makeup work in the number of days missed or receive a "0" for the grade. A student who must miss for an extended period of time (more than six days) must make arrangements with the teachers and the principal to make up assignments. This will include setting deadlines for completion of work (see topic Make Up Policy for Extended Absences)
- c. The student must turn in to the teacher the make-up work without the teacher asking for it. This is the student's responsibility.
- d. If a student receives a make-up assignment and is not in school the day it is due, then it is due the first day the student returns to school.

Any student who has not completed all work and tests assigned at the end of the semester will receive an "I" (incomplete) for the semester. The student will have two (2) weeks to complete the work and/or tests of the semester, or the "I" will become an "F" for the final grade except for extenuating circumstances, such as illness.

Any student leaving school during the day must sign out. Failure to sign in and out will result in disciplinary measures. These measures may include suspension/corporal punishment.

A student will be counted absent if more than fifteen (15) minutes are missed in a forty-five minute class period.

A student not in his or her assigned seat when the tardy bell has rung will be counted tardy

**Make Up Policy for Extended Absences**

A student who must be absent for an extended period is required to comply with the following guidelines:

- a. The student must make arrangements with the classroom teacher for a timeline to make up work.
- b. The extended absence must be approved by the principal.

**ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy 'RESIDENCE REQUIREMENTS', meet the criteria outlined in policy 'STUDENTS WHO ARE FOSTER CHILDREN,' be accepted as a transfer student under the provisions of policy 'STUDENT TRANSFERS', or participate under a school choice option and submit the required paperwork as required by the choice option.

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

Any child 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.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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 Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Legal References: A.C.A. § 6-18-201 (c)

### **Drivers License Requirements**

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

Applicants for an instruction permit or for a driver's license by person less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

### **RESIDENCY REQUIREMENTS**

"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. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

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

### **STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each

foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

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

### **STUDENT TRANSFERS**

The Carlisle School District shall review and accept or reject requests for transfers into the district on a case by case basis. Transfers will not be granted out of the school district after the first day of school with the exception of medical emergencies. Student transfers granted by the Board of Education shall be reviewed at the end of four (4) years and every year thereafter to determine whether the agreement should be renewed.

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.

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 shall be 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.

Except as otherwise required or permitted by law, 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. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Legal References:           A.C.A. § 9-28-113(b)(4)  
                                      State Board of Education Standards of Accreditation 12.05

### **SCHOOL CHOICE**

#### **School Choice Transfers Out of the District**

Each school-year the Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.

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 April 1<sup>st</sup>.

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose

applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.
- Instructions for the renewal procedure for succeeding school years.

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

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.

#### **Academic or Fiscal Distress Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by academic or fiscal distress. Any student attending a school district that has been identified as being in academic distress or facilities distress may transfer under the provisions of this policy, but with the three following differences.

The transfer is only available for the duration of the time the student's resident district remains in distress;

The student is not required to meet the June 1 application deadline.

#### **Opportunity School Choice**

Unless there is a lack of capacity at the District's school or the transfer conflicts with a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a category level 1 school for two(2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in a District school that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment or by June 1, if applying under the provisions of A.C.A § 6-18-1901 et seq.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school district has reached the maximum student-to-teacher ratio allowed under federal or state law, the Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

A student's enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. The District may provide transportation to and from the transferring district.

If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in

adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

**Legal References:**

**A.C.A. § 6-15-430(b)**

**A.C.A. § 6-15-2103**

**A.C.A. § 6-18-227**

**A.C.A. § 6-18-510**

**A.C.A. § 6-18-1901 et seq.**

**A.C.A. § 6-21-812**

**ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act**

**PARENTAL/COMMUNITY INVOLVEMENT**

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

- ❖ Involve parents and the community in the development and improvement of Title I programs for the school;
- ❖ Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
- ❖ Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
- ❖ Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
- ❖ Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
- ❖ Find and modify other successful parent and community involvement programs to suit the needs of our school;
- ❖ Train parents to enhance and promote the involvement of other parents;
- ❖ Provide reasonable support for other parental involvement activities as parents may reasonably request.
- ❖ To help promote an understanding of each party's role in improving student learning, Carlisle High School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.
- ❖ Carlisle High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents' right to be involved in the education of their child.

Carlisle High School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

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

Legal References: 20 U.S.C. § 6318 (b) (1) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (c) (1), (2), (3), (4) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (d) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

**PARENT/TEACHER CONFERENCES**

Realizing that a student's achievement is a concern of parents, students and teachers alike, Parent Teacher Conferences are held at the end of the first and third nine-week grading period. Additional Parent/Teacher Conferences may be scheduled at any time during the school year by contacting the principal's office or the counselor at 870-552-3196. The parent, teacher, principal, counselor, or student may request a conference.

**VISITORS TO THE SCHOOLS**

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

**CONTACT WITH STUDENTS WHILE AT SCHOOL**

**A. CONTACT BY PARENTS**

Parents wishing to speak to their children during the school day shall register first with the office. Students will not be pulled from content classes unless it is an emergency.

**B. 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.

### **C. 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. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

#### Legal References:

A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

### **DELIVERY OF LUNCH and FLOWERS**

-Carlisle schools will allow parents to deliver lunch to students during the day. These lunches will be dropped off at the office. Classes will not be disrupted to notify students of a delivery. **Arrangements between parents and students should be made prior to the school day.** D-Hall students will not be allowed to possess a delivered lunch.

- Carlisle Schools will not accept delivery of flowers, corsages or balloons for individual students. School-sponsored organizations will, however, be permitted to take orders and distribute such items as a part of their approved club activities.

### **REHABILITATION ACT of 1973 (SECTION 504)**

*Section 504 of the Rehabilitation Act of 1973* prohibits discrimination against any person with a disability in any program receiving federal financial assistance. *Section 504* defines a person with a disability as anyone who:

1. Has mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment

No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district. If the student is determined to be eligible under Section 504, the school district has the responsibility to afford access to appropriate educational services.

### **USE OF COPYRIGHTED MATERIALS**

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

## SECTION 2 POLICIES AND PROCEDURES

### STUDENTS' RIGHT, RESPONSIBILITIES, AND LIMITATIONS

The Carlisle School District recognizes that students have certain rights and responsibilities, and that these rights and responsibilities should be exercised within the framework of upholding the individual dignity of both students and other members of the educational community. Carlisle High School functions as a community with rules and regulations of the school being the laws of that community. Students, as citizens of this community, have both the rights and responsibilities of citizenship. Its citizens, in order for that community to function, must obey the laws of that community. Administrators and teachers have the added responsibilities of creating and maintaining an environment conducive to learning. Both teachers and administrators are authorized to enforce the rules with disciplinary action. The principal is authorized to temporarily suspend students for cause. The school board is authorized to expel students for cause.

The following regulations are designed to protect all members of the educational community in the exercise of their rights and duties:

1. Identification requirements - all persons on school grounds, in school buildings, or at school sponsored events, must upon request, identify themselves to school authorities.
2. Disruptive Conduct - all conduct, which disrupts, or interferes with the educational process is prohibited and will result in disciplinary actions.
3. Cooperation with School Personnel - students must obey the reasonable instruction of school district personnel.
4. Off-Campus events - Students at school-sponsored events, both on and off campus, shall be governed by the school district policy. Actions by students that violate these regulations or the refusal to obey reasonable instructions of school district personnel can result in the loss of the privilege to attend these events and may result in disciplinary action.
5. Freedom of Speech and Assembly:
  - a. Students are entitled to verbal expressions of their personal opinions as long as the rights of others are not violated and provided that this expression does not cause disruption in the classroom or of the educational process.
  - b. The use of obscenities is prohibited.
  - c. Students are allowed to assemble peaceably. To avoid disruption of the educational process all student meetings must function as a part of the educational process or as authorized by the principal. Participation in or the conduct of meetings, which interfere with the operation of the school, is prohibited.
6. Freedom of Publication and Distribution:

Students are entitled to publish and distribute materials provided the following qualifications are met:

  1. Students who edit, publish, or distribute hand matter, printed or duplicated, among their fellow students must assume responsibility for their contents. They are also responsible for cleaning up any litter that may result from such distribution.
  2. Unacceptable items:
    - a. Any item, which scurrilously attacks ethnic or religious groups or other irresponsible publications, aimed at creating hostility and violence. Pornography and similar materials are not suitable for distribution in the schools.
    - b. Materials derogatory to specific individuals in or out of school.
    - c. Materials designed for commercial purposes.
    - d. Materials designed to solicit funds unless approved by the principal.
    - e. Literature that favors or opposes the candidacy of any candidate for election at any public election.
  3. **The distribution or publication of all materials on school premises is allowed only with prior consent of the principal and may not interfere with or disrupt the educational process. The time and place of distribution will be set by the principal so as not to interfere with the educational program. A student who wishes to distribute printed material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours before planned distribution with a written statement setting forth the purpose of distribution. The principal shall within 24 hours either accept or reject said material for distribution in writing and, if he rejects same, shall state the reasons for such rejections in writing. If the student is not satisfied with the decision of the principal, he shall have the right of appeal to the Superintendent. The student must provide the Superintendent with a written statement setting forth the purpose of distribution and a copy of the principal's written statement of rejection. The Superintendent shall within 48 hours either approve or reject the request. If the student is dissatisfied with the decision of the Superintendent, he shall have the right to present such material to the school board for review at the next regular meeting.**

### CONDUCT AT SCHOOL ACTIVITIES

Students will be expected to conduct themselves at school activities in the same manner as during the school hours. The same disciplinary action will be taken for misconduct at school activities as would apply during school hours.

#### **Visitors**

Visitors to the district buildings and facilities, grounds and events must comply with regulations. The possession of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school buildings and facilities, properties or vehicles (owned, leased, rented or chartered). Anyone found using tobacco products will be asked by the appropriate school official to refrain from tobacco use while in district buildings and facilities, on district property or in district vehicles (owned, leased, rented or chartered). The visitor will be informed of the district's tobacco-free policy. If the visitor does not comply, he/she will be asked to leave. If he visitor refuses to leave, the school resource officer or the Carlisle Police Department may be called.

### **REGULATIONS FOR CLOSED CAMPUS**

1. All students must remain on the campus from the time of arrival until school is dismissed in the afternoon.
2. Cars will be parked and left unoccupied until school is dismissed.
3. Very rarely should any student need to leave the campus during school hours. However, if it is necessary for a student to leave school before 3:20 p.m., he/she should bring a note from his/her parents, or have his/her parents call and state the nature of the request and the exact time the student is to leave. If the request is made by note, it should be submitted early enough for the principal to contact the parents. The note should include information as to where the parents can be contacted prior to the time requested for the dismissal of the student. If permission is granted by the principal, the student will sign the check-out book, giving the time and reason for leaving.

### **STUDENTS CHECKING IN-OUT DURING THE SCHOOL DAY**

#### **Check in:**

Students who arrive late must check in with the office. This includes students who return from doctor, dentist, court appointments, etc. **Students not checking in will be subject to disciplinary action.**

#### **Check out:**

Students may leave campus only after checking out through the office. The office personnel must speak with a parent by phone or in person before a student is granted permission to leave. (Extenuating circumstances may warrant a principal to grant the leave.) **Students who check out for any reason other than medical, court appointments, or school approved business will not be allowed to return until the next day unless authorized by the principal.**

### **PARKING ON CAMPUS**

Any student wishing to park a motor vehicle on campus must purchase a **parking permit** from the high school office. To purchase a permit, a student must provide a completed parking request form, a copy of a valid driver's license and a completed, signed consent for drug testing form. The cost of the permit is \$5.00. If lost, a new one must be purchased.

Parking permits must be on display any time the vehicle is parked on the school grounds. Students must park in designated areas. Once a vehicle is parked, the students must leave the parking lot and not return until it is time for them to leave the campus. Permission to return to car may be granted by teacher or principal, but the student must obtain a pass.

Any student failing to comply with the rules will not be allowed to park a vehicle on campus.

#### **Reckless Driving**

Reckless driving will not be tolerated on the Carlisle School District campuses. The first infraction for reckless driving will result in **AT LEAST** a 2 week suspension of driving privileges FROM ALL CARLISLE SCHOOL DISTRICT PROPERTIES **and** authorities will be notified.

A 2<sup>nd</sup> offense Reckless Driving will result in loss of driving privileges for the remainder of the year on any Carlisle School District Properties including after-school events and authorities will be notified.

### **Classroom Regulations/Noon Detention/Saturday School**

Carlisle High School will use a school wide discipline system to help maintain order and provide a basis of understanding between students, their parents and the staff of Carlisle High School. The discipline system is based on detention hall (D-Hall). D-Hall is held during each lunch period every day. D-Hall is assigned by teachers/staff for violations of any one of the following classroom rules. They are:

1. **Talk only with permission.** This might be better understood as no communication without permission (notes, signals, etc...)
2. **Follow Directions the first time given.** Students in high school and junior high are old enough to listen and follow directions without the need for the teacher to repeat simple instructions.
3. **Come to class prepared to work.** Bring your notebook, paper and a writing utensil every day to every class. Students should not leave class unless it is an emergency.
4. **Respect yourself and others.** Students should keep hands and feet to themselves. They should never act to put down, embarrass or harass anyone.

\*\*Teachers will be able to add two (2) additional rules, approved by the principal, to meet the needs of the individual classroom.

#### **Below are the infractions and consequences for misbehavior in the classroom:**

**First Offense-** Documentation of warning.

**Second Offense-** 1 Day of Noon Detention Assigned and parent is contacted at the end of the day.

**Third Offense-** 3 Days of Noon Detention and parent is contacted at the end of the day.

**Fourth Offense-** Discipline Notice is filled out and student is sent to the office.

**Teachers are instructed to view any public protest on the part of the student as an additional violation. Students are free to speak to the teacher after class in a private setting if they feel they were assigned D-Hall in error.**

The infractions will accumulate in the individual classroom. Two or more detentions in one day from one or more teachers can result in a more severe discipline from the principal. At the principal's discretion, corporal punishment may be used in lieu of detention, Saturday school or any other severe consequence.

Teachers simply fill out a D-Hall assignment form for each student assigned to D-Hall, get the student's signature on the form and then turn the form into the office. Students who refuse to sign will be sent to the office immediately for severe disciplinary action. Students assigned to D-Hall are reminded each day by having their name listed as a D-Hall assigned student in the daily announcements.

## **I. Campus Regulations**

### **General Regulations**

1. No public display of affection anywhere on campus.
2. No littering.
3. No rough play.
4. Clear bottled water only is allowed in the building except in the cafeteria (No thermoses or glass containers). Soft drinks and sports drinks may be consumed during breakfast and lunch. No other drinks or food items are to be consumed on campus except during lunch or breakfast unless authorized by the principal.
5. Drinks advertised with the ability to increase energy are prohibited from campus at all times(ex. Red bull, Monster, AMP, Five Hour Energy, etc....)

### **Hall Regulations**

1. Walk at all times.
2. Speak in "classroom" voice – if your voice is recognized over others in the hall, you are too loud.
3. Be in hall only at designated times before and after school
4. No head dress.

### **Cafeteria Regulations**

1. Each student shall remove his/her tray and all litter from the area in which they have eaten and place his/her chair under table when leaving.
2. No line cutting except those designated as eligible.
3. Use "classroom" voice.
4. Do not throw food, napkins or other objects.
5. Do not take **food, drinks, or cups** out of the cafeteria.

### **Assembly Regulations**

1. Pep rally – Stand on floor or sit in designated areas. No put-downs or booing participants on stage.
2. General – Sit in designated area and remain in seat until dismissed. No talking while assembly is in progress and use "classroom" voice when entering the assembly location

### **Locker Rules**

1. All students will be issued lockers in the high school
2. All students must keep lockers locked at all times.
3. Carlisle High School is not responsible for anything lost or stolen from a student's locker.
4. If a locker is damaged or not working properly, it is the student's responsibility to notify the office.
5. Students are to stay in their designated areas in the locker halls. Repeated violations will result in severe consequences.

### **Consequences for Violating the Above Rules on a Regular Basis.**

1. **Minimum Consequence:** Conference
2. **Maximum Consequences:** Recommendation for expulsion.

## **II. Principal's Consequence**

To be used anytime a student is sent to the principal. The principal may bypass any consequences and administer any discipline deemed necessary. \*\*PRINCIPAL'S CONSEQUENCE: Conference, Corporal Punishment, Detention, ISS, OSS, Recommendation for Expulsion.

**Minimum Consequences:** Call a parent/teacher/principal conference to discuss and implement punishment.

**Maximum Consequences:** Student may be recommended for expulsion.

## **III. Severe Clause**

To be implemented immediately if any of the following occurs:

1. If a student commits or threatens to commit physical harm on another student or adult.
2. If a student damages or destroys students, teachers or school property. (Property will be repaired, replaced, or reimbursed to the satisfaction of school administration.)
3. If a student uses vulgar or profane language.
4. If a student engages in behavior that keeps the class from functioning. (after receiving a check)
5. If a student engages in rude or discourteous behavior toward a staff member.
6. If a student leaves campus before being properly signed out in the office and/or cutting classes.
7. If a student participates in any activity which may be termed gambling or wagering.
8. If a student engages in an indecent or immoral act.

### **Consequences for Committing Acts that are Considered Severe Clause:**

1. The student will be sent to the Principal for punishment. (See Article III – Principal's Consequence)
2. The student MAY be assigned to Alternative School or Saturday School. (See Discipline Action – Alternative School and Saturday School Policy)
3. If the student accumulates three (3) severe clause violations during one semester, the student MAY receive a minimum of three (3) days and a maximum of ten (10) days suspension for any subsequent severe.
4. If a student is suspended three (3) times in any given school year for severe clause violations or violation of other regulation cited in the student handbook, the student MAY be **recommended for expulsion** for the remainder of that school year.



## **ELECTRONIC DEVICES**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, iPods, Nooks, Kindles, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced. If ear buds or headphones are exposed, it is considered a violation

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority, upon the principal's authority, to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

A teacher may ask students to turn in their cell phones at the beginning of the class period and return them at the end of the period.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any audible sound coming from the phone or device or having the cell phone out to where it can be seen.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Students may bring cell phones and other electronic devices to school but must leave them turned off and stored out of sight from the time of the first bell (7:55) until lunch and from the bell signaling the end of lunch until the dismissal bell (3:20) on normally scheduled days. The use of cell phones will be limited to texting in the cafeteria. However phone calls may be made in the outside use area for the individual student's lunch period. Cell phones are never allowed in the halls of the building. This applies during the lunch period as well.

Students using these devices at times other than those allowed in the above paragraph will have them confiscated and the following consequences will be administered. Parents and students should understand that there is no right of privacy as to the content contained on any cell phone or other electronic devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Students are forbidden to post video on school grounds without permission. Violation may result in disciplinary action up to and including expulsion.

Legal Reference: A.C.A. § 6-18-502 (b) (3) (D) (ii)

### **Consequences for Violating Electronic Devices Regulations**

#### **Minimum Consequences:**

**First offense-** device will be confiscated and may be picked up 3:20 or at the end of the school day. The student will be given two detentions. Parents will be notified on the detention slip.

**Second offense-** a parent will be required to pick up the device during school hours. The student will receive one day of In-School Suspension or corporal punishment and pay a \$15.00 fine.

**Third offense-** The device will be kept for 5 school days, the student will receive 1 day of Saturday School, and will pay a \$30.00 fine.

**\*\*During periods of standardized testing, students caught with cell phones will automatically move to a third offense disciplinary action regarding the possession of an electronic device. Students will be asked to turn in their cell phones/devices to the teacher prior to the beginning of any testing session. Failure to comply and possession of an electronic device will result in advanced disciplinary action regardless if the student is a first time offender of the electronic device possession policy.**

**Maximum Consequences:** Any additional problems will result in a \$60.00 fine with possible suspensions and/or the device being confiscated for an extended period of time. The violations will start over at the beginning of each semester.

**\*\*\*NOTE: The Sims card and battery will be confiscated along with the cell phone.**

## **DRESS AND GROOMING**

Students shall observe modesty, appropriateness and neatness in clothing and personal appearance. A student is not appropriately dressed if he or she is a disturbing influence in class or school because of his/her mode of dress.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

All clothing will be worn according to its design. The length of skirts, shorts, and dresses must not be over six (6) inches above the knee level. When leggings are worn in place of pants, a top that meets the eight-inch rule must be worn.

Athletic or Cheerleading apparel may be worn in the classrooms if said apparel is in compliance with the school dress code.

### **Items not approved:**

1. Clothing and/or head gear with distracting writing, pictures, or symbolic designs
2. Clothing advertising tobacco products, alcoholic beverages, and/or illegal drugs.
3. Any offensive wearing of apparel, tattoos, jewelry, and body adornments that would cause a disturbance or distract from the primary business of school.
4. Tongue, nose, lips, eyebrow rings, etc. are not allowed.
5. See-through blouses and/or shirts.
6. Halter tops.
7. No hoods or hoodies covering the head.
8. In-door wearing of caps/hats or sweat headbands. (Toboggans may only be worn outside on cold weather days.)
9. Sunglasses are not to be worn in buildings on face or forehead.
10. Bare midriiffs (any apparel that exposes bare midriiffs in any position is unacceptable). Shirts and tops must come two inches below the waist or top of pants.
11. Hair curlers or dyed hair in an extreme unnatural color.
12. No sleeveless for boys and no revealed undergarments for girls.
13. Yoga Pants or Spandex or leggings unless a top that meets or exceeds the six-inch rule is worn.
14. Clothing with holes above the knees exceeding the 6 inch rule.
15. Inappropriate Gym Shorts.
16. Any apparel that reveals excessive skin at the neck, back, sides or exposes undergarments, navels, or body hair.
17. Sagging pants (pants must be secured at the natural waistline.)
18. Displaying of rebel flag on any clothing.
19. Pajama pants.
20. House shoes.
21. Blankets.
22. Chubbies and other similar styles of clothing as deemed excessively tight or inappropriate by the principal.

### **Consequences for Violating the Dress Code:**

**Minimum Consequence:** Conference and student has to call parent for appropriate clothing.

**Maximum Consequence:** Recommendation for expulsion.

**The School Board assigns the school principal the responsibility for determining what constitutes proper dress, whenever a debatable issue is raised. Further, he has the authority to require that students correct unacceptable modes of dress or personal appearance.**

### **TARDY POLICY**

Carlisle High School firmly believes that students learn best while in class. In accordance with this belief the following tardy policy has been adopted in order to encourage students to remain in classroom sessions for their entirety.

Students must be in their seats or in their designated area by the time the tardy bell begins to ring. Any student who arrives late or leaves early will be counted tardy or absent. Any student who leaves the classroom for reasons such as going to their locker, the bathroom, to get a drink, to the office (without being called), etc. will be counted tardy.

Excessive tardiness may have a severe impact on the instructional process for the student who is tardy as well as their classmates. When a student is tardy, the teacher will record the tardy on the student's tardy card, and document the tardy in the grade book. These will accumulate throughout the nine week grading period. They will start over at the beginning of each grading period. A new tardy card will be issued at the beginning of each nine week grading period. A different color will be used for each nine week grading period

- **Tardy #1: The teacher will record the tardy, and sign the card**
- **Tardy #2: The teacher will record the tardy, and sign the card**
- **Tardy #3: The teacher will record the tardy, sign the card, and contact the parent**
- **Tardy #4: The teacher will record the tardy, sign the card, assign two days of detention, and contact the parent.**
- **Further Tardies: The teacher will fill out a discipline notice, attach the full tardy card and send the student to the principal with the notice. The principal will determine consequences.**

\*If the tardy card is not in the possession of the student, it will be treated as a full tardy card. If the student is able to present the tardy card on the next present day at school, the consequence will be removed. However, the principal will sign the tardy card twice.

\*Lost cards will be treated as a full tardy card and consequences will be given.

\*Corporal punishment may be used at any time as determined by the principal.

### **DISCIPLINE ACTIONS**

#### **CORPORAL PUNISHMENT**

The Board directs that corporal punishment, when deemed necessary, may be administered according to the following requirements:

1. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certified employee, has been summoned and advised in the presence of the pupil the reason for the contemplated punishment and the pupil

- has been given the opportunity to explain the reason for his/her actions or to deny the charge.
2. Before the administering of corporal punishment, the student will be informed that the behavior that resulted in corporal punishment will not be tolerated. The witness shall observe the administration of the corporal punishment.
  3. Corporal punishment shall never be administered in the presence of other students nor shall it be excessive or administered in a spirit of malice or anger.
  4. A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
  5. The parent or guardian, upon request, shall be provided a written explanation.
- \*\*\*REFUSAL TO ACCEPT CORPORAL PUNISHMENT MAY RESULT IN SUSPENSION.**

### **NOON DETENTION**

Students who have been assigned noon detention will be required to arrive in the designated area when students are dismissed to lunch. If a student is late the detention will not count but they will spend the lunch period in detention without causing a disruption of any kind. Students attending detention need to bring their own lunches; however, a sack lunch and milk will be provided upon previous request. Detention will last until the end of that lunch. No delivered lunches will be allowed for students attending detention. Students will have 10 minutes from the beginning lunch bell to arrive in detention and eat. No student will be allowed to talk or get out of his/her seat while in detention. Students will **COMPLETE** a writing assignment from beginning to end in a single day before being relieved of their detention consequence. If the writing assignment is not completed, additional days of D-Hall may be assigned as determined by the detention teacher.

Students who receive D-Hall one day are not required to attend until the next day. Each day the student attends school but does not attend the assigned D-Hall will result in an additional day of D-Hall being assigned for non-attendance.

Being assigned a day of D-Hall is not a major event and parents are encouraged to view an occasional D-Hall assignment (once every 4 or 5 weeks) as a minor occurrence. However, a student who regularly receives 1 or more days of D-Hall may be having difficulty following rules. For this reason, we monitor the number of days of D-Hall assigned to each student. When any student receives 8 days of D-Hall in 1 nine week grading period, he/she is assigned to Saturday School. Saturday School occurs approximately once each month and students attend from 8 a.m. until noon. Saturday School will relieve the student of his D-Hall accumulation except for two days. In addition, if students accumulate 15 days of D-Hall in 1 nine week grading period the student will be assigned In-School Suspension (ISS). ISS lasts for 5 days and students assigned must attend every day. After an ISS visit for excessive Dhall assignments, a student will be sent directly back to ISS for additional Dhall assignments. Two assignments to ISS will be accompanied by a possibility of Out of School Suspension (OSS). ISS will cancel out any un-served days of D-Hall. All served D-Hall assignments are wiped out at the end of the quarter. All unserved D-Hall assignments will be completed in the following quarter. Students should make an effort to avoid a D-Hall assignment but if that assignment occurs, they should be sure to take responsibility for the D-Hall and attend in order to avoid additional penalties.

### **SATURDAY SCHOOL**

Students may be placed in Saturday School for disciplinary reasons, such as repeated tardiness; excessive absences; skipping detention; accumulation of detention, (see D-Hall policy above); general disruption of the classroom; etc. Saturday School is from 8:00 a.m. until noon and occurs approximately once per month. Students will not be permitted to come late or leave early from Saturday School. Students are required to follow all classroom rules and regulations. Students are also required to bring necessary writing materials and paper. Any breach of these rules may result in more drastic measures such as suspension. The school will not be responsible for transporting the student to or from Saturday School. It will be the responsibility of the student and his/her parent. Because of the unavoidable conflicts with family schedules, students are allowed to postpone 1 Saturday School assignment each school year. Failure to attend Saturday School after using the 1 postponement opportunity will result in 3 days of OSS.

### **IN-SCHOOL SUSPENSION**

**The Carlisle School District established an In-School (ISS) program for our district. The purpose is to provide a second chance for the students who do not succeed in a normal school environment and to provide an alternative to Out of School Suspension, if possible.**

### **SHORT-TERM SUSPENSION**

The principal is authorized to suspend students from school for disciplinary reasons for a period of up to ten (10) consecutive school days, including the day upon which the suspension is initially imposed. The following types of behavior will result in disciplinary action that may include suspension:

1. Insubordination.
2. Disruption of curricular or extra-curricular activities.
3. Excessive truancy.
4. Damage or destruction of student, teacher or school property.
5. Possession of weapons.
6. Disregard of reasonable directions or commands.
7. Commission of or participation in criminal acts.
8. Use of profane, violent, vulgar or insulting language.
9. Leaving school grounds during school hours without proper permission.
10. Engaging in any act that intimidates, threatens, degrades or disgraces a fellow student or member of the school staff by written, verbal or gestural means.

11. Fighting.

12. **Repeated violations – any series of behavioral violations that create a pattern of misconduct.**

Prior to such suspensions, the principal shall inform the student of the alleged charges or accusations and the basis of the charges of accusations. If the student denies the charges, the principal shall explain the evidence which forms a basis of the charges and shall permit the student to present his/her version of the facts. If the principal considers that suspension is proper, he shall send the student home with a suspension notice requesting a student-parent-principal conference. Additionally, the parent will be mailed a copy of the suspension notice, which shall include the reasons for the suspension, the manner in which the student may be readmitted to school, and the procedure in which the suspension may be reviewed. The notice will be mailed prior to the student returning to school. The notice will be mailed to the address reflected on the school records. Carlisle High School will make every reasonable effort to personally contact the parent in the case of a suspension.

When a student has been notified that he/she is suspended, he/she is not allowed on campus or at school sponsored events until the principal reinstates him/her. A student-parent-principal conference **will be required** prior to the student's return to school.

If in the conference no decision is reached for reinstatement of the student, or if the parent(s) express feelings that the principal is unfair and appeal(s) to the superintendent, then the principal will furnish the superintendent with a full report.

Discipline actions resulting in a ten (10) day out-of-school suspension or less may be appealed to the superintendent. A request must be submitted to the superintendent requesting a time and place for a conference. The superintendent then shall schedule a hearing and shall notify the parent(s) of guardian(s) as to the time, place, and purpose of the hearing.

**Make-Up Work For Suspended Students:**

**1<sup>st</sup> Suspension** - a student will only be able to make up 9-weeks and semester tests.

**2<sup>nd</sup> Suspension** – no make-up work or tests will be allowed.

**LONG-TERM SUSPENSION**

A suspension of more than ten (10) days, not amounting to an expulsion for the remainder of the semester, is authorized. This long-term suspension, however, shall be authorized by board action only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

**EXPULSION**

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of charge, or charges against the student. If the superintendent concurs with the recommendation, a hearing shall be scheduled before the school board. The school board may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate for those instances in which serious bodily harm occurred or reasonably would have been expected to occur in another person.

The superintendent shall give written notice of the expulsion recommendation to the parent if the student is a minor or to the student. The expulsion hearing will be conducted prior to the end of the ten (10) day suspension period, and not earlier than three calendar days following the date of the notice except that the superintendent and the student and student's parent may agree in writing to a date not conforming to this limitation. The notice will also set charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in his absence, another member selected by the board shall preside at the hearing. The student has the option to engage a lawyer or lay counsel to represent him/her. The superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statement by witnesses with personal knowledge of the events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the board determines that the credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent or their representatives of those witnesses as to whom credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions as to the credibility of the witness who has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

The board may make record of the evidence taken at the hearing. At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspensions that may be with or without opportunity for make-up of schoolwork. The board shall briefly state its findings in writing within ten (10) days after the hearing.

The school administration has the responsibility to present the evidence to the board. The administration is entitled to open and conclude the presentation of the evidence.

The president of the board or the presiding officer has the authority to limit discussion on any question in order to maintain an orderly, responsible and fair hearing.

**GROUP HEARINGS FOR SUSPENSION OR EXPULSION**

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following

conditions exists:

- a. A single hearing will not likely result in confusion, and
- b. No student will have his/her interest substantially prejudiced by group hearing.

If during the hearing the president finds that the group hearing will substantially prejudice a student's interest, a separate hearing may be ordered for that student.

The student's parents or legal guardian may request a separate hearing for him/her.

### **STUDENT DISCIPLINE GENERAL STATEMENT OF JURISDICTION** **ACT 742 OF 1997**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is in this student handbook.

### **BEHAVIOR NOT COVERED**

**Carlisle School District reserves the right to punish behavior that is not conducive to good order and discipline, even though such behavior is not covered in the handbook. Any infraction that is not covered will be addressed by the principal or his designee with a minimum punishment of a conference to a maximum punishment of recommendation for expulsion.**

### **SPECIAL EDUCATION**

If a student is determined to be eligible for special education services, the District has the responsibility to evaluate and provide access to appropriate educational services.

A referral for consideration of special education services may be made at any time if a student is suspected of having a disability that adversely affects his/her educational performance. Areas of disability recognized and defined by the *Individuals with Disabilities Education Act (IDEA) Amendments of 1997, P.L. 105-17* are:

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Autism                | 7. Orthopedic Impairment         |
| 2. Deaf-Blindness        | 8. Other Health Impairment       |
| 3. Hearing Impairment    | 9. Speech or Language Impairment |
| 4. Emotional Disturbance | 10. Specific Learning Disability |
| 5. Mental Retardation    | 11. Traumatic Brain Injury       |
| 6. Multiple Disabilities | 12. Visual Impairment            |

A referral may be made by teachers, administrators, parents, counselors, students, and other individuals with relevant knowledge of the child. The referral is to be made in writing through the completion of the required referral form and provided to the designee of the school in which the student is enrolled.

Determination of eligibility and the subsequent need for special education services is made after all available data is gathered and reviewed by an evaluation/programming committee which includes appropriate school personnel. No discrimination against any person with disabilities shall knowingly be permitted in any program or practice in the Carlisle School District.

### **DISCIPLINE FOR SPECIAL NEEDS STUDENTS**

- A. Special need students who engage in misbehavior are subject to normal school disciplinary rules and procedures in accordance with their IEP.
- B. The individualized education plan (IEP) team for a special needs student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- C. The building principal shall deal with any grievance relating to special need students. Any action and procedure shall be in accordance with Public Law 94-142 and Act 102 of 1973 as amended.

### **COMPLAINTS OR GRIEVANCES**

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

**Level One** – The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

**Level Two** – In the event the aggrieved person is not satisfied with the disposition of his grievance at level one, he may file the grievance in writing with the superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision as to the solution. Level two is the final step for a grievance in regards to disciplinary action resulting in a five-day suspension or less.

**Level Three** – In the event the aggrieved person is not satisfied with the disposition of his grievance at level two, he may request the superintendent or his designee to schedule a hearing before the Board of Education at its next regular meeting.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified above must be observed by students and school officials.

For the discussion and consideration of grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible and at the most immediate level of supervision.

## **COMPUTER USE POLICY**

The Carlisle 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 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.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554); A.C.A. § 6-21-107; A.C.A. § 6-21-111

### ***INTERNET POLICY ACT 801 of 1997***

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use the technology as directed by the staff in conformity with school curriculum. 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 (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to disciplinary action for misuse of technology as well as the policy violation.

### ***STUDENT INTERNET ACCEPTABLE USE POLICY***

1. It is a privilege, not a right, to have access to the Internet and email at Carlisle Public Schools.
2. I should not use profanity or unacceptable language nor try to access any kind of pornography or any other objectionable material using the computers in any respect. I agree that if something is questionable, I should not access it. (If you have to ask, it's probably not appropriate). I will at all times use technology in a moral and ethical manner and observe net etiquette. Abuse of net etiquette includes, but is not limited, to profanity, cruelty, threats and/or harassment, content of a sexual nature, chain letter, spamming email bombing, etc.
3. I am representing my school when using the Internet and email and should abide by all classroom and school rules when using these services. I understand and agree that I should not access chat lines. I understand that no playing of computer games or the use of an email account is permitted at school without the express permission of the supervising teacher. Listening to music from Internet sites is not permitted at all.
4. I should not fill out any form (giving out personal information about myself, including my telephone number and address or my email address) on any web page without express permission from the instructor.
5. I will not print from the Internet or email without permission. I will ask for help in printing just that part of a web page that I need (not the entire page).
6. The written word can be misunderstood easily (due to lack of facial expression and inflection); therefore, I will be careful with my meaning and content when conversing on the Internet or email.
7. Once established, I should never tell my password to anyone, nor allow anyone to use my account, and I will log off the system when I need to move away from the computer for more than a few minutes.
8. I will not insert any disk or CD into the computer except one that is used in the classroom. Any software brought from outside the school may not be inserted into the computer without the express permission of the instructor and may be confiscated if attempted.
9. I will delete unwanted email messages immediately and keep messages to a minimum (short and to the point). I will notify the instructor immediately of inappropriate messages I receive or accept. I will not forward chain letters and will inform the instructor of any chain letters I receive. I will not attach files to email messages unless with the express permission of the instructor.
10. My email account at the school is not my private property, and I will never assume I am the only person who can read my email messages. I will never send or keep anything that I would not mind seeing on the evening news with my name attached.
11. I am responsible for following local, state, federal, and international copyright, intellectual property rights, and adhering to acceptable network use.
12. Any deliberate damage of equipment will result in monetary replacement by the user.
13. I will not violate the integrity of a network or computer system, change its performance or settings, and intentionally make it malfunction, or add or delete any programs or information resources.
14. Individual teachers/classrooms may establish guidelines above and beyond this policy.
15. I may use the network only with the permission of a teacher and only after this permission slip is signed by me and my parent or guardian and placed on file at this school.
16. I will at all times use technology in a moral and ethical manner and observe net etiquette. Abuse of net etiquette includes, but is not limited, to profanity, cruelty, threats and/or harassment, content of a sexual nature, cyber bullying, chain letter, spamming, email bombing, etc.
17. Carlisle School district will provide education to students on appropriate online behavior, including interacting with other individuals on social networking sites, cyber bullying awareness, cyber bullying response, unauthorized access including hacking.

#### **I. Consequences for failure to abide by the acceptable use policy:**

##### **Minimum Consequences:**

**First offense** – Loss of access to any computer privileges on campus for one week.

**Second offense** – Loss of access to any computer privileges on campus for 30 days, plus a conference to be held with

the student, parents, school administration, and network administrator.

**Maximum Consequences:**

**Third offense** – Loss of access to any computer privileges on campus for the remainder of the school year.

**II. Consequences for school policy violations with regard to technology:**

In addition to loss of computer and/or technology privileges, discipline will be determined by policies outlined in the handbook.

**TRANSPORTATION**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

**BUS REGULATIONS**

School buses are operated by the Carlisle Public School District as an accommodation to the student and parents. Riding a bus is a privilege that must not be abused.

1. Follow the instructions of driver.
2. Keep hands, head and all other parts of body inside the bus (do not hang out the window).
3. Stay seated while bus is moving. (Act 1744 of 2001)
4. Keep feet out of the aisles. Do not lean out into the aisles.
5. No food or drink allowed on bus.
6. Do not throw anything out of bus or in the bus.
7. Vulgar language, gestures or profanity of any nature will not be allowed.
8. No scuffling, fighting, loud talking, or other misconduct distracting to the driver.
9. Use or possession of tobacco in any form is not permitted.
10. Use or possession of matches or lighters is not permitted.
11. No glass containers are to be brought on the bus. If you must bring glass containers, jar, etc. to school, you must tell the driver when boarding the bus.
12. Do not place any items at the front of the bus that will block the doorway. All items brought on the bus must be taken to your seat.
13. Students are expected to be ready to board the bus when it stops in the morning. If you are not at the pick-up point, the bus will not wait for you. The driver may make exceptions in inclement weather.
14. No student will be allowed to get off the bus at any stop other than his home unless the parents give written permission to the driver. Under no circumstances will buses stop in the city limits of Carlisle.
15. Act 264 of 1993 states that any student less than nineteen (19) years of age, who commits a crime involving weapons on school property or upon a school bus, shall have his/her driver's license suspended for no less than twelve (12) months nor more than thirty-six (36) months.

**Consequences For Violations Of Bus Regulations**

The driver is to fill out a misconduct report and turn it in to the office of the student's principal giving the nature of the offense, date, and names of persons involved. The principal will investigate each incident and if he/she determines that a violation has occurred he/she will utilize the following procedure:

**Minimum Consequences:**

**First offense:** The principal shall within his discretion treat the student by way of punishment in any manner deemed proper to him and notify the parents of the incident. The severity of the offense may result in suspension from the bus on the first or subsequent offenses.

**Second offense:** The student will not be allowed to ride the bus until the parents come to the principal's office for a conference with the principal and the bus driver.

**Third offense:** The student will not be allowed to ride the bus the remainder of the nine (9) weeks.

**Fourth offense:** A fourth offense occurring after the first semester suspension will result in a denial to ride the bus the rest of the semester as per principals discretion.

**Maximum Consequences:**

The severity of an incident and repeated occurrence of violations may result in the student being removed from the bus for the remainder of the school year.

**This policy in no way restricts or prohibits the driver from correcting and disciplining the students who ride his/her bus, but is for the purpose of clarifying the regulations and penalties when a student is sent to the principal.**

**CRIMINAL ACTS**

The commission of or participation in criminal acts in school buildings on school property or at school-sponsored events by students is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges are filed.

The following activities are among those defined as "criminal" under the laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list:

1. Theft – stealing of school or personal property.

2. Possession of explosives – firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks.
3. Extortion, blackmail, or coercion – obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
4. Robbery – taking property from an individual by force or threat of force.
5. Assault and Abuse of Students and Staff Members (Act 706 of 1997 and Act 207 of 1997)
  - a. By violent, abusive, obscene or profane language addressed to a teacher or student.
  - b. By threatening to fight, or challenging to fight, or fighting a teacher or student.
  - c. By the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public generally.
6. Communicating a Death Threat to a School Employee or Student - (Act 1046). A person commits a Class D felony for communicating a death threat concerning a school employee or student if:
  - a. The person communicates to any other person a threat to cause the death of a school employee or student; or
  - b. A threat involves the use of a firearm or other deadly weapon; or
  - c. A reasonable person would believe the person making the threat intends to carry out the threat; or
  - d. The person making the threat purposely engaged in conduct that shows the intention of carrying out the threat with a close relationship to the threatened act and the conduct of intention.

The superintendent or his designee shall promptly report the incident to the proper law enforcement authorities for investigation as stated in Act 1243 of 1997.

**ACT 1565 - ATTACK OF SCHOOL EMPLOYEE ON DUTY**

It is unlawful, during regular school hours, or in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using profane, violent, vulgar, abusive or insulting language which will cause a breach of peace, interfere with the operation of the school or arouse the person to whom it is addressed to anger that might cause imminent retaliation.

A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) and not more than one thousand five hundred dollars (\$1500).

**ACT 567 of 2001 COMMUNICATING A FALSE ALARM TO AN EDUCATIONAL INSTITUTION**

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

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

Communicating a false alarm is a class D felony if physical injury to a person results or if the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

The superintendent or his designee shall promptly report the incident to the proper law enforcement authorities for investigation.

**ACT 1217**

The principal or his designee shall make a reasonable, good faith effort to contact the student's parent, legal guardian or other person having lawful control of the student by court order, or person acting for the parents in their absence and give notice that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel. If the principal is unable to reach the parent, he or she shall get a message to call either the principal or designee and leave both a day and an after-hours telephone number.

Notification is not required if school personnel make a report or file a complaint based on suspected child abuse or neglect as required under 12-5-507 or if student access is granted to law enforcement personnel for purposes of investigation of suspected child abuse or neglect.

**WEAPONS POLICY**

Since it is impossible for us to determine the reason that a student might possess a weapon, it is our position that all weapons must be prohibited on this campus. A weapon in a student's vehicle is considered to be in his possession. The penalty for possession is an automatic suspension and a recommendation for expulsion. As a parent, it is imperative that you be sure that your child does not bring anything that could be considered a weapon to school.

The Board of Education authorizes the superintendent or designated official to automatically suspend any student found in possession of a dangerous weapon, and to recommend that the student be expelled from Carlisle Schools. Expulsion period from school may be up to one (1) year. The superintendent may reduce the year. A dangerous weapon may be defined as a knife, razor, ice pick, gun, explosive, mace, pepper spray, hand held laser pointers (ACT 1408 of 1999) or any other object that reasonably can be considered a weapon or dangerous instrument by the school, on school grounds, on school buses, at school bus stop (ACT 1282 of 1999) and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the superintendent shall be immediately notified and the principal shall take the appropriate action for discipline of the student. A policy form will be given to each student for parental/guardian signatures at the beginning of each school year.

**Act 264 of 1993** states that any student less than nineteen (19) years of age, who commits a crime involving weapons on school property or upon a school bus, shall have his/her driver's license suspended for no less than twelve (12) months nor more than thirty-six (36) months.



### \*\*\*EXCEPTIONS TO WEAPONS POLICY\*\*\*

A student who is a member of the "Shooting Clays Team" and/or the "Archery Team" may possess the appropriate firearm or archery equipment at the appropriate competitions or practices as long as the rules of the activities have been adhered to. The principal will determine if the rules of these programs have been broken.

#### **GANG AND GANG ACTIVITY – ACT 1108 OF 1997**

1. Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity – whether genuine or a pretense – that is identified by school officials will result in a minimum **five (5) day out-of-school suspension** up to a maximum of expulsion for the remainder of the semester. A second offense of gang related activities will result in a **recommendation for expulsion** for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.
2. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs", or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

#### **ANTI-BULLYING POLICY**

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

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

#### **Definitions:**

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

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

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

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
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 actual or perceived attributes,
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,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual

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

**Consequence for Violating the Anti-Bullying Policy:**

**Minimum Consequence:** Apologize, conference with student(s) and teacher, documented by teacher, or administrator. Parents will be contacted by the building Principal.

**Maximum Consequence:** Recommendation for expulsion for semester or remainder of school year and parent notification. Documentation may be sent to law enforcement.

**Note: Punishment for severe acts of bullying will be at the discretion of the building principal.** Examples of severe acts of bullying include, but are not limited to the following: bodily harm, threatening to commit harm, destructive acts on school premises, at school activities, or on school buses.

**SEXUAL HARASSMENT**

The Carlisle School District is committed to maintaining an environment in which all employees and students are free from unsolicited and unwelcome sexual overtures. We will not tolerate sexual harassment that is directed towards employees or students.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcomed and is personally offensive. That behavior debilitates morale and, therefore, interferes with the work effectiveness of employees or students.

Unwelcome sexual advances, requests for sexual favors, unwelcome touching and other inappropriate oral, written, or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to or toleration of such conduct is made a term or condition of receiving preferential treatment.
2. Submission to or toleration of such conduct is made a term or condition to avoid an unpleasant or threatening situation.
3. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.

Any person who alleges sexual harassment by any staff member or student in the district should use the following procedure to address the problem:

- Step 1: Complainant should inform offender that behavior is offensive and will not be tolerated.
- Step 2: Report offense to the supervisor of the person accused of committing the offense. If circumstances do not permit reporting to the immediate supervisor, complaints may be made to another school administrator. The complaint should be in writing on the appropriate district form.
- Step 3: The supervisor will meet confidentially with the accused and document statements from him or her as well as from any witnesses. Appropriate action will be taken depending upon the severity and/or frequency of the offense. Documentation of any disciplinary action will be placed in the file of the accused.
- Step 4: The complainant may appeal the decision of the supervisor to the superintendent and to the school board using normal district appeal procedures.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

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

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

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

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

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

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

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

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

#### **PERSONAL SEARCH**

By law, school officials need not obtain a warrant before searching a student who is under their authority. The search of a student by a school official will be justified where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

1. A certified employee will be present when a personal search is conducted.
2. A pat down search of a student's person should be done by a school official of the same sex and with a certified employee present.

#### **LOCKER SEARCH**

Lockers belong to the school district; therefore, the district reserves the authority to search lockers. A search will be conducted only if there is reasonable suspicion that a controlled substance, weapon, school property or other contraband is present.

### **TOBACCO POLICY**

#### **Definitions**

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

For the purposes of this policy, "tobacco use" is defined to include smoking, which means carrying, or having in one's possession, a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew and snuff, in any form.

For the purposes of this policy, "use" is defined to include the terms chewing, lighting and smoking of any form of tobacco.

For the purposes of this policy, "property" is defined to include all school grounds, athletic grounds, parking lots, playgrounds and streets connecting buildings.

For the purposes of this policy, "buildings and facilities" is defined to include all buildings in the elementary complex, all buildings in the high school complex, all buildings in the athletic complex, all buildings in the T & I complex, and all buildings in

the bus shop complex and the administration building.

### **Rationale for Regulating Possession and Use**

Tobacco is the number one killer and leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the Board of Education of the Carlisle School District establishes the following tobacco-free policy. This policy is established to:

- Reflect and emphasize the hazards of tobacco use;
- Be consistent with state and federal laws;
- Protect the health and safety of all students, employees and the public; and
- Set a non-tobacco use example for students by adults.

### **Use and Possession Prohibitions**

The Carlisle School District, inclusive of all its buildings, facilities and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.

Possession or use of tobacco products by students, school employees, and visitors in district buildings and facilities, on district property, in district vehicles (owned, leased, rented or chartered) and at school-sponsored events (whether on or off district property) is prohibited at all times. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in district buildings and facilities, on district property, in district vehicles (owned, leased, rented or chartered), at school functions (sponsored by the district and those not sponsored by the district) and in all district publications. This includes clothing, hats, backpacks, bags, books, magazines, flyers/handouts, lighters and other personal items.

### **Prevention Education**

Tobacco prevention education will be incorporated into the district's PK-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

### **Communicating to Students, Staff and Public**

This policy will be printed in the employee and student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of district buildings and facilities, district vehicles, and district properties. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

### **Consequences for violation the Tobacco Policy:**

#### **Minimum Consequences:**

**First offense:** The student will be given the choice of two (2) licks administered by the principal or two (2) days In-School-Suspension

**Second offense:** Will result in a minimum of two (2) days Saturday School.

#### **Maximum Consequences:**

**Third offense:** Will result in a minimum of three (3) day out-of-school suspension. Additional violations could result in recommendation for expulsion.

## **DRUG AND ALCOHOL POLICY**

### **Alcohol/Drug Use**

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Carlisle Board of Education prohibits the possession, use or distribution of illegal drugs and/or alcohol on school district property or as a part of any school activity.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity, (including any student who has left campus for any reason and who returns to the campus), or whose conduct at any time or in anyplace interferes with or obstructs the mission or operation of the school district. Compliance with this policy is mandatory.

It shall be a violation of the policy for any student:

1. To sell, supply, or give, or attempt to sell, supply, or give to any person any of the substances listed in this policy or what the student represents or believes to be any substance listed in this policy.
2. To possess, procure, or purchase, to attempt to possess procure, or purchase, to be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented to the student to be any of the substances listed in this policy or what the student believes to be any substances listed in this policy.
3. To use, possess or provide an e-cigarette on campus or any school related function.

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

Any student engaging in any of the activities with any prohibitive substances listed above shall be suspended from school immediately for ten (10) days. During the suspension period, the principal will make a report in writing to the superintendent of schools, who will then determine what further action is to be taken. Recommendation of expulsion may be made if the situation seems to be sufficiently grave. A lesser suspension may be granted by the principal in an extreme or unusual circumstance.

If the situation warrants, the superintendent shall communicate all available information promptly to the proper law enforcement agencies and offer full cooperation of the Carlisle School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems. The Carlisle School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. Information about drug and alcohol counseling, rehabilitation and re-entry programs are available in the counselor's office.

## **DRUG TESTING POLICY** ***Chemical Screen Test***

### **PHILOSOPHY**

The school board, administration, coaches, and sponsors recognize the use of mood-altering chemicals as a significant health problem for many students, resulting in negative effects on behavior, learning, and the physical well-being of each individual. The misuse and abuse of mood-altering chemicals for some students affect academic growth, achievement, activities participation and the development of related skills. Others are affected by the misuse and abuse by family, teammates, or other significant persons in their lives. The Carlisle School Board of Education is determined to help students by providing another option for them to say "No". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

### **GENERAL PROVISIONS AND DEFINITIONS**

Carlisle School District shall randomly require selected students in grades seven through twelve of Carlisle Schools to provide a urine specimen for urinalysis testing.

- A. Illegal Drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs that are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed for uses not authorized by the manufacturer of the drug.
- B. Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.
- C. Extra-Curricular Activities are defined as school sanctioned activities other than regular classroom instruction. Such activities include clubs, school organizations with district, state or national affiliates. Also included are student(s)/group involved in presentations, representing the school and/or competitions either directly or indirectly with CSD. This also includes any programs sponsored by the Arkansas Department of Education.

Any student undergoing medical treatment prescribed by a physician that includes the use of drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

### **PURPOSE**

The purposes of the Chemical Screen Test of Carlisle School District are as follows:

1. To allow students of Carlisle Schools to know the School is concerned about their total well-being. The School District is interested in helping the students who may be having problems with illegal drugs or alcohol.
2. To emphasize concern for the health of students in areas of safety, while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote a sense of order and discipline among students.
4. To confirm and support existing state laws that restrain the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.
8. To work with parents to assist in keeping their children free of mood-altering chemicals.
9. To deter chemical abuse or misuse by all students through the use of random drug testing.

### **SCOPE**

The provisions of this policy apply to all students in Carlisle Schools in grades seven through twelve, who voluntarily sign, and whose parent/guardian sign *Consent Form "A"* (See Form 2) of the Chemical Screen Policy. All students who wish to participate in extra-curricular activities and/or those who are registered to park vehicles at Carlisle School District will be required to be subject to random testing. If a student is eighteen years of age or older at the time of the form being signed, only the student will be required to sign the form.

### **CONSENT FORM/REFUSAL TO SUBMIT TO TESTING**

No student shall be allowed to participate in any extra-curricular activity or be granted vehicle parking privileges at Carlisle School District until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

### **COST**

The cost of the test given during random selection will be paid by the District. Follow up test for those students testing positive and any test requested by the parent(s) or student challenging the validity of the initial test results will be given by the school's testing company at the parent's expense. If that test proves negative, the district will pay for the retest.

### **RANDOM TESTING PROCEDURES**

#### **Student Selection Process**

At the option of the District, all students grades seven through twelve in activity programs and with driving privileges may be drug tested at the beginning of the school year and/or the beginning of the activity season. Each activity group as a whole may also be tested during the season. In addition, random testing may be conducted weekly during the school year, with a maximum of five test dates per semester.

Selection for random testing will be by lottery drawing from a "pool" of all students by sub groups (7), (8-9), (10-12) participating in activity programs in the District at the time of the drawing and those have driving privileges. Unspecified or random selection of days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than ninety-five percent (95%) of the students in each sub group (7), (8-9), (10-12). If any student whose number is drawn is absent on that day, they will be required to be tested when they return to school. The random selection pool may be confined to only the activities preparing for events and those students with driving privileges.

The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the sub group pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, 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.

#### **TYPE OF TESTING**

The District may require each student participating in activities and driving privileges in the Carlisle School District grades seven through twelve to provide a urine specimen. All urine specimens will be taken at a designated location. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form. Each specimen cup will have a number on it which will be assigned to a participant's name. The numbers that are selected through a random process will be tested by authorized personnel. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must provide samples on Carlisle Schools Campus. **All testing will be performed by a certified lab approved by the school administration.**

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

1. Positively identify the examinee
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided. The student may be given reasonable amounts of water for drinking. Only one person will be allowed at a time in the washroom and process area.
4. The female student will be allowed to provide the specimen in a stall or partitioned area that allows for individual privacy. The male student may be required to provide the specimen while using a urinal. After the specimen has been provided, the student should leave the stall or urinal. Extra specimen containers should not be left in the restrooms.
5. After the specimen has been provided to the observer, the observer will continue with the chain of custody procedures and will determine whether the specimen contains at least 45 milliliters of urine. If there is not at least 45 milliliters, additional urine shall be collected. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the superintendent or designee for guidance.
6. The student and the observer will sign the chain of procedures form.
7. The identification label on the specimen container shall contain: the date, the student's assigned number. The student's name is NOT to be on the sample.

#### **SUBSTANCES TESTED**

The specific drugs in the drug screen may be selected at the beginning of the school, and may be amended any time throughout the year. The substances which students may be tested for include, but are not limited to: Alcohol, Cocaine, Opiates, Marijuana, PCP, Barbiturates, Benzodiazepines, Tricyclics, Methamphetamine and Amphetamines in human urine.

#### **RESULTS AND NOTIFICATION**

##### ***First Positive Result***

Upon receipt of a positive test result a student may request a second test be performed on his/her initial specimen, within 24 hours of notification. The second test will be performed at the expense of the student.

For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, activities or have driving privileges at Carlisle School District for a period of ten (10) school days. The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents/legal guardian.

After day ten, the student will be allowed to be retested (at the expense of the parent/guardian). The student may not participate in competitions, presentations, activities or have driving privileges until he/she has been retested. If the test results are found to be negative, the student will again become eligible for competitions, presentations, activities and driving privileges relating to Carlisle School District. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The duration is to be determined by the School Administration (a maximum of six months).

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

### ***Second Positive Result***

For the second positive result in the same year or any two consecutive calendar years, the student will be placed on probation and not be allowed to participate in competitions, presentations, activities and have driving privileges for a period of one year from date of the positive test. The student will be required to be enrolled in a counseling program, if any charge is incurred, it will be the responsibility of the parents/guardian.

After one year from the date of the positive test, the student will be allowed to be retested (at the expense of the parent/guardian). A student may not participate until they have been retested. If the test results are found to be negative, the student will again become eligible for competitions, presentations, activities and driving privileges relating to Carlisle Schools, if enrolled in an approved counseling program. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The duration is to be determined by the administration (a maximum of six months).

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

### ***Third Positive Result***

For the third positive result, the student will be suspended from participating in activities or driving privileges for the remainder of his/her enrollment in Carlisle School District. (May be appealed to the board).

### **NOTIFICATION**

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

### **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the District. Positive results shall not be provided to police or other law enforcement agencies.

### **RECORDS**

All records concerning chemical abuse testing shall be maintained by the Superintendent or designee in a separate locked file. The records shall not be kept in a student's regular file. Only the Superintendent or designee shall have access to the files. The files on each student shall be destroyed upon graduation or twelve months after termination of enrollment. A student and the student's custodial parents/guardians may obtain a copy of the student's chemical abuse testing records upon written request. Information in these files will not be released to local authorities unless required through a court order.

### **REHABILITATION**

The District will provide information to the student/parents regarding rehabilitation/counseling opportunities for the student who has a positive test result. Students and their parents will be strongly encouraged to seek assistance in some rehabilitation program.

## **SECTION 3**

### **SAFETY, HEALTH, AND WELLNESS**

#### **VIDEO SURVEILLANCE POLICY**

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

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video/audio 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 (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action and/or may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall

comply with all applicable state and federal laws related to record maintenance and retention.

Legal References: 20 USC 1232(g)  
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

**The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Board and Superintendent. Parents will be required to sign the Video Surveillance Policy form (See Form 3)**

#### **DISPLAYING STUDENT INFORMATION ON WEBSITE**

In compliance with the Family Educational Rights and Privacy Act (FERPA), no student information including photos or other identifying information such as address, home phone number, and parent's name shall be posted on a school web page without written permission from both student and parent (guardian) if the student is under the age of 18.

#### **STUDENT PARTICIPATION IN SURVEYS**

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 requested by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### **STUDENT MEDICATIONS (ALL)**

Written parental consent for non-prescription medication or physician consent for prescription medication will be required prior to the administration of any medication to any student under the age of eighteen (18). A Medical/Medication Administration Release Form will also have to be completed and signed by the parent/guardian before medication can be given. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

#### **Non-Prescription Medication**

Non-Prescription medications (this to include pain reliever, topical ointments/lotions, eye drops, ear drops, cough syrup) at school are strongly discouraged. The school nurse will not administer the first dose of any medication. The parent/guardian will give the first dose of all medications to prevent adverse reactions at school. All medications should be brought to school in the original container. **Medications brought in baggies, unmarked containers or expired containers will not be given.** No more than a 30 school day supply of the non-prescription medication for a student shall be stored at the school.

Parents must provide all medication with a note stating the students' name, dose to be given, frequency, route and length of time to be given. The district will not purchase or supply any medications for students to protect from litigation. Dispensing and administering over the counter medications to students constitutes practicing medicine without a license because it assumes a diagnosis and treatment of a patient, a practice for which the school nurse/designees are not licensed. The school nurse will not give Tylenol or any non-prescription medications at school unless a physician prescribes the medication to be given at school or verbal/written consent is obtained from the parent/guardian prior to dosage of oral medication.

Additional information accompanying the medication shall state the purpose for the medication. If the physician feels that a student will require these medications at school on a continuous basis, then note from the doctor is needed and any other pertinent instructions such as storage requirements or warnings. All medications will be given according to the labeling directions found on the container. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the designated time(s). All medications will be kept in a locked container in the nurse's office. If the nurse is unavailable a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

If a child becomes ill with a fever of 101.0 degrees or greater, and the parent/guardian cannot be notified, attempts will then be made to contact the emergency numbers or physician provided on the Medical/Medication Administration Release Form and the medication will be given. At this point, the student will need to be sent home and fever free for 24 hours.

#### **Prescription Medications**

Prescription medication should be in the pharmacy container labeled with the student's legal name (on record with the building), date prescription was filled, ordering provider name, name of medication, dose, route, frequency of the medication 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. It is preferred that 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. For example, an antibiotic which is to be given three times daily could be given before the student leaves for school, when he/she gets home, and at bedtime. The school nurse or designee will not give the first dose of any medication to prevent adverse reactions at school. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will



give this medication at the prescribed time(s). The nurse or school is not responsible for missed doses. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines. A medication form must be picked up at the office and returned completed before medication can be administered.

#### **Asthma/Inhaler and Epinephrine Injectable Use**

The parent/guardian of a student who wishes their child to carry an asthma inhaler or auto-injectable epinephrine, or both, while at school or school sponsored activities, shall provide the school nurse with written authorization on the Medical/Medication Release Form (Alex's Law 6-18-707). Students are prohibited from sharing, transferring, or in any way diverting his/her medications to another person. The parent/guardian who elects not to allow their child to possess an asthma inhaler or auto-injectable epinephrine shall provide the school with the appropriate medication to be stored in the nursing office. Medication shall be immediately available to the student in an emergency situation. A written authorization on the Medical/Medical Release Form shall contain the following: Student's legal name (on record at the facility), date of birth, age, parent information, address, emergency contact information, name of medication, dosage, frequency 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 is valid for one (1) school year only. The school shall not keep outdated medications or any medications past the end of the school year. Parents will be notified before the end of the school year to pick the medication up. All medication left at school will be sent to the Pharmacy Services at the Department of Health and Human Services for destruction.

In accordance with act 1565 of 1999, students with special health care needs will have an individual health care plan developed and monitored by the school health personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under section 504 of the rehabilitation counseling act of 1973 and/or the individuals with disabilities education act.

By filling out the Medical/Medical Release Form you are allowing the school nurse to share health information with educators on a "need to know" basis for "legitimate educational interests" as defined in FERPA (Family Educational Right to Privacy Act). All health information will be kept in a confidential manner.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

Student Medications – Act 1204 allows Glucagon to be administered by "trained district volunteer personnel." This policy and a new permission form are NOT included in this update. There are many issues that will have to be decided by the rules (required to be promulgated by Act 1204), and the policy and permission form will be updated when the rules are finalized.

#### **ACCIDENT AND ILLNESS AT SCHOOL**

Accidents to students on school premises are to be reported to the principal. Only first-aid treatment is given and the family is notified. If necessary, the family doctor may be called. When students are injured or become ill, their parents should be notified and if serious enough they should be taken home. The school assumes no responsibility for financial obligations involved in treatment.

#### **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted at least four times a year in September, October, January, and February. All students shall also participate in emergency bus 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:

1. Earthquake
2. Act of terrorism
3. Chemical spill
4. Airplane crash

## **SECTION 4**

### **ACADEMIC INFORMATION**

#### **SMART CORE OR CORE COURSE REQUIREMENTS**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* (See forms 4 & 5) 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 (Sign the Smart Core Waiver Form --- (See forms 6 & 7). 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 curricula 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.

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.

The course work and waiver forms are located are located below as well as in the back of this handbook.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03  
ADE Guidelines for the Development of Smart Core Curriculum

**SMART CORE COURSE CODE LIST**  
(Graduating Class of 2014 and After)  
Arkansas Department of Education—February 2010

**English—Four (4) Units**

**9th Grade English—1 unit**  
**10th Grade English—1 unit**  
**11th Grade English—1 unit**  
**12th Grade English—1 unit**

**Oral Communications—1/2 Unit**

**Natural Science—Three (3) Units**

**Biology—1 unit**  
**Two (2) units from the following three (3) options:**  
**Physical Science**  
**Chemistry**  
**Physics**

**Mathematics—Four (4) Units**

**One unit must be taken at 11th or 12th grade**  
**Algebra I—1 unit**  
)  
**Geometry—1 unit**

**Algebra II—1 unit**  
**Beyond Algebra II—1 unit**

**Social Studies—Three (3) Units**

**Civics—1/2 unit**  
**World History—1 unit**  
**American History—1 unit**  
**Economics—1/2 Unit**  
**Economics may be counted as a 1/2 unit social studies course if taught by a highly qualified social studies teacher OR as a 1/2 unit career focus elective course if taught by a highly qualified business education teacher.**  
**Fine Arts—1/2 Unit**  
**Health and Safety—1/2 Unit**  
**Physical education—1/2 Unit**  
**Career Focus—Six (6) Units**

**EDUCATIONAL OPPORTUNITIES OUTSIDE OF THE REGULAR CLASSROOM**

Carlisle School District offers students the opportunity to participate in concurrent credit courses through Distance Learning. Numerous field trips are provided to meet the individual and group needs of our students. Students have the opportunity to do research in the Little Rock Public Libraries; Students participating in band, choir, art and/or athletics participate in competition throughout the year: Seniors visit various colleges; Trips are designed to be an extension of the school day and provide students opportunities to broaden their learning environment.

**Field Trips**

Any student who participates in a school-sponsored field trip is responsible for making arrangements to do assigned work in advance of the planned trip. **Students with failing grades, more than ten (10) days of detention per semester and/or any days of Out-of-School Suspension will not be allowed to participate in field trips. Excessive absences may also be a determining factor for participation in field trips. These trips are not a mandatory activity when there is a monetary or other reason previously approved by the principal**

Speakers throughout the year are used to motivate and encourage students. Motivational speakers explain the importance of staying in school and away from drugs. Working with the police force and the community, we strive to provide students with the tools that they need to combat drug and alcohol abuse.

Students participating in FCCLA, FBLA, Student Council, and National Honor Society provide service to the community and the school.

### **C.O.R.E (ALTERNATIVE LEARNING ENVIRONMENT (Off Carlisle Campus))**

The purpose of the alternative school is to provide an alternative learning environment to meet the needs of two tiers of students. The first is the student who has fallen behind in academics. The second is for those students who are a discipline problem and may be faced with expulsion from school for an infraction(s). The following criteria must be met for placement in the alternative school:

1. Consent of parent/guardian must be obtained.
2. Recommendation made by a committee comprised of members of the administration, the teaching staff, the student and his/her parent.
3. Students will be placed in the school for at least one semester.
4. A meeting before entrance in the alternative school with student, parent/guardian, alternative school supervisor, and administration of Carlisle Public School District.
5. A meeting before entrance back into Carlisle Public School District main campus with the student, parent/guardian, alternative school supervisor, and administration of Carlisle Public School District.

### **NON-TRADITIONAL COURSE WORK**

For a student to complete requirements for high school graduation by taking nontraditional course work (correspondence courses, summer school credit, and on-line classes) these requirements must be met:

1. All work must be done with pre-approval from the school.
2. Courses taken to improve athletic eligibility must be completed and the grade posted prior to the first day of school.
3. Correspondence courses can only be taken to make up a failed subject. In the event that a course is retaken for a failed class, both grades will figure into the cumulative GPA.
4. All correspondence grades must be officially reported by May 1 of the graduation year.
5. A student may earn no more than two credits through non-traditional course work for graduation credit.
6. Summer school, if offered by Carlisle High School, may be taken for a failed subject. Successful completion of the summer school subject will result in a passing grade of a 60% D in non-credit courses. Summer school may be taken at neighboring schools with approval from the principal.

### **CONCURRENT CREDIT**

Any ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within 21 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and/or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal Reference: A.C.A. § 6-15-902(c)(2)

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

### **ONLINE COURSE GUIDELINES**

1. Students will not receive credit for an online course if the course is offered on Carlisle campus.
2. Students who have a scheduling conflict and cannot be scheduled in the course on campus may enroll in the online courses if approved by the building principal.
3. Students must be enrolled in five classes (not including Study Hall) on Carlisle campus in order to enroll in an online course if approved by the building principal.
4. Online course grades will not count in figuring a student's grade point average unless the course is for making up a failed course or the student cannot be scheduled in the class on campus.

### **CLASSIFICATION OF PUPILS**

**Freshman** - Those students promoted from the eighth grade to the ninth grade.

**Sophomores** - Those students who have obtained six (6) units of credit.

**Junior** - Will be students who have obtained eleven (11) units of credit.

**Seniors** - Will be those students who have obtained sixteen (16) units of credit.

Classification of student will not change during the school year.

### **PROMOTION OF PUPILS**

Pupils who satisfactorily complete a course of study prescribed for their grade level in Carlisle Junior High School will be promoted to the next grade level at the end of the school year.

Students in the seventh grade must obtain a passing grade in three of the four core classes with one being English and/or Math and the others from the following courses: Integrated Science 7, Social Studies 7, to be promoted to the eighth grade. Students in the eighth grade must obtain a passing grade in three of the four core classes with one being English and/or Math and the others from the following courses: Integrated Science 8, Social Studies 8/AR History, to be promoted to the ninth grade.

### **ACADEMIC IMPROVEMENT PLANS**

As per Act 35, a law enacted by the state of Arkansas by the 2003 Special Session of the Legislature, an AIP is a document required for any student in grades K-12 who have not reached district and/or state proficiency levels in literacy and/or mathematics. In grades 5, 7 and Biology, students who are not proficient in science must have an AIP in science for the next school year. AIPs must be monitored, adjusted, and completed. Each plan will be formulated to meet individual student needs.

**Student Placement** - All students who fall below the proficiency level in one or more areas are mandated by law to complete the requirements of their academic improvement plan.

Students who need an academic improvement plan are those that score:

1. Basic or below basic on the Arkansas Benchmark Exam – Grades 3-8 (Students moving from grade 3 and into grade 9 inclusive.)
2. Basic or below basic on the End of Course Algebra Exam.
3. Basic or below basic on the End of Course Geometry Exam.
4. Basic or below basic on the End of Course Literacy Exam.
5. Basic or below basic on the End of Course Biology Exam.
6. Basic or below basic on any other state-mandated assessment.

### **Development and Implementation of the AIP**

The district will develop and implement an academic improvement plan for all students that do not score proficient or above. At the junior and senior high school, students will be assigned into literacy, science and mathematics groups for remediation. Teachers will be assigned to assist students in their learning. Each teacher will be responsible for developing and implementing their assigned student's academic improvement plan.

### **Assessments and Review**

State mandated assessments will be used to determine the effectiveness of the remediation program. Teacher-made and district-made assessments will be utilized to monitor a student's progress throughout the school year.

### **Failure to Participate**

After development of the academic improvement plan, each student identified as not meeting satisfactory proficiency levels in the previous spring test shall participate in his or her activities outlined in his or her academic improvement plan. The district shall notify the student's parents of the parent's role and responsibilities as well as the consequences of the student's failure to participate in the plan.

### **Consequences**

Students in grades one through eight (1-8) identified for an academic improvement plan but do not participate or complete the program, shall be retained.

### **Our District Plan**

All students in grades 2-12 will be provided the opportunity for remediation during the school day. Classroom teachers will provide activities for students not meeting proficiency. This will meet the requirements of remediation. Any student who fails to attend these sessions and/or has more than the state approved excusable absences will be required to repeat the remediation procedures.

As per Act 35, parents will be informed of their child's achievement and asked to sign the Academic Improvement Plan

### **SCHEDULE CHANGES**

All schedule changes should be initiated in the counselor's office but must be approved by the principal in order to maintain class balance. **Except in extreme cases no changes will be made in a student's schedule after the first week of the semester.** Emergency situations will be considered at any time if discussed with the counselor and the principal.

### **HOMEWORK POLICY**

Homework is considered to be part of the educational program of the Carlisle School District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework given from day to day.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

### **Make-up work**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. **Students are required to ask for their assignments on their first day back at school or their first class day after their return.**
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by the Attendance/Absences Policy.

### **SEMESTER EXAMS**

Semester exams will be given at the end of each semester. Semester exams will constitute one-fifth (1/5) the grade for the semester.

**All students are required to take 1st semester exams.**

#### **2<sup>nd</sup> Semester Exam Exemptions:**

Any student who has an "A" average for the second semester and has not had more than 5 detentions or received a single assignment of ISS, Saturday School, or OSS will be exempt from taking the second semester test.

**NOTE: ALL SEMESTER EXAMS WILL BE COMPREHENSIVE AND AT LEAST ON FOURTH WILL BE IN ESSAY/SHORT ANSWER FORM.**

### **GRADES AND REPORT CARDS**

Grade cards reporting student progress are distributed every nine weeks. Semester grades become a part of a student's permanent record.

**Grading of student work is done by a uniform grading scale and is based solely on educational objectives.** The grading scale and the number of points earned are as follows:

	<b>Regular Grading Scale</b>		
	<b>Grade</b>	<b>Weight</b>	<b>Numeric grade range</b>
Advanced	A	4	90% - 100%
Proficient	B	3	80%-89%
Basic	C	2	70%-79%
Below Basic	D	1	60%-69%
Not Enough Work	F	0	0%-59%
To determine Grade			

#### **AP Course Testing Requirements and Information**

The AP exam schedule will be provided for students as soon as this information is made available. The counselor and teachers of the courses will distribute this information and provide requirements at an appropriate time. The test will be paid for by the school district.

**\*\*For a student to receive credit for an Advanced Placement course, they must take the Advanced Placement Test and their teacher must have completed state approved AP training.**

To establish each student's rank in class and to determine honor graduates including valedictorian and salutatorian, as well as members of the National Honor Society and other organizations, a student's grade point average (GPA) is calculated by adding the weighted points earned and dividing by the total number of classes.

#### **Grading Scale for Honors (ADE approved), IB, and AP Courses\*\***

	<b>Grade</b>	<b>Weight</b>	<b>Numeric grade range</b>
Advanced	A	5	90% - 100%
Proficient	B	4	80%-89%
Basic	C	3	70%-79%
Below Basic	D	2	60%-69%
Not Enough Work	F	0	0%-59%
To determine Grade			

### **PRIVACY OF STUDENT RECORDS/DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days

of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

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

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

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

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

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

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

For purposes of this policy, the Carlisle School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent 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, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently 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 the 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. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

Notes: Districts must annually notify parents or students if over the age of 18 of the provisions of this policy and "...shall effectively notify parents who have a primary or home language other than English." (34 CFR 99.7(b)(2))

Districts may release directory information (DI) (as presently defined by the district) of former students to the extent there is not a signed prohibition against such release. As the definition of DI changes over time (for example, the addition of email addresses to the definition of DI), districts may release DI according to the current definition. It also applies to the release of information that is now defined as DI for students who left the district prior to 1974, when there was no such thing as DI.

As stated in this policy, once a student turns 18, the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release educational records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns 18, the parents don't have an absolute **right** to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns 18 is as described. Without dependency, the parents have no right to see their student's educational records once the student turns 18.

Legal References: A.C.A. § 9-29-113(b)(6)  
20 U.S.C. § 1232g  
20 U.S.C. § 7908 (NCLB Section 9528)  
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

## **INSTRUCTIONAL MATERIALS**

### **TEXTBOOKS**

All students in grades 7-12 will be issued free textbooks at the beginning of the school year. Students will be responsible for these books and will pay the cost of replacement in the event one is misplaced, lost or damaged.

### **SELECTION / INSPECTION OF INSTRUCTIONAL MATERIALS**

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in the following policy: CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

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

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

### **Challenge of 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 (Form 9).

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.

### **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 that 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:

- Support and enhance the curricular and educational goals of the district;
- Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
- 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;
- Help develop critical thinking skills;
- Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
- Have literary merit as perceived by the educational community; and
- Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

#### **Retention and Continuous Evaluation**

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

#### **Gifts**

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

#### **Challenges**

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

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the Request for Formal Reconsideration *Form (See Form 10)* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for 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 at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested



material and the Request for Formal Reconsideration Form submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the 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) of receipt of the information. The Board's decision is final.

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

### **HOME SCHOOL STUDENTS**

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:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. 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:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. 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 that might indicate the need for special education services.

Legal References: A.C.A. § 6-15-503  
A.C.A. § 6-41-206

### **PLACEMENT OF HOME SCHOOL STUDENTS**

Procedures for placement of home school students:

1. Any student desiring to enter the Carlisle School District claiming to have been home schooled must have proof that his/her application for home schooling is on file with the previous school district.
2. A student entering the district will be given a general placement test to determine grade level placement.
3. Placement will be determined by the Carlisle School District through a placement conference. The school district shall retain the option to reconsider placement during the school year.
4. If a student's achievement level for a specific subject in grades 9-12 is in question, specific tests from the appropriate subject will be given from each subject in which credit is being requested. Sixty percent (60%) achievement on the designated subject will be required to receive credit. NO LETTER GRADE WILL BE GIVEN. ONLY THE NOTATION 'CREDIT EARNED (CR)' WILL APPEAR ON THE TRANSCRIPT
5. The Carlisle School District will require any student that desires to be a senior be enrolled in five classes during the eight period day.
6. The student must have earned sixteen (16) credits to be classified as a senior.
7. Students are required to meet all state and local requirements to be eligible for graduation.
8. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Carlisle School District during a regular school year.
9. A home school student or a student in a non-accredited high school will not be eligible for honor graduate status because he/she has not been enrolled in an accredited public school and therefore does not have grades to calculate a cumulative grade point average.
10. Carlisle School District will not test and transfer credit without at least one semester of success within the school system.
11. Students electing to be homeschooled will be allowed to participate in athletics and other extra-curricular activities according to district policies.

### **Students and their parents interested in home schooling need to be aware that:**

1. Some college scholarships are based on the student's grade point average. Students- receiving "CR" and not letter grades would not be eligible for some scholarships,
2. It is the responsibility of the Carlisle School District to determine the method by which credits are earned in order to

receive a high school diploma. Also, there is no requirement that the school honor credits earned from home schooling.

### **ACADEMIC REWARDS**

#### **Grade 7-12:**

- A. Any student with a 3.75+ GPA for the previous semester will be given an Academic Free Day during the next semester. Academic days for the 1st semester MUST be taken prior to December 1 and second semester days must be taken prior to April 15 for seniors (due to early-out) and May 1 for underclassmen. An Academic Free Day may not be taken any time during the nine-week test week or on the day of an announced test. Students must notify both the office and their teachers three (3) days in advance and arrange to complete assignments prior to the planned absence. Students with four or more unexcused absences will not be allowed to take their academic free day.
- B. Awards are based on a 3.5 GPA on grades at the end of the 3rd nine weeks. Academic certificates are awarded to 7th grade students. Academic medallions are awarded to 8th grade students. Academic certificates are awarded to 9th grade students. Academic pins are awarded to 10th grade students. Academic key rings are awarded to the 11th grade students and Academic plaques are awarded to 12th grade students.
- C. A blanket will be given to students who have a 3.5 GPA through seven semesters (9-12).
- D. A plaque will be given to the student who has the highest average in grades 9-12 in the following subjects. The average will be figured at the end of the 3rd nine weeks of the 7th semester:
  - a. English (including A.P. English III & IV)
  - b. Math (including A.P. Statistics)
  - c. Science (Must have four (4) years of science including Biology, Chemistry, and Physics and/or A.P. Biology)
  - d. Social Studies (Must have three (3) year social studies including AP American History and AP World History)
- E. Small trophies will be given for various subject area awards in grades 9-12.

### **ACADEMIC RECEPTIONS**

Students in grades 7-12 will be recognized at an academic achievement ceremony. Jr. High students will receive recognition at an assembly taking place during the course of the school day. Senior high students will be invited to an evening academic reception to be held during the spring semester. A student who has a 3.5+ GPA for the year, receives a subject area award, or is in the national honor society will be invited to attend the reception. Students will be allowed to invite two adult guests per family for the evening reception.

### **INFORMATION FOR SENIORS**

#### **SENIOR PRIVILEGE**

Seniors will be taken to a local restaurant at the culmination of their senior year. The school will provide transportation. Each student will be responsible for purchasing his/her own lunch.

### **COLLEGE VISITATION POLICY**

Each Senior will be given two (2) days of absence per year to visit college, vocational school, or business school of his/her choice. The absence will not be counted in the total of eight (8) days permitted absences only if they follow the procedure listed below:

1. Make arrangements with the principal at least three (3) days in advance of the planned trip.
2. Notify each of their teachers at least three (3) days in advance of the planned trip and make arrangements to do assigned work in advance of the visit. It will not be excused if turned in after three days.
3. Avoid missing any tests.
4. A college visitation form must be completed and turned in the day the student returns to school.
5. College visitation days must be taken prior to April 15.
6. Student must bring back proof of attendance to the College or University.

### **GRADUATION REQUIREMENTS**

Graduation requirement is 24 credits. A maximum of one unit of band or choir and one unit of PE can be counted in the 22 units for graduation credit required by the State Department of Education.

The number of units a student must earn to be eligible for high school graduation is to be earned from the following categories.

#### **CORE: Fifteen (15) units**

English: four (4) units

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

Social Studies: three (3) units;

one (1) unit of world history, one (1) unit of U.S. history, one-half (1/2) unit of civics or government

Mathematics: four (4) units;

One (1) unit of algebra or its equivalent\* and one (1) unit of geometry or its equivalent\*, one additional math credit. All math units must build on the base of algebra and geometry knowledge and skills.

\*A two-year algebra equivalent or a two-year geometry equivalent may be counted as two units of the three-unit requirement.

Science: three (3) units

at least one (1) unit of biology or its equivalent and one (1) unit of a physical science and one additional science course

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

**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

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

**Economics:** one-half (1/2) unit for the graduation class of 2014 and beyond.

#### CAREER FOCUS:

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 Carlisle School District and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

#### ELECTIVES:

Units required = total required by Carlisle School District minus [Core + Career Focus]

Students who have not completed all academic and Commencement requirements will not be permitted to participate in Commencement exercises.

### **EARLY GRADUATION ACT 275 OF 1997**

A student who is enrolled in Carlisle High School and has earned the number of credits required by the Carlisle School District shall be eligible to graduate from Carlisle High School without regard to the grade level the student is enrolled in at the time such credits are earned.

It is strongly recommended that students attend four years of school in grades nine through twelve in order to graduate from Carlisle High School. In the event a student chooses early graduation and completes the necessary units of credit prior to four years, he/she will be issued a diploma by the Carlisle Board of Education. The student by his/her decision to terminate student status prior to the completion of four years in attendance in grades nine through twelve forfeits all senior privileges and eligibility to participate in all senior class activities except the graduation ceremony. He/she will not be ranked with the senior class and may not be considered for valedictorian or salutatorian. Requests for early graduation must be filed in the principal's office before school is dismissed during the student's sophomore year. Requests must be signed by the student's parents. 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 & SCIENCE SCHOOL SENIORS ACT 1326 OF 1997**

Students who attended school at the Carlisle School district prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate, including senior pictures, prom, graduation, and other senior activities.

Students attending the Math and Science school will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will be sent to the last address of record in school district records. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate.

Math and Science students will be responsible for the costs of these activities to the same extent as Carlisle students, and agree by participating to abide by the Student Handbook of the Carlisle 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 recommendations of the senior high school 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 valedictorian or salutatorian, but upon presentation of an official transcript from the Math and Science School by February 1 of each school year will be recognized as honor graduates if appropriate and based on the criteria of the Carlisle School District for honor graduates. Math and Science students who choose to participate in graduation ceremonies will not receive diplomas issued by the Carlisle School District, but will instead be presented with certificates of recognition.

Any Math and Science student that is classified as a Junior may participate in the prom providing that student participates in all activities that are required of the Junior Class of Carlisle High School.

### **Honor Graduate, Valedictorian and Salutatorian Qualifications**

To qualify as an honor graduate, a student must take and successfully complete three (3) of the four (4) Advanced Placement courses that are offered on campus as well Foreign Language (two units of the same language). The student must also maintain an over-all 3.0 grade point average. The principal will have final approval on any concurrent credit substitutions.

To qualify as a graduate with high honors, a student must meet all of the requirements of an honor graduate all the while maintaining an overall 3.50 grade point average.

To qualify as a graduate with highest honors, a student must meet all of the requirements of an honor graduate all the while

maintaining an overall 4.0 grade point average.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose not to have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

To be salutatorian or valedictorian, a student must take and successfully complete three (3) of the four Advanced Placement courses or successfully complete concurrent English Composition I and II offered on campus in lieu of an Advanced Placement requirement. Of these, one must be in English, one in social studies, one in mathematics or science, and fourth shall be student choice. Concurrent Classes are not weighted courses when determining grade point average.

The honor student with the highest GPA, that meets requirements for valedictorian/salutatorian, and who has been enrolled in public school grades 9 through 12 and in Carlisle High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class. The honor student with the second highest GPA, that meets requirements for valedictorian/salutatorian, and who has been enrolled in public school grades 9 through 12 and in Carlisle High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class.

In cases where honor students have made A's in all courses taken for credit, taken the same number of AP courses and met all requirements for valedictorian, co-valedictorians will be named regardless of rank order or grade point average. In the event that co-valedictorians exist, a salutatorian will be named.

**Students in grades 11 and 12 will follow the guidelines set forth in the student handbook from their ninth grade year. Beginning with the eighth grade class of 2013/2014, students obtaining an F in any course work will not qualify for status as an honor graduate.**

#### **COMMENCEMENT REQUIREMENTS**

1. To participate in Commencement Exercises, a student must have completed all academic requirements.
2. Attendance at practice is compulsory unless excused by the principal.
3. During Commencement Exercises, students will be required to dress according to the specifications given by the administration.
4. Proper behavior is expected of all students.
5. Payment of money owed to the school.
6. Return of all school property.
7. Student must be enrolled at Carlisle High School (exception Math and Science School and off campus ALE).

Seniors will not receive their actual diploma at the Commencement exercise. Students successfully completing Commencement requirements may pick up their diploma from the Principal following the Commencement Program in the designated area of the campus.

#### **ACADEMIC CHALLENGE SCHOLARSHIP**

##### **UNCONDITIONAL ADMITTANCE TO ARKANSAS HIGHER INSTITUTIONS OF LEARNING**

In order for students to be eligible for the Academic Challenge Scholarship, unconditional admission to an Arkansas high institution of learning, attain a minimum score of 18 on their ACT and they must complete the following:

English - 4 units

Science - 3 units (1 unit physical science and 2 units chosen from biology, chemistry, and physics.)

Mathematics - 4 units including Algebra I, Geometry, Algebra II, and a course beyond Algebra II.

Social Studies - 3 units including American History, World History, and Civics.

## **SECTION 5**

### **EXTRACURRICULAR ACTIVITIES**

#### **STUDENT ACTIVITY FUNDS**

All money raised by entertainments, solicitation, plays, sales of tickets, or in any other manner by the students and faculty in the name of the school or any organization must be deposited in the superintendent's office. No money shall be expended without the sponsors consent.

The central office will keep a separate account for each permanent organization of the school. Funds deposited to the credit of any organization shall be held subject to the order of that body and may be withdrawn by a requisition signed by the treasurer or president of the organization and approved by the sponsor. All fund-raising activities must be approved by the administration.

#### **REGULATIONS FOR THE ACTIVITY PROGRAM**

1. All school organizations should have a written constitution and/or by-laws on file in the principal's office. The Constitution should clearly state the purpose of the organization, method of selecting members, requirements, and other essential information.
2. All school organizations must have a faculty sponsor approved by the principal. The faculty sponsor should be at all meetings and/or activities conducted by the organizations.
3. Fund-raising activities, (ie; selling candy, advertisements, magazines, etc.), must be approved by the superintendent.

- Requests for money-making projects should be submitted early in the school year.
4. Before scheduling activities all organizations and classes must clear the activities with the principal. After arrangements are completed, the date will be scheduled on the activity calendar.
  5. Before requesting permission to use the school facilities, written plans should be submitted by the sponsor to the principal for approval. If the plans are approved, arrangements will have to be made with the superintendent for use of the school facilities. **ONLY THE SUPERINTENDENT OF SCHOOLS CAN GRANT PERMISSION FOR USE OF SCHOOL FACILITIES**
  6. School groups and organizations making out-of-town trips must have a faculty sponsor and a sufficient number of adult chaperons. Requests for making out-of-town trips should be submitted to the principal at least three (3) weeks in advance. Exemptions may be granted by the building principal.
  7. All students going on school-sponsored trips (athletic, band, choir, etc.) will be expected to go and return by transportation provided by the school. However, under certain circumstances, and if the parents request, students may return with their parents providing they adhere to the following conditions:
    - a. The parents or legal guardian should make previous arrangements, if possible, with the person in charge of that particular activity and sign a release form.
    - b. The parent or legal guardian must pick up the student. Do not send word by another person, or request that students return home with friends or relatives. Students must arrange for care of their equipment.
    - c. In cases of injuries, illness, or other types of emergencies, the supervising school personnel will have authority to release students under his charge to the parent or legal guardian, providing they sign a release form. All sponsors of activities will be supplied with release forms to carry with them on school trips.

#### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school 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. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

Legal References:     A.C.A. § 6-5-201 et seq.  
                               A.C.A. § 6-21-201 et seq.  
                               20 U.S.C. 4071 Equal

#### **REGULATIONS FOR JUNIOR CLASS**

Fundraising for the Junior Class will be limited to basketball concession and a maximum of four (4) fundraisers. Any combination of approved fundraisers may be selected as long as the total does not exceed four (4). Profits from these four projects will be used to fund all junior and senior activities. The sponsors and/or administration will be responsible for coordinating all fund raising activities and expenditures. They will contact room mothers and make work assignments. No class fund shall be expended for any activity that is not sponsored by the school. Any funds that remain in the senior class fund, after all bills are paid, will be used as a gift to the school or donated to the next year's 11<sup>th</sup> grade class as determined by a vote of the class. Juniors who do not participate in fundraising efforts may be assessed a fee for attending prom or other such extra-curricular Jr. Class activities.

#### **SCHOOL DANCES AND PARTIES**

1. All school-sponsored dances and parties must be concluded by 11:30 p.m. unless it is after an athletic event. Dances and parties held after an athletic event will end at 12:00.
2. Only officially enrolled students of Carlisle High School and their approved guests from 10<sup>th</sup> grade through age 20 will be allowed to attend school sponsored dances and parties.
3. All guests **must be** approved by the superintendent or principal prior to the dance or party.
4. A student bringing an approved guest will be responsible for the conduct of this guest while on school premises.
5. Former graduates of Carlisle High School will be invited to attend the annual homecoming dance as guests of the school.
6. The school organization sponsoring the dance or party will be expected to clean up the facility and put everything back in order before classes resume.
7. Jr. /Sr. Prom guests must be of date acceptance. One may not invite a friend or relative simply to provide that friend or relative the opportunity to attend the prom.
8. Jr. /Sr. Prom guests must be at least high school sophomores.
9. Jr. /Sr. Prom guests must not be over twenty (20) years of age.
10. Prom pictures are available only to invited prom attendees.
11. All students participating in any extracurricular activity must attend a minimum of four entire class periods during the school day to be eligible for the event.

#### **STUDENT COUNCIL**

The Student Council is one of the most important organizations in Carlisle High School. The Student Council seeks to develop leadership, a sense of responsibility and an active voice in carrying on a good school. It promotes a good school spirit of cooperation and helpfulness among students and teachers. Realizing that the final decision on many matters lies with the faculty, administration, and school board, it makes no attempt to be a governing body. However, many worthwhile programs and projects have been acted on by the Student Council and accepted by the school authorities. Such participation makes for a better school and better citizens.

The members are elected annually from their classes. Four (4) members are elected from each grade seven through twelve. The officers are elected by the entire student body by secret ballot. The president must be a senior who has served at least two years including the year in which he/she was elected. The constitution of the Student Council governs the organization.

### **NATIONAL HONOR SOCIETY CARLISLE CHAPTER BY-LAWS NOMINATION AND SELECTION OF NEW MEMBERS**

Students in grades eleven and twelve will be considered for membership. Candidates must have been in attendance at the school for the equivalent of one semester. The selection of members will be based on the previous semester grade. The student must have a cumulative scholastic average of at least 3.25 GPA and be enrolled in a course of study containing a core of high school courses recommended for preparation for post-secondary education.

Students must complete two (2) Advanced Placement courses by the end of their Jr. year and have completed a total of four (4) Advanced Placement courses and/or college concurrent credit classes by the end of their senior year.

Students who meet the grade and course requirements and wish to be considered for membership will be evaluated on the basis of service, leadership, and character. The selection of new members will be made by a four member faculty council using a scoring guide as set forth in the NHS constitution. Members will be governed by the District and National Constitution.

#### **NATIONAL JUNIOR HONOR SOCIETY**

To be eligible for membership a student must be a member of the eighth or ninth grade class. Students must have been in attendance at the school the equivalent of one semester.

Students must have a cumulative scholastic average of at least a 3.25 GPA. The selection of members will be based on the previous semester grade.

A four-member faculty council using a scoring guide as set forth in the NJHS constitution shall make the selection of each member to the chapter. They will be evaluated on the basis of service, leadership and character. The District and National Constitution will govern members.

#### **MEMBER OBLIGATIONS**

Members are required to attend all meetings and functions of the local chapter unless excused by the faculty advisor. If a member is absent more than three (3) times for announced meetings, the advisor will counsel the member about possible dismissal from the National Honor Society.

All members are expected to participate in local NHS projects and continue to be leaders in the school and community, use their time and talents in service to others and exemplify character traits that are honorable.

For service, the student will submit a pre-approved and documented community service form. A total of 20 hours is required during the year of their membership, beginning with spring induction and, as a part, must be completed before the induction of new members.

For character, members must exhibit character worthy of the National Honor Society. If a student receives three detentions during the school year, they will be sent a letter placing them on probation. If a fourth detention is received, a conference with student and parents will be conducted. In the even a student receives a fifth detention during the year, they will be automatically removed from NHS or NJHS. If a student receives ISS (In-School-Suspension) or OSS (Out-of-School) suspension, they will be removed from NHS or NJHS.

As a condition for leadership, students must show initiative in finding community service activities. Only pre-approved and documented hours will be accepted.

#### **NOMINATION AND SELECTION OF NEW MEMBERS**

**\*\*\*IMPORTANT\*\*\*** Juniors who are inducted into National Honors Society as a Jr. must be enrolled in the appropriate number of AP courses in their Sr. year to maintain their membership.

Students must complete four (4) Advanced Placement courses by the end of their Sr. Year, and of these AP courses, one must be English, one math, and two shall be student choice. Students must successfully be enrolled in or completed at least one Advanced Placement course by the selection process during their junior year.

**\*\*\*IMPORTANT\*\*\*** Juniors who are inducted into National Honors Society as a Jr. must be enrolled in the appropriate number of AP courses in their Sr. year to maintain their membership.

The following courses are required:  
English 4 units

Math 4 units  
Science 4 units  
Social Studies 3 units  
Fourth level science can be chosen from Physics or A.P. Biology.  
Fourth level math can be chosen from Pre/Cal Trig, Transition to College Mathematics, or A.P. Statistics.

Students who meet the grade and course requirements and wish to be considered for membership will be evaluated on the basis of service, leadership, and character. The selection of new members will be made by a five-member faculty council using a scoring guide as set forth in the NHS constitution. Members will be governed by the District and National Constitution.

#### **DUES OF MEMBERS**

Dues will be levied each year not to exceed \$10.00 per member. The chapter advisor according to the needs of the chapter will recommend the amount of dues. Dues must be paid every year.

#### **BAND**

##### **GUIDELINES FOR AUDITIONS FOR DRUM MAJOR AND AUXILIARY LINE**

Auditions for Drum Major, Flag Line, and Majorettes will be held in the spring. Auditions are closed to the public. Judges will be from out of town and will have experience in the field judged. Rules and regulations governing auditions are on file in the band office and the principal's office and may be obtained upon request.

##### **AWARD AND LETTERING SYSTEM FOR BAND**

1. Sixth grade students will be eligible to purchase a letter at their own expense.
2. Seventh grade students will be given a letter by the school and the student will be eligible to purchase a windbreaker at their own expense.
3. Eighth grade students will be eligible to purchase a letter at their own expense.
4. Ninth grade students will be eligible to purchase a letter at their own expense.
5. Tenth grade students will be given a letter by the school and the student will be eligible to purchase a jacket at their own expense.
6. Eleventh grade students - a letter will be given by the school and the student will be eligible to purchase a windbreaker at their own expense.

Any student who participates in band at Carlisle High School during the entire 10th, 11th, and 12th grades will be eligible for a blanket and a letter to be paid for by the school. Any extra lettering or patches that are placed on the blanket will be paid for by the individual student.

Any other letters, patches, emblems, windbreakers, or jackets will be paid for by the students before the order is finalized. All students will pay for the awards in the principal's office.

#### **ATHLETICS PROGRAM**

##### **EXTRA-CURRICULAR GPA REQUIREMENTS**

The Carlisle School District requires that extra-curricular participants must meet the Arkansas Athletic Association eligibility requirements. GPAs will be examined each semester to determine participant eligibility for the following semester.

##### **REGULATIONS FOR ATHLETIC DEPARTMENT ATHLETES:**

1. No athlete may quit one sport and enter another until the season has officially ended for the sport in which he/she is presently participating.
2. Coaches will promote and encourage participation of athletes in all sports.
3. The recruiting of athletes from one sport to another by coaches will not be tolerated.
4. Coaches are not to request permission for athletes to be dismissed from study halls to go to the gymnasium/field house for any reason other than the treatment of athletic injuries. Under no circumstances will athletes be dismissed from regular classes to go to the gymnasium field house.
5. Coaches will be expected to have standard blanket policies pertaining to dress and discipline of athletes. All coaches are to enforce these policies without exception.
6. All students participating in extracurricular activities must attend a minimum of four periods during the school day to be eligible for the event.

##### **OFF SEASON PROGRAM**

1. It is mandatory that all athletes participate in the off-season program if they plan to participate in any sport.
2. Any exception to the above policy will be made for students if they are participating in athletics for the first time since attending Carlisle Junior/Senior High School. Once the student participates in a sport, then the off-season program is mandatory to continue participating in any sport.
3. The off-season program for each sport must be submitted to the athletic director and administration for approval.
4. Any student can participate in the off-season program by making a definite commitment to participate in athletics the following year.

##### **SENIOR HIGH FOOTBALL HOMECOMING**

Homecoming ceremonies and selection of royalty will be governed by the following regulations:

1. All 12<sup>th</sup> grade football players who are on the team at the time of homecoming shall have the opportunity of participating in the afternoon coronation.
2. All senior high football players will elect by secret ballot a captain and co-captain from the 12<sup>th</sup> grade football players. (The results are kept secret.)
3. All senior high football players will select a queen and maid of honor from all 12<sup>th</sup> grade girls by a secret ballot.
4. After announcement of the captain, co-captain, queen, and maid, the remaining 12<sup>th</sup> grade football players will select the rest of the court from the remaining 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade girls.

5. During the night ceremony the girls will be escorted by their fathers or representatives.

### **JUNIOR HIGH FOOTBALL HOMECOMING**

1. The Junior Football Team will elect by majority vote, a queen and maid of honor from the ninth grade. Ninth grade players will then elect by majority vote, two ninth grade girls; eighth grade players will elect two eighth grade girls; and the seventh grade will elect two seventh grade girls as maids. Election will be done no later than three (3) weeks prior to the game.
2. The Junior High Football Team will elect a team captain who will escort the Queen and a team co-captain who will escort the Maid of Honor.
3. During the night ceremony the royalty will be escorted by their fathers or representatives.
4. Any homecoming reception, dance, party, etc. conducted on campus must be open to all students in Jr. High School. If attendance is limited to specific groups (football players, cheerleaders, etc.), the event must be held off campus or a rental fee is to be paid for use of the school facility.

### **SENIOR HIGH BASKETBALL SWEETHEART COURT**

The entire Senior High Basketball Boys team will elect by majority vote, a queen and maid of honor from the 12th grade. The team will then elect by majority vote two sophomore maids, two junior maids, and two senior maids. All girls selected must be members of the senior high girls basketball team.

### **CHEERLEADERS**

Out of town judges at a scheduled tryout will select cheerleader. A teacher evaluation prior to the tryouts will be worth 35 of the 245 total points possible for the cheerleading candidate. Detailed information regarding the scoring system and expectations for cheerleaders can be found in the cheer constitution set forth by the Carlisle School District.

#### **JUNIOR CHEERLEADERS**

1. Junior cheerleaders will cheer at all Jr. football games, home basketball games, and district tournament. Cheering at away basketball games will be at the discretion of the administration/sponsors.
2. Junior cheerleaders will be allowed to participate in basketball and track.
3. Junior cheerleaders will be allowed no more than two (2) uniform styles per year.
4. Students must have passed four (4) full unit subjects\* the preceding semester with a minimum grade point average as established by the Arkansas Activities Association and/or any other State Education Association requirements to serve or tryout for cheerleader.
5. Cheerleader Constitution will be in effect.
6. The Junior Cheerleader Squad will consist of 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders.
7. All students participating in extracurricular activities must attend a minimum of four periods during the school day to be eligible for the event.

**\*NOTE- A unit subject is described in the Arkansas Activities Association Handbook.**

#### **SENIOR CHEERLEADERS**

1. Senior cheerleaders will cheer at all varsity football games, all home basketball games, selected out-of-town basketball games, district and regional basketball tournaments.
2. Senior cheerleaders will be allowed to participate in basketball and track.
3. Senior cheerleaders shall have no more than two (2) complete uniforms and only one of the uniforms can be changed each year.
4. Students must have passed four (4) full unit subjects\* the preceding semester with a minimum grade point average as established by the Arkansas Activities Association and/or any other State Education Association requirements to serve or tryout for cheerleader.

**\*NOTE- A unit subject is described in the Arkansas Activities Association Handbook.**

5. Duties of the cheerleader sponsor are:
  - a. direct the cheerleaders in their activities for a full year
  - b. direct Parent's night
  - c. direct homecoming
  - d. arrange transportation for cheerleaders
6. All students participating in extracurricular activities must attend a minimum of four periods during the school day to be eligible for the event.

#### **TRANSPORTATION FOR CHEERLEADERS**

The school will approve transportation to away athletic contests for cheerleaders.

1. Cheerleaders must ride in the transportation approved by the school. Any cheerleader who does not adhere to this policy will not be allowed to cheer at the particular event
2. Cheerleaders will ride home with assigned driver or with parents/guardians provided a release has been signed.
3. The driver of the vehicle is responsible for reporting any misconduct to the cheerleader sponsor or principal.

### **DANCE TEAM**

#### **Guidelines:**

1. The Dance team will dance at all home Sr. High games and select away games.
2. All Dance Team constitution rules and regulations are in effect as well as all AAA rules.
3. Transportation will be Dance Team Members' responsibility.
4. Dance Team members will be chosen by a panel of three (3) judges which must be from out of town.
5. The Dance Team will be in charge of the Sweetheart Ceremonies.
6. A dance team will not be fielded without adequate numbers of participants.



7. All students participating in extracurricular activities must attend a minimum of four periods during the school day to be eligible for the event.

#### **AWARDS AND LETTERING SYSTEM FOR ATHLETICS**

##### **Junior Boys and Girls:**

First year letterman at Carlisle High School - any student who letters in any sport will be eligible to purchase a letter in each sport that he/she letters in.

Second year letterman at Carlisle High School - a student who letters in any sport will be given a letter by the school for each sport that he/she letters in. They are eligible to purchase a windbreaker at their own expense.

##### **Senior Boys and Girls:**

First year letterman at Carlisle High School - a first year letterman will be given a letter by the school for each sport he/she letters in. Each first year letterman will be eligible to purchase a jacket at his/her own expense.

Second year letterman at Carlisle High School - a second year letterman will be given a letter by the school for each sport he/she letters in. Each second year letterman will be eligible to purchase a windbreaker at his/her own expense.

Third year letterman at Carlisle High School - a person who letters 3 years in the same sport will be eligible for a blanket and letter to be paid for by the school.

Any extra lettering on the blanket will be paid for by the student. A student can receive only one blanket no matter how many sports she/he letters in. All patches (All District, All State, Conference Champs, etc.) will be purchased by the individual student.

#### **REQUIREMENTS FOR LETTERING AT CARLISLE JR. AND SR. HIGH SCHOOL**

1. Must meet all requirements as provided by the AAA handbook.
2. A student must be in good standing with the Athletic department of the school.
3. The athlete must practice regularly without any unexcused absences. (An unexcused absence is defined as one in which is not made up to the Coaches' satisfaction.)
4. A student must be out for a particular sport a majority of the season and must finish the season. (To be determined by the supervising coach.)
5. Managers - a manager must serve one full semester and be recommended by the coach in order to letter. The school will buy that letter.

FORM 1  
SECTION 6

**Parent Signature Page**  
**Discipline, Attendance, Technology, Drug Screening and Corporal Punishment**  
**2013-3014**

This form applies to students who are completing a home school program and those attending Carlisle Public Schools

Please complete and return this form. Parent/Guardian signatures are required by law for the purpose of documentation.

**Discipline/Attendance/Policies/Procedures**

Act 104 of 1983 requires a parent/guardian signature indicating receipt of the Carlisle School District's policies for discipline and attendance of their child. The following signature indicates that you and your child have received and reviewed the discipline, rules, procedures and attendance policies and regulations of Carlisle High School.

We have read and understand the policy set forth by the Carlisle School District student handbook for student conduct and discipline. Although we may not agree with all regulations, we understand the student must adhere to them while he/she is at school or in attendance at school sponsored activities.

In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one week of receipt of that policy.

State law (80-1629.6-80-1629.8) requires documentation of student and parent receipt of student discipline policies.

**Internet/Technology Use Policy**

As per the Carlisle School District Internet/Technology policy on page 20-21, I give my child permission to access the Internet given the identified guidelines.

As a student in the Carlisle School District, I agree to comply with all the Internet usage guidelines. I understand that failure to do so may result in disciplinary action.

**Drug Screening Consent**

As per the Carlisle District Drug Screening Policy, I understand that failure to comply will result in dismissal from all extra-curricular activities to include parking on campus. Your signature indicates that the parent and child do consent to, abide by and comply with the policy regarding Chemical Screen Testing in the Carlisle School District.

**Video Surveillance Policy**

I have been informed of the Carlisle School District Surveillance Policy and will remain in compliance.

**Corporal Punishment Policy**

I understand the corporal punishment policy of the Carlisle Public School District as outlined on page 17 of the student handbook.

Please indicate your choice for allowing/not allowing corporal punishment to your child.

Corporal Punishment Allowed \_\_\_\_\_

Corporal Punishment NOT Allowed \_\_\_\_\_

*The below signatures indicate that you and your child have been provided with, read and understand all contents of this handbook. Furthermore, you and your child are agreeing that all components of the handbook will be followed.*

Parent Signature \_\_\_\_\_  
(Print Name)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Print Name)

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

**HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN  
EXTRACURRICULAR ACTIVITY**

Student's Name (Please Print) \_\_\_\_\_

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_/\_\_/\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the, Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity the student requests to participate in  
\_\_\_\_\_

Course(s) the student requests to take at the school  
\_\_\_\_\_

Proof of required immunizations/vaccinations or an exemption issued by the Arkansas Department of Health \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_/\_\_/\_\_

Parent's Signature \_\_\_\_\_

Date Adopted: \_\_\_\_\_

Last Revised: \_\_\_\_\_

**EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_ . This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered

\_\_\_\_\_  
\_\_\_\_\_

Other instructions

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students.

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

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

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

**SMART CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Mathematics – 4 units; One unit must be taken at 11th or 12th grade**

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

**Natural Science – 3 units with lab experience chosen from:**

- Biology (1 unit)
- Two units from the following three options:
  - Physical Science
  - Chemistry
  - Physics or Principles of Technology I & II or PIC Physics
- Social Studies – 3 units (see note beside economics)
- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

**Oral Communication – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

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

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

***(Comparable concurrent credit may be substituted where applicable.)***

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:-** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

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

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

**CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Mathematics – 4 units**

- Algebra I or its equivalent
  - Geometry or its equivalent
  - All math units must build on the base of algebra and geometry knowledge and skills.
- \*\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the 4 unit requirement.

**Science – 3 units**

- At least one unit of Biology
- At least one unit of a physical science

**Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

**Oral Communication – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

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

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

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

\_\_\_\_\_  
**Parent/Guardian Signature      Date**

\_\_\_\_\_  
**School Official Signature      Date**

**FORM 7**

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

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 Carlisle School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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.

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

FORM 8

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL**

**MATERIALS**

Name: \_\_\_\_\_

Date submitted: Level one \_\_\_\_\_ Level two \_\_\_\_\_ Level 3 \_\_\_\_\_

Instructional material being contested:

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Reasons for contesting the material (be specific):

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What is your proposed resolution?

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Name of receiving Principal: \_\_\_\_\_

Signature of Curriculum Coordinator: \_\_\_\_\_



**LIBRARY / MEDIA CENTER MATERIALS**

**REQUEST FOR FORMAL RECONSIDERATION FORM**

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) \_\_\_\_\_