

thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is* the foundation for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

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

Parents or guardians may give consent for a student to participate in Smart Core.

⇒ **Available in Back of Handbook: SMART CORE INFORMED CONSENT FORM**

Parents or guardians may waive the right for a student to participate in Smart Core.

⇒ **Available in Back of Handbook: SMART CORE WAIVER FORM**

SMART CORE CURRICULUM	CORE CURRICULUM
<p>English – 4 units</p> <ul style="list-style-type: none"> • English 9th Grade • English 10th Grade • English 11th Grade • English 12th Grade <p>Mathematics – 4 units; one unit must be taken at 11th or 12th grade</p> <ul style="list-style-type: none"> • Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9) • Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10) <p>Natural Science – 3 units with lab experience chosen from:</p> <ul style="list-style-type: none"> • Biology (1 unit) Two units from the following three options: • Physical Science • Chemistry • Physics or Principles of Technology I & II or PIC Physics <p>Social Studies – 3 units (see note beside Economics)</p> <ul style="list-style-type: none"> • Civics – ½ unit • World History – 1 unit • American History – 1 unit <p>Oral Communication – ½ unit</p> <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Economics – ½ unit (may be counted toward Social Studies or Career Focus)</p> <p>Fine Arts – ½ unit</p> <p>Career Focus – 6 <i>(Comparable concurrent credit may be substituted where applicable.)</i></p>	<p>English – 4 units</p> <ul style="list-style-type: none"> • English 9th Grade • English 10th Grade • English 11th Grade • English 12th Grade <p>Mathematics – 4 units</p> <ul style="list-style-type: none"> • