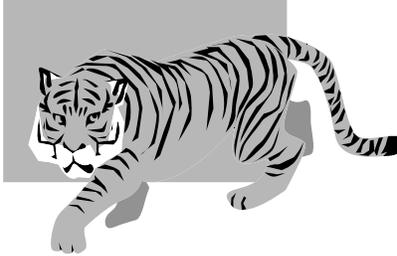


# CHARLESTON HIGH SCHOOL



## STUDENT HANDBOOK 2016-2017

Board Approved – July 2016

*Charleston High School will provide successful learning in a safe and caring environment. The staff and students are dedicated to improving student achievement with special emphasis on math, literacy and technology.*

**Charleston High School  
P.O. Box 188  
305 Dale Bumpers Drive  
Charleston, Arkansas 72933**

[www.tigers.wsc.k12.ar.us](http://www.tigers.wsc.k12.ar.us)

***This planner belongs to:***

**Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

## PRINCIPAL'S MESSAGE

Dear Students:

As principal of Charleston High School, I would like to welcome you. Charleston High School boasts a long heritage of excellence in education. As a student, you will have the opportunity to become an active participant in that tradition. An outstanding faculty and staff, together with a supportive community, will offer you a challenging program in a safe and caring learning environment. You will be encouraged to select coursework and activities that will enrich your high school experience and help you prepare for the future.

Although a variety of learning opportunities will be made available, only you will determine your success. Self-discipline, respect and involvement will be the key factors in that process. Please remember that you are responsible not only for your own success, but also for the continued success of this school and community.

This handbook has been developed so that both students and parents become familiar with the rules, requirements, and expectations established for Charleston High School.

With that awareness, we can work together to ensure your individual success and continue Charleston High School's long tradition of excellence in education.

Sincerely,  
Shane Storey  
Principal  
[sstorey@tigersmail.org](mailto:sstorey@tigersmail.org)

# DISTRICT CALENDAR

## 2016-2017

AUG 9-11	Professional Development
15	First Day of School
SEP 5	No School (Labor Day)
OCT 14	End of 1 <sup>st</sup> Nine Weeks (44 days)
18	Parent Teacher Conference
19	No School (Required PD)
NOV 23-25	Thanksgiving Break
DEC 21	End of 2 <sup>nd</sup> Nine Weeks (44 Days)
DEC 22-JAN 4	Christmas Break
16	No School (Martin Luther King Day) <i>possible make-up day</i>
FEB 2	Parent Teacher Conferences
20	No School (President's Day) <i>possible make-up day</i>
MAR 10	End of 3 <sup>rd</sup> Nine Weeks (45 days)
20-27	Spring Break
APR TBA	ITBS Testing Window Grades 1, 2
APR TBA	Science Grades 5,7
APR/MAY	ACT Aspire
April 14	No School (Good Friday) <i>possible make-up day</i>
May 1	No School (May Break) <i>possible make-up day</i>
TBA	High school Graduation
23	Last Day of School (45 days)
	Possible Make-up Days
	<i>JAN 16</i>
	<i>FEB 20</i>
	<i>APRIL 14</i>
	<i>MAY 1</i>
	<i>MAY 24</i>
	<i>MAY 29 (Memorial Day)</i>

## ALMA MATER

O' Charleston High, to thee we raise our praise,  
O' noble school whose glory never fades,  
From out our hearts comes undying love,  
We pray that thee be blessed from above.  
O' dear school, brave and always true,  
O' Charleston High, all hail to you.

## BELL SCHEDULE

1st Period	8:00 - 8:45	45 min
2nd Period	8:50 - 9:40	50 min
3rd Period	9:45 - 10:40	55 min
4th Period	10:45 - 11:40	55 min
Lunch	11:45 - 12:20	35 min
5th Period	12:25 - 1:20	55 min
6th Period	1:25 - 2:20	55 min
7th Period	2:25 - 3:10	45 min

## LONG ENCORE SCHEDULE

1st Period	8:00 - 8:40	40 min
2nd Period	8:45 - 9:20	35 min
3rd Period	9:25 - 10:05	40 min
4th Period	10:10-10:50	40 min
ENCORE	10:55-11:45	50 min
Lunch	11:45-12:20	35 min
5th Period	12:25 - 1:20	55 min
6th Period	1:25 - 2:20	55 min
7th Period	2:25 - 3:10	45 min

## SHORT ENCORE SCHEDULE

1st Period	8:00 - 8:40	40 min
2nd Period	8:45 - 9:30	45 min
3rd Period	9:35 - 10:15	40 min
4th Period	10:20 - 11:15	55 min
ENCORE	11:20 - 11:45	25 min
Lunch	11:45 - 12:20	35 min
5th Period	12:25 - 1:20	55 min
6th Period	1:25 - 2:20	55 min
7th Period	2:25 - 3:10	45 min

## **ACADEMIC IMPROVEMENT PLAN**

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

## **ASSAULT**

Assault or threatened assault or abuse of students or teachers will result in suspension or other disciplinary action.

## **ATHLETICS/CO-CURRICULAR ACTIVITIES**

The board sanctions co-curricular activities that traditionally have been a part of the overall school program, such as athletics and band, social activities, student clubs, school plays, etc., with the understanding that such activities will be properly supervised and operated in accordance with school policies and regulations.

Such activities are designed to provide opportunity for each student to develop qualities of leadership in as many areas as possible, to have an opportunity to participate in as many varied activities according to the student's own particular needs or interests, to participate in activities not normally available, and to foster better understanding in student-teacher relations.

Good sportsmanship by all students is a must at all home and away events. Unruly conduct may cause a student to lose his/her privilege to participate in or attend activity events. When possible, activity events involving students and teachers will be scheduled after 3:10 p.m. Monday through Friday. Activities should be scheduled so that they will not interfere with the instructional time needed for the student to successfully complete the academic requirements of the student's educational program. Furthermore, the administration will make every effort to insure classroom interruptions will be kept to a minimum.

Eligibility to participate in co-curricular activities will follow the requirements of the Arkansas Activities Association for student participation. To be eligible for athletics or competitive activities of any type, students must meet the current state requirements.

## **ATTENDANCE POLICY**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

**Parents of students who are absent must call the Principal's Office at 479-965-7150 by 9:00am on each day that the student is absent.**

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

**Absences, in accordance with district policy, are set at a maximum allowed of ten (10) days or ten (10) absences per class per semester.**

**Excused Absences:** Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of ten such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student 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. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

**Unexcused Absences:** Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with two (2) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has one (1) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified.

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

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

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

**Parent Notification:** Parents will be notified when a child has accumulated total of **(5) five and (10) ten** absences per class per semester.

#### MAKE-UP WORK

Students who miss school due to an 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.
9. As required/permitted by the student's Individual Education Program or 504 Plan.
10. Work may be made up for **partial credit for unexcused absences**.

#### **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), 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 (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
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).

#### **AUTO USAGE**

Only seniors have the privilege of driving their automobiles at noon. They may drive off campus to eat, but they may not carry passengers or pick up passengers. The only exception to this rule is that brothers and/or sisters (same family) that are eligible to drive off campus may ride together. No other students driving cars to school will be allowed to drive during the school day. All student vehicles must be parked in the assigned areas. Students must have a current parking permit on the auto. These permits may be purchased through the office for \$2.00. A driver's license and proof of insurance are required.

#### ***Violators are punished by:***

- |                    |   |
|--------------------|---|
| <u>Drivers</u>     | 1st offense - Loss of privilege for thirty (30) days    |
|                    | 2nd offense - Loss of privilege for eighteen weeks      |
| <u>Passengers:</u> | 1st offense - Restricted to campus for thirty (30) days |

2nd offense - Restricted to campus for eighteen weeks

Students driving vehicles to school will do so with restrictions. Students that drive must park in their assigned areas. Students will not be allowed to move their vehicle until after the busses have departed. Failure to have a permit or to park in the proper area may result in the loss of driving privileges, fines, or having their vehicle towed away. Students are not to sit in parked cars anytime during the school day.

## **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

Refer to Board Policy 4.43 for further explanation.

## **BUILDING USAGE**

Students may enter the buildings as soon as they are opened in the morning. At noon students should stay in assigned areas. Students should not go into classrooms until the appropriate bell rings.

## **BUS STUDENT BEHAVIOR**

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.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may carry cell phones and other electronic communication devices, and use of such devices will be for instructional purposes only at the discretion of the teacher. Students will have permission to use these devices for personal use during lunch. The use of such devices during extracurricular activities, or on school trips will be permitted but shall be limited to necessary communication (travel plans, parental contact, emergencies, etc.). All use of such devices will be controlled by school personnel. Violation of this policy will result in:

1<sup>st</sup> Offense: Confiscation of the electronic device for 24 school business hours.

2<sup>nd</sup> Offense: Confiscation of electronic device for 48 school business hours. The parent will be required to pick up the electronic device.

3<sup>rd</sup> Offense: Insubordination-Administrator discretion.

# CHARLESTON SCHOOL DISTRICT

## STUDENT/TEACHER/PARENT/PRINCIPAL COMPACT

### 2016-2017

The Charleston Public Schools, the parents and students participating in activities, services and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve Arkansas's high standards. This compact is in effect during the 2014-15 school year.

#### ***School Responsibilities:***

The Charleston Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Arkansas student academic achievement standards on state testing.
2. Hold Parent/Teacher Conferences during which this compact will be discussed as it relates to the individual child's achievement. Parent/Teacher Conferences are: Oct 18, 2016 and Feb 4, 2017.
3. Provide parents reasonable with frequent reports on their children's progress on Home Access Center.
4. Provide parents reasonable access to staff. Staff emails and contact information can be found on the school website at: <http://tigers.wsc.k12.ar.us>.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

#### ***Parent/Guardian Responsibilities:***

1. Attend conferences and make contacts with teachers, as needed.
2. See that my child is punctual and attends school regularly.
3. Support the school in its efforts to maintain proper discipline.
4. Establish a time for homework, review it regularly, provide a quiet, well-lit place for study and encourage my child's efforts by being available for questions.
5. Be aware of what my child is learning.
6. Provide a public library card for my child.
7. Read with my child and let my child see me read.
8. Provide my child with the necessary tools for learning: paper, pencils, pens etc.
9. Participate in decisions relating to my child's education.
10. Stay informed by promptly reading all notices from the school.
11. Serve on advisory groups as needed.

#### ***Student Responsibilities:***

1. Attend school regularly.
2. Come to school each day with needed supplies: pens, pencils, paper, etc.
3. Complete and return homework.
4. Observe regular study hours.
5. Conform to the rules and procedures of appropriate student conduct.
6. Read at least 30 minutes every day outside of school time.
7. Give all notices and information received by me to my parents or a responsible adult.

#### ***Teacher Responsibilities:***

1. Provide appropriate homework for each student.
2. Provide assistance to parents to help with assignments.
3. Encourage students and parents by providing information about progress on Edline, by email or by phone.
4. Use special activities in the classroom to make learning enjoyable.

#### ***Principal Responsibilities:***

1. Provide a safe, learning environment that allows for positive communication between the teacher, parent and student.
2. Encourage teachers to regularly provide homework that reinforces classroom instruction.

3. Provide opportunities for parents to volunteer and participate in their child's class.
4. Encourage teachers to report progress of students on Edline, at Parent/Teacher Conferences and at other times as needed.

## **COMPUTER POLICY**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -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 Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### **Misuse of Internet**

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students; • Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;

- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

By signing the handbook agreement you agree that you have read this agreement and agree to be bound by the terms and conditions of this agreement.

### **STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT**

The Charleston School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;

- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed this handbook have received this agreement and agree to be bound by the terms and conditions of this agreement.

### **CHARLESTON SCHOOL DISTRICT TECHNOLOGY USAGE POLICY (CIPA)**

As required by the Children's Internet Protection Act, the Charleston School District has custom internet filter settings in addition to the Department of Information default internet filter settings to prohibit access to pictures that are: (a) obscene, (b) pornographic, or (c) harmful to minors. Faculty and staff monitor the online activities of minors. Students and employees are provided access to electronic mail for educational purposes. Access to chat rooms, unauthorized access, hacking, and unauthorized disclosure, use, and dissemination of personal information regarding minors is strictly prohibited and subject to disciplinary action.

1. The Charleston School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate misuse. The use of internet resources is a privilege, not a right, and should be treated as such.
2. Access to the internet is provided to students, teachers, administrators, and other school personnel involved in the educational process. Anyone using the internet system is responsible for its proper use. Proper use is defined as accessing the internet for educational purposes which include: research, dissemination of information, resource sharing, collaborative projects, debate of current issues, curriculum development, and electronic mail for administrative and educational purposes. All activities associated with the internet must support the educational mission of the Charleston Public School District.
3. The Charleston Public School District does not condone the use of inappropriate material that may be obscene, abusive, offensive, inaccurate, etc. and does not permit the use of such material in the school environment.
4. Proper supervision of students using the internet is required to monitor the appropriate use of the internet system
5. The district is not responsible for any losses, including lost revenues, or for any claims or demands against the user by any other party.
6. Improper use of the internet by any individual may result in disciplinary action with that individual's access to the internet revoked. Also, anyone in violation of this policy may be subject to disciplinary action up to and including termination of employment for employees, expulsion for students and possible referral for prosecution.
7. The Charleston School District reserves the right to monitor or log all network activity with or without notice, including email and all websites communications, and therefore, users should have no reasonable

expectation of privacy in the use of these resources on the school premises. In addition, email or electronic documents stored on Charleston Public School Servers are considered public information.

8. Personal Computers are NOT allowed to be connected to the district's network. However, if an exception must be made, the computer(s) must be checked and approved by the Technology Department.

All Technology Usage Policy Requirements must be followed, in addition to the following requirements:

- a. A legal license is required for all software
  - b. District insurance will not cover any expenses associated with loss or destruction of personal computers.
  - c. District approved virus software must be running and up-to-date on all personal computers.
  - d. Computers must join district domain for centralized management
  - e. Financial restitution may be required when due care is not followed and the infrastructure, State, or District, is harmed
  - f. If a computer is found on the school network that has not been approved by the Technology Department, then it may be taken without notice and investigated to evaluate its contents
  - g. An approved network card is required before connection to system.
9. The Charleston School District uses a variety of methods to communicate with students, parents, and community members about our building entities and the accomplishments of our students, including school-related websites and media outlets. The following could be seen:
    - a. Publication on the internet of my child's written and/or artwork
    - b. Use of my child's name in school internet publications
    - c. Use of my child's picture in school internet publications
  10. The following guidelines will be applied to any picture or information published as the Charleston School District's media:
    - a. In group photos posted on the web, should names appear, they will not be in any order.
    - b. Under no circumstance will a child's home address or phone number be published on the internet
    - c. This policy does not necessarily mean that your child's work/image will definitely be featured on the internet or other media production.
  11. Any student enrolled in the Charleston School District may have his/her written and/or art work on the school's website or on other media outlets.
  12. A parent can deny permission for any of the following scenarios. To deny permission, the parent or guardian must fill out a "Technology Usage Denial Form". This form may be obtained from the principal's office in which the student is enrolled.
    - a. Videotaping a student
    - b. Publication of a student's written and/or art work within a school, on a school website, or within other media outlets.
    - c. Use of a student's Full Name, First Name, or Last Name
    - d. Use of a student's picture
    - e. Access to computers and the use of the internet for instructional purposes.
    - f. Receiving pre-recorded messages from the district administration office.
  13. 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 at students or school personnel. Electronic acts of bullying means any electronic method intended for intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee.
  14. Teachers and other district employees who have witnessed or who are reliably informed that a student has been the victim of electronic bullying shall report the incident(s) to the principal who is responsible for investigating the incident to determine if disciplinary action is warranted.
  15. Violation(s) of the Technology Usage Policy will be handled as any other infraction of school policy. Disciplinary actions may include:
    - a. Revocation of computer access
    - b. Financial restitutions(s)

- c. Students: suspension, expulsion, academic failure due to lack of course completion, or other penalties as may be appropriate
- d. Employees: Up to and may include termination of employment
- e. Possible referral for prosecution.

## **CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT**

Consistent with Arkansas Code 6-11-105 & 6-18-223, any student in grades 9-12 who enrolls in and successfully completes a course(s) offered by a publicly supported community college or four-year college or university shall be entitled to receive both college and high school credit, including credit toward graduation. The following regulations will apply to awarding the high school credit.

Simultaneously with college courses taken during the fall and spring terms, a ninth, tenth, or eleventh grader must be taking at least four high school courses which count toward graduation; a senior must be taking three high school courses which count toward graduation.

A student may earn high school credit for college courses taken during the summer terms immediately preceding the ninth, tenth, eleventh, and twelfth grades in high school.

A student may receive credit for a course required for high school graduation under the following conditions:

1. The student requests substitution for a course required for high school graduation with a college course.
2. The local high school or the institution of higher education certifies that the content of the college course meets or exceeds the requirements of the high school course.
3. The student has an ACT, SAT, or COMPASS score which meets or exceeds the cut-off score for remedial placement.
4. Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, four-year college or university, or private institution shall be the equivalent of one unit of high school credit in the same subject area. A three-semester hour remedial/development education course cannot be used to meet the core subject area/unit requirements in English and mathematics.
5. A college course will be recognized as a regular high school course in determining grade point average and class rank up to a total of 28 credits. Honors credit is not awarded for concurrent courses.
6. A student must request high school credit during the semester immediately following the semester in which the college course is taken.

## **CONTAGIOUS DISEASE POLICY**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

## **CONTROLLED SUBSTANCE ABUSE**

The use, possession, sale, or distribution of illegal controlled substances (including alcohol) while at school, during any school activity, on school-sponsored trips, or at any school function is strictly prohibited. Not only is this an illegal act but is conduct that reflects badly on the school. The punishment for violation of this policy will be:

**First Violation:**

1. Parents will be notified as soon as possible.
2. Appropriate law enforcement will be notified.
3. Students will be suspended from school for 5 days.
4. Parental documentation of Drug/Alcohol counseling for not less than 60 days will be

required.

- Second Violation:**
1. Parents will be notified as soon as possible.
  2. Appropriate law enforcement will be notified.
  3. Students will be suspended from school for 10 days with a recommendation for expulsion for the remainder of the school year.

Students accused under this policy are required to submit to a drug or alcohol evaluation by law enforcement officials to determine influence. Students refusing to submit to this evaluation will receive the drug or alcohol penalty under which they are accused.

Selling and/or distributing of illegal controlled substances will result in a minimum of ten (10) days suspension and possible expulsion.

## **CORRESPONDENCE COURSES**

Students are only allowed to take correspondence courses for the following reasons:

- a) To make up a previously failed class. Correspondence courses cannot be substituted for failed spring courses of a student's senior year until after graduation.
- b) To obtain sufficient credits for a student to be classified with his/her graduating class.
- c) Special circumstances may warrant the allowing of correspondence courses for other reasons by administrative approval. A maximum of 3 units and/or summer school credits may be applied toward graduation requirements.

## **DISCIPLINE OF STUDENTS VIOLATING SCHOOL RULES**

Violation of school rules and policies will result in disciplinary action. When this action is not specifically stated for the offense, the disciplinary action may result in:

1. Conference with teacher and principal
2. In-School Suspension (ISS)
3. Out-Of-School Suspension (OSS)
4. Corporal punishment
5. Expulsion

Disciplinary severity will be determined by the teacher or principal based on severity and frequency of the offense. In accordance with Act 472, a student cannot enroll in another school until a suspension or expulsion has expired.

## **Violent Acts**

Arkansas law Act 888 requires school administration to report any student who commits an act of violence against any school employee, school supervisor, or another student to be reported immediately to the appropriate law enforcement agency for investigation and prosecution.

Violence is defined as intense physical force that causes or is intended to cause injury or destruction.

## **DISTANCE LEARNING**

Distance Learning rules will be established by provider.

## **DRUG FREE POLICY FOR STUDENTS**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Charleston School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is in route to or from

school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," lookalike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Agencies in the Charleston Public School area available for drug counseling or drug rehabilitation programs include:

Alcoholics Anonymous Intergroup Office	783-0123
Gateway House, Inc.	783-8849
Valley Health	800 - 232-4451
Valley Health	783-3322
Western Ark. Counseling & Guidance Center	963-2140

## **ELIGIBILITY FOR ENROLLMENT**

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.

Students entering the Charleston School District from another school must be in good standing and eligible to continue enrollment in the former school. A student on suspension from another school district in any state will not be eligible to enroll in the Charleston Public Schools until the full term of the suspension has been completed. A student who has been expelled from another school district is prohibited from enrolling in the Charleston Public Schools until the specified expulsion has expired. Prior to a child's admission to the Charleston Public School, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate
2. A statement by the local registrar or county recorder certifying the child's date of birth
3. An attested baptismal certificate
4. A passport
5. An affidavit of the date and place of birth by the child's parent or guardian
6. Previous school records
7. United States military identification

Beginning students should furnish a copy of their birth certificate, social security card, a physical, and show proof of immunization against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles and rubella. If a social security number is not provided, a nine (9) digit number will be assigned by the district.

All other Arkansas Department of Education enrollment requirements may apply when applicable. Arkansas Department of Education Web site may be accessed at <http://arkedu.state.ar.us>

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parent/guardian certain rights with respect to a student's education/medical records. These include certain rights of inspection, review, amendment, and disclosure of the individual student's records under a variety of conditions and regulations. Copies of this act are available for review in each school office. Certain directory information may be released without parental consent such as lists or news releases of honor roll students, rosters of clubs or teams, award-winners, etc. If a parent/guardian does not wish to allow their child's name in any such directory information to be released, they must fill out objection form 4:13F located in the principal's office.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123; 34 CFR Part 99) by

signing the handbook agreement form I give permission for my child's personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid.

## **FIREARMS POLICY**

According to Arkansas Code 618-502, any student bringing a firearm or other type of weapon to school or school event can be expelled for up to one (1) year.

## **GRADING SYSTEM**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his or her parent/guardian and counselor of progress toward established educational goals.

Letter grades will be used to denote academic achievement except at kindergarten where a check mark will indicate grade level mastery. Grades K—1 will use a standards based report card. Grades 2—12, the letters "A, B, C, D, and F" will be used according to the following numerical percentage equivalents

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	0 – 59

These grade assignment standards shall be used in all regular classes in all District schools. Special symbols and terms appropriate to special programs may be used to indicate student progress. Exceptional students shall be graded in accordance with their individualized Education Program and current guidelines.

Permanent grades will be issued on a yearly basis at the elementary level and on a semester basis at the secondary level. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given.

Student progress is reported to parent/guardian 4 times each year. These reports are distributed a few days after the close of each 9-week period. Supplementary notes of commendation, suggestions for improvement, parental conferences, meetings and similar means of keeping in touch with a parent/guardian are emphasized.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given. GPA is determined by dividing the total number of points by the number of credits attempted. In determining GPA, the above system will be used with the exception of AP and IB courses, which will be computed as follows if the AP and IB exam is taken. Students must take the AP or IB exam to receive weighted GPA.

ADE approved Honors Courses:    Pre-Calculus/Trig    Chemistry    Physics    Anatomy & Physiology

AP Courses are:                    AP Biology                    AP English IV                    AP Calculus  
    AP US History                    AP English Literature

Weighted scale:

<b>A</b>	90 – 100	5 pts
<b>B</b>	80 – 89	4 pts
<b>C</b>	70 – 79	3 pts
<b>D</b>	60 – 69	2 pts
<b>F</b>	0 – 5	0 pts

II. Each letter grade **A**, **B**, or **C** in any honors course will be awarded one bonus point for class rank. Bonus points will be used only in the process of determining class rank.

III. Class rank will be determined by total grade points accumulated over grades 9 - 12. This is usually eight semesters, but under special circumstances approved by the principal, the total number of semesters could be more or less than eight.

IV. All required core courses, which now stand at 16 credits, will count toward class rank. This includes required

core courses that may have been taken at the college level. All in-school electives will be counted first for the remaining credits. A maximum of 28 credits will count for class rank.

V. All grades put on the transcript will be included in GPA.

VI. To be an honor graduate, a student must earn an honors diploma. Requirements for an honors diploma shall be as follows:

- A. Earn a minimum of 23 credits, only one of which may be P.E. or athletics.
- B. At least 4 of the 23 credits must be honors courses. Pre-Calculus/Trig, Chemistry, Physics, AP Calculus, AP US History, Anatomy-Physiology, AP Biology, AP English IV, AP English Lit.
- C. Have a cumulative GPA of 3.75 or higher.
- D. Must be enrolled in state minimum college prep. core.

VII. To be eligible for a senior plaque at the Honors Banquet, a senior must:

- A. Be a full-time student.
- B. Have a cumulative GPA of 3.75 or higher for all semesters in grades 9 - 12 that precedes the semester in which the Honors Banquet is held. (In most cases, this will be 7.5 semesters.)

VIII. To be eligible to attend the Honors Banquet, a student must be enrolled in four academic classes and have a 3.25 GPA for the previous two semesters. The four classes may not include P.E. or athletics.

IX. Eligibility for membership in the Beta Club will require a cumulative GPA of 3.25 with only one-half credit of P.E. applicable to eligibility status. Athletic credit will not apply toward eligibility for Beta Club membership. Students must be enrolled in a course of study containing the minimum core of high school courses recommended for preparation for post-secondary education as set forth by the State Board of Higher Education and State Board of Education, pursuant to Arkansas Code 6-61-217.

X. Total credit requirement for graduation is 23, only one of which may be P.E. and/or athletics.

XI. To be considered a full time student, a student must be enrolled in four classes, only one of which may be P.E. and/or athletics the first time it is taken to fulfill graduation requirements. From then on, a student must be enrolled in at least four core classes.

XII. Graduation requirements for P.E. will be one-half (1/2) credit and will be required of every student. Athletics may be substituted for the P.E. credit. A doctor's statement shall be the only means of waiving the requirement.

XIII. To become a candidate for any elective office, a student must meet the following requirements:

- A. Be a full time student.
- B. Have a cumulative GPA of 2.00 or better.
- C. Class officers must file for the office by petition. This petition must include five (5) student signatures, three (3) teacher signatures, and verification of GPA.

XIV. To be eligible for the honor roll, students must have all A's and B's in regular and honors classes and meet full time status requirements. Students in AP classes will have their GPA calculated for honor roll distinction with at least a 4.00 necessary to qualify for the all A's honor roll and at least a 3.00 necessary to qualify for the A's and B's honor roll.

XV. Charleston High School will provide opportunity for students under certain conditions to earn high school credit by correspondence or summer school. Correspondence courses and summer school may be taken with the approval of the principal and counselor and will not be weighted.

XVI. High school credit for courses taken on college level will count toward graduation as allowed by state and local board of education regulations. Students desiring such credit should consult with the counselor or principal before enrollment. These credits can be used to fulfill graduation requirements.

XVII. Minimum credits for classification

- A. To be classified as a **sophomore**, a student must have earned six (6) credits in the 9th grade
- B. To be classified as a **junior**, a student must have earned eleven (11) credits in the 9th and 10<sup>th</sup> grade.
- C. To be classified as a **senior**, a student must have earned sixteen (16) credits in 9th, 10th, and 11th grades

XVIII. No new credit will be given without board approval.

XIX. A student must attend a full semester at Charleston High School their senior year to participate in graduation exercises. If extenuating circumstances occur, the administration may overrule this policy.

XX. No student may be in the top three honor positions for graduation exercises unless enrolled in the Charleston School District by Sept. 15 of his/her senior year. Two honors classes must be completed during their senior year.

XXI. Any senior not completing all requirements for graduation prior to graduation night will not be allowed to participate in the commencement exercises. Any student not fulfilling graduating requirements their senior year will be allowed to participate in commencement exercises the next year only. Students fulfilling requirements after one year will receive their diploma upon completion of requirements.

XXII. If a student wishes to graduate early forgoing their junior year, the following requirements must be met.

- a) The request must be approved by the principal and counselor.
- b) The parent and student must sign a statement granting approval and return to the counselor by the first day of the current school year.
- c) The students may participate in commencement if all requirements for graduation have been completed.

## **GRADUATION REQUIREMENTS**

A minimum total of twenty-three (23) units shall be earned by a student in order for that student to be entitled to graduate from an Arkansas Public High School. Only one (1) of the required units may be in a physical education course. Specifically, for the graduating class of 2009, the required units, at a minimum, are as follows.

### **Core Curriculum: Sixteen (16) 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**

**Math** - four (4) units, one (1) unit of **Algebra** or its equivalent\* and one (1) unit of **Geometry** or its equivalent.\* All math units must build on the base of Algebra and Geometry knowledge and skills. Comparable concurrent credit college courses may be substituted where applicable.

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

**Science** - three (3) units at least one (1) unit of **Biology** or its equivalent and one (1) unit of a **Physical Science**.

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

**Health and Safety** - one half (1/2) Fine **Arts** - one half (1/2) unit

### **Career Focus:**

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

### **Other Electives:**

At least 7 units of electives to be chosen by the student to fulfill the necessary 23 units to graduate from CHS.

### **Digital Learning Courses:**

Beginning with the Class of 2018, the District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

## **GRIEVANCE PROCEDURE**

Students or parents who have a grievance should contact the school to make an appointment with the student's teacher. Each teacher has a daily conference period allotted. If the matter is not resolved with the teacher, the principal of the school should be contacted. If the principal cannot resolve the situation, an appointment may be

made with the superintendent of schools. If his decision is not acceptable, it may be appealed to the school board.

## HOMWORK POLICY

Homework is a flexible and individual responsibility of each teacher in the Charleston School system. Purposeful homework varies from day to day with each student, depending upon his/her capacity, potential, and need. When homework is assigned, it should supplement, complement, and reinforce classroom teaching and learning.

## IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is an on-campus educational setting provided as an alternative to Out-Of-School Suspension (OSS). Students are to report to ISS at the beginning of first period just as in the regular school day. In-School Suspension is used for more serious disciplinary problems or if a student has had continual minor problems with behavior. Students assigned to ISS may be placed in there for certain periods, an entire day, or multiple days. Once a student has been assigned ISS for a total of ten days during a semester, more serious consequences may be assigned.

While attending ISS, the student is to complete all assigned work sent by each of his/her teachers. The work will be graded, recorded and become part of the student's nine weeks' grade. If a student refuses to be cooperative with the ISS teacher or complete assignments as requested, the ISS teacher can add to the number of days that the student is required to spend in ISS after consulting with the building administrator. If the student continues to be uncooperative, the building administrator has the option of changing the time remaining to Out-Of School Suspension. (OSS).

## LEAVING CAMPUS

Students leaving the campus during the day must have approval. Once students arrive on campus property at the beginning of the school day, all rules pertaining to leaving campus become effective.

**Unless authorized, High School students are not allowed on the middle school campus or elementary campus at any time during the school day.**

Before a student can leave the campus during the day, he/she must call and receive permission from the parent or family adult.

Ninth (9<sup>th</sup>) through tenth (10<sup>th</sup>) grade students are not allowed to leave campus at any time unless checked out by the parent.

All students in grade eleven (11) may walk off campus at noon to eat. All students in grade twelve (12) may drive off campus in their own vehicle, without a passenger. Students riding off campus with another student will be suspended to campus for thirty (30) days. Special exceptions may be made by the principal or superintendent. If parents/guardians do not wish their students to be given this privilege, they must notify the office in writing.

## MARRIED STUDENTS

Students that marry during the school year will be allowed one (1) week leave as an adjustment period. Make-up work will be allowed for this week. Otherwise, married students will be treated the same as any other student at CHS.

## MINIMUM CORE OF HIGH SCHOOL COURSES RECOMMENDED FOR PREPARATION FOR HIGHER EDUCATION

The following is the recommended minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas Code 6-61-217.

**English** - Four (4) units with emphasis on writing skills (not to include courses in oral communication).

**Natural Science** - Two (2) units with laboratories chosen from two of the following: Biology, Chemistry, or Physics.

**Mathematics** - Four (4) units including Algebra I, Algebra II, and Geometry.

**Social Studies** - Three (3) units including one (1) of American History, one (1) of World History, and at least one-half (1/2) of Civics or American Government.

**Foreign Language** - Two (2) units in one foreign language.

## NON-DISCRIMINATION POLICY

The Charleston School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

## PARENT COMMUNICATION

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held two times per school year. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit notice of, and the reasons for retention shall be communicated promptly in a personal conference.

## PARENT INVOLVEMENT PLAN

**Communicating** - Communication between home and school is regular, two-way, and meaningful. To encourage communication with parents, the Charleston School District shall schedule not less than two parent/teacher conferences per school year. The schools may plan and engage in other activities to be beneficial in fostering effective communication with the parents.

**Parenting** - Parenting skills are promoted and supported. To support parenting, each school will have resources available for parents to check out. These will be located in the counselor's offices and in the libraries. Monthly newsletters will be sent home and weekly newspapers articles will be published from "Parents Make a Difference."

**Student Learning** - Parents play an integral role in assisting student learning. To help parents to assist students during their learning process, each school will schedule times during the year for parents to attend meetings to discuss their child's education. Examples of these would include, but not limited to:

*Grade level meetings*

*Math nights*

*8th Grade Orientation*

*Parents Make the Difference evenings*

**Volunteering** - Parents are welcome in the school, and their support and assistance are sought. Each school will assist the District in publishing a volunteer resource book which lists the interest and availability of volunteers for school staff members' use. Parents will be surveyed requesting their specific interests so that volunteer work will be meaningful. Each school will engage other activities determined by the school to be designed to welcome parents in the school.

**School Decision Making and Advocacy** - Parents are full partners in the decisions that affect children and families. To encourage parents to participate in school decision making, each school will continue to request the input from parents when new issues arise for the district. Parents will be involved in student selections of course offerings, career planning and preparation for post-secondary opportunities.

**Collaborating** - Community resources are used to strengthen schools, families, and student learning. To take advantage of community resources, the school district will contact as many employers as possible to see if they are willing to include tips for parents in their payroll checks. These tips are suggestions for fostering their children's educational success. Each school will encourage other activities which the school determines will use community resources to strengthen school programs, family practices and student learning.

## **PERSONAL SEARCHES**

### **Charleston School District**

#### **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 limited to, lockers, desks, and parking lots, as well as personal effects left there by the 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 the 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 reasonable good faith effort to notify the student's parent, legal guardian, or other person having lawful control of the student by court order, or person acting in loco parentis listed on student enrollment forms.

## **REPORT TO PARENTS**

Grade cards for every child will be sent home at the end of each nine week period. Mid-term reports for failing or low grades will also be sent. Parents are encouraged to attend parent/teacher visitation days to confer with the teachers concerning their child's progress in school. Parents can also check grades by accessing HAC.

## **SMARTCORE**

In compliance with the Standards of Accreditation 9.03, 1.1 – 1.4, The Charleston School District will inform parents, guardians, and students of the Smart Core Curriculum.

Notification of the Smart Core will begin in grade six and continue through grade 12 by the following methods but not limited to; student handbook, parent-teacher conferences, counselor meetings, newsletters, newspaper. The

notification will describe the involvement of parents, guardians, staff and students in the course of study for graduation. Documentation of the notification will be required for all students.

There will be an informal consent document provided by the Arkansas Department of Education to be signed by parent or guardian. A waiver will be provided for those parents and guardians that release their student from the Smart Core Curriculum, which will be attached to the permanent student transcript. If a waiver is signed, the student will participate in the Core Curriculum course of study for graduation. A reversal informed consent agreement will be provided if the new required course of study can be completed by the end of the senior year, should a parent or guardian ask for it.

All staff will be trained in the Smart Core Curriculum.

A sample of the Smart Core and Core Curriculum are on the following two pages.

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2016 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 a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

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

**SMART CORE CURRICULUM**

**English – 4 units**

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

**Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*) At least one MATH unit must be taken in Grade 11 or Grade 12.**

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

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

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

**Social Studies – 3 units**

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

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

**Fine Arts – ½ unit**

**Career Focus – 6 units**

\***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math requirement or the 3<sup>rd</sup> science requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement. If the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Arkansas Department of Education— May 19, 2015



## STUDENT REGULATIONS

The following is a list of basic student regulations that should be followed by every student to create a good learning situation.

1. The following basic rules should be followed in every classroom:
  - A. Bring book, pencil, and paper to every class every day.
  - B. Be in your assigned seat before the tardy bell rings.
  - C. Hats, caps, or sunglasses are not to be worn in the buildings.
  - D. Obey all class rules.
  - E. Do not talk without permission.
  - F. Do not bother other students in your class.
  - G. Turn in homework assignments on time.
  - H. After a student absence, it is the responsibility of the student, not the teacher, to see that make-up work is completed.
2. Students must carry four classes to be considered a full-time student and to be eligible for athletic participation. Physical Education will count as one of the four only the first time it is taken to fulfill graduation requirements. Only full-time students will be allowed to participate in extracurricular activities, honor roll, clubs, banquets, etc.
3. Students must have permission from the office to leave school at lunch except for 11th and 12th graders.
4. The use or possession of any form of tobacco products is prohibited during school activities.
5. Students will pay for damaged books and chromebooks.
6. Students must pay reasonable charges for damage to school property.
7. Boys and girls should refrain from any physical contact on school premises.
9. Students are to show proper respect to teachers, students, visitors, and all whom they contact.
10. Any fighting on school grounds, or on school transportation, or at off-campus school functions will result in punishment of all students involved. Fighting is defined as (a) pushing and shoving, (b) verbal abuse and name calling, or (c) actual blows struck.
11. The possession, or use of, or threat to use any weapon, explosive, or instrument capable of inflicting bodily injury is prohibited.
12. The theft or unauthorized possession of school or personal property will not only be dealt with by the school but may also involve law enforcement officials.
13. All students, upon request, will identify themselves to school authorities on school grounds or at any function (in or out of town).
14. Visitors are only allowed on school property when they have been cleared through the principal's office.
15. The following is a list of articles prohibited at school:
  - A. Water pistols
  - B. Sling shot
  - C. Fireworks of any kind
  - D. Caps or cap guns
  - E. Horns or any type of noise maker
  - F. Radios or tape players, except approved by the principal
  - G. Any other objects or materials that are disruptive to the educational process.
  - H. Any object that could be deemed a weapon.
16. Sun glasses are not to be worn inside the buildings.
17. Students are to refrain from any form of sexual harassment.
18. Students may carry cell phones and other electronic communication devices, and use of such devices will be for instructional purposes only at the discretion of the teacher. Students will have permission to use these devices for personal use during lunch. The use of such devices during extra-curricular activities, or on school

trips will be permitted but shall be limited to necessary communication (travel plans, parental contact, emergencies, etc.). All use of such devices will be controlled by school personnel. Violation of this policy will result in:

1<sup>st</sup> Offense: Confiscation of the electronic device for 24 school business hours.

2<sup>nd</sup> Offense: Confiscation of electronic device for 48 school business hours. The parent will be required to pick up the electronic device.

3<sup>rd</sup> Offense: Insubordination – Administrator discretion.

19. All students, including those age 18 or older, fall under the jurisdiction of the Charleston School District and must have parent/guardian signatures on all school forms.

20. This list is not to be considered all-inclusive. Any behavior by any student that is disruptive to the educational process will be dealt with accordingly.

## **STUDENT DISCIPLINE**

### **Assault and Abuse of Students and Staff Members**

According to Act 706 of 1997, students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc. constitute battery and/or assault and are strictly forbidden.

Profanity and rude abusive language directed at others is considered abuse and is also strictly forbidden.

Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified when a felony or an act of violence may have been committed on campus.

### **General Statement of Jurisdiction**

According to Act 742 of 1997, a student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual un-cleanliness, 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 contained in the student handbook. Discipline consequences may range from a minimum of a reprimand to a maximum of expulsion.

## **STUDENT DRESS CODE**

The Charleston Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.

In order to enhance high standards in our school, we must encourage neatness, cleanliness, and decency in personal dress and appearance. Hair should be maintained neat and clean at all times. Clothing styles that are revealing to the point of distraction are not appropriate. The judgment of the faculty and/or administration as to what is the point of distraction will be final.

Shorts will be permissible dress at CMS under the following restrictions:

Shorts, dresses, and skirts will be no shorter than the length of a dollar bill (approximately 6 inches) from the middle of the knee cap while the student is standing.

Clothing that covers the knee cap will not be considered shorts as previously specified in this section.

Special situations such as dress-up days, cheerleading uniforms, etc. will be considered by the principal.

Hats shall not be worn in the buildings.

Unusual hair dye that is distracting will not be allowed.

Tank tops and muscle shirts are not to be worn to school.

Any visible body piercing, except in the earlobe, is prohibited.

No student is to wear, carry, or display apparel deemed gang-related ("sagging" trousers, head rags, bandannas, etc.)

Bare midriffs, spaghetti straps, tank tops, and halter-tops are to be avoided.

Torn or frayed clothing (including holes) that reveal the undergarment are not allowed.

Clothes that mention tobacco or alcohol products by name or implicated are to be avoided.

Clothes that have suggestive slogans are not allowed.

Shoes with rollers in them are not allowed.

The judgment of the administration as to what is distracting will be final.

First warning: Student will be sent home, or will have to stay in the office. Classes missed for a violation of the dress code will result in an unexcused absence from that class.

Second warning: Student will lose privileges for the remainder of the semester. Students may face the possibility of suspension.

## **STUDENTS OWING MONEY**

Students who owe money to the school, their class, club, or have overdue books to the library, may be excluded from all extracurricular activities. These activities include athletics, cheerleading, dance team, band, school dances, banquets, clubs, school trips, or any other activity that is not required for graduation.

## **STUDENT REGULATIONS**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other

intoxicants, or anything represented to be a drug;

9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;

10. Inappropriate public displays of affection;

11. Cheating, copying, or claiming another person's work to be his/her own;

12. Gambling;

13. Inappropriate student dress;

14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;

16. Excessive tardiness;

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;

19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;

21. Sexual harassment; and

22. Bullying; and

23. Operating a vehicle on school grounds while using a wireless communication device.

The following basic rules should be followed:

A. Bring book, pencil, and paper to every class every day.

B. Be in your assigned seat before the tardy bell rings.

C. Hats or caps are not to be worn in the buildings.

D. No gum chewing.

E. No note writing.

F. No rubber bands.

G Obey all class rules.

I. Visitors are only allowed on school property when they have been cleared through the principal's office.

J. Students will pay for lost or damaged books.

L. Students must pay reasonable charges for damage to school property.

H. After a student absence, it is the responsibility of the student, not the teacher, to see that make-up work is completed.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

## STUDENT RIGHTS

If students or the parents of a student involved in a disciplinary ruling in which they wish to contest the ruling, they must state their complaint in writing to the principal asking that the ruling be changed. If that fails, the appeal must then go to the superintendent, and then the Board of Education.

The principal is authorized to suspend students from school for a period of ten (10) days for disciplinary reasons. The student shall be given orally or in writing the nature of his/her misconduct and the reason for and length of the suspension. The parent or guardian will be notified as to the reason for the suspension, its duration, and the manner in which the student may be re-admitted to school.

Students violating federal, state, or local civil codes on school property or during a school activity may be subject to disciplinary action by the school and by the offended civil agency.

## SURVEILLANCE

Areas of the Charleston School District campuses are subject to surveillance by cameras to enhance student and employee safety.

## TARDIES

**1st tardy** --- Teacher discretion

**2nd tardy** --- Teacher discretion

**3rd tardy** --- 500 word theme, due the next day, pertaining to daily lesson when possible. (Failure to complete theme will result in one (1) lick with paddle or one (1) day suspension.)

**4th tardy** --- Three (3) day in school suspension from class in which 4th tardy occurred.

**5th tardy** --- Three (3) day in-school suspension from all classes plus the possible loss of credit for class in which 5th tardy occurred.

This is to be done on a semester basis. Teachers will keep up with tardies in their grade books by placing a 'T' in the book on the appropriate day. After the third tardy, the teacher will fill out a tardy referral form and bring it to the principal. The report will include the dates of the tardies and class. (These will be placed in a discipline file.) Any student arriving more than 15 minutes late for a class is not to be admitted and should be sent to the office. This day the student will be considered absent.

## TEST EXEMPTION POLICY

The CHS semester test exemption policy allows students to be exempt from semester tests. Honors Classes are not subject to the test exemption policy. This exemption is for the spring semester only. Students in grades 9 -12 may be exempt from their semester test in a class if they meet the following requirements:

1. No more than five (5) absences with an 'A' average.

2. No more than four (4) absences with a 'B' average.

3. No more than three (3) absences with a 'C' average.

**Note:** Students with more than three (3) tardies could lose exemption.

ISS and suspensions days will count against exemptions.

Students with a 'B' or 'C' average may take their test in order to raise their grade, but grades will not be lowered due to test results.

Days absent during the semester testing week will count as two days absences toward being exempt. Example: If you have two days absent during the semester and you miss Monday of the semester test week, you would now be counted four (4) days absent from that class. If you also miss Tuesday, you would then have six (6) absences.

This policy is designed to stop exempt students from not attending school during the semester testing week. The only exclusions from this policy would require a doctor's statement or an administrative decision.

Students who are not exempt and have an unexcused absence during the testing week will be held in detention until 3:10 on the last day of school. Any student refusing to serve detention until 3:10 will be suspended five days at the beginning of the next school term. The purpose of this policy is to force non-exempt students to attend class during review periods. Students who are not exempt from all exams must still report on review days to the

classes in which they must take an exam.

## TESTING SCHEDULES

All semester tests will be scheduled by the principal. These testing schedules should be followed unless special permission is given. Semester tests will not be given to any student prior to the days scheduled for testing. If a student cannot meet during the testing schedule, special arrangements must be made with the principal to take the test(s) after the originally scheduled time.

Teachers must give a cumulative exam between weeks seven and eleven (7 and 11) for the first nine weeks and between weeks twenty-four and thirty (24 and 30) for the third nine weeks. All tests will have regular test weighting.

## TOBACCO POLICY

Since it is generally understood that tobacco use can be harmful to one's health, it shall be the policy of the Charleston Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products.

Students shall be informed of state laws and regulations regarding the use and purchase of such substances as well as the harmful aspects of the use of such substances. Teachers shall be well informed of their subject matter and use the best instructional material available when teaching about tobacco prevention.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

ACT 1555 of 1999 states: Smoking or use of tobacco products in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of a misdemeanor and be subject if a fine of not less than \$10.00 or more than \$100.00. **No student shall possess or use tobacco or tobacco paraphernalia on school property or at school-sponsored events.** Also, see dress code policy. Students are encouraged to seek treatment and or counseling for tobacco and drug/alcohol problems. Discipline action for violation of the tobacco policy will be at the discretion of the administration.



# Student - Parent Discipline & Attendance Acknowledgment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

This certifies that we (parent/guardian and student) have received the discipline and attendance policies of Charleston Public Schools as outlined by Act 104 of the 1983 1st Extraordinary Session of the General Assembly of the State of Arkansas and policies of the Charleston Board of Education. The law states this form must be signed by parent and student and returned to the school to be kept on file in the principal's office.

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

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

Date \_\_\_\_\_

Act 838 of 1991 mandates that no child shall be admitted to any public school without an official copy of that child's birth certificate and child's social security number.

The Act also states that if there is an objection to using the social security on school records, the requirement can be waived by parents signing a notarized statement regarding their objection. If this is the case, a number will be assigned to the child by the school as allowed by the State Department of Education and the Social Security Administration. This number or the social security number will be placed on the child's transcript only.

Sincerely,

Shane Storey

PLEASE CUT HERE AND RETURN TO SCHOOL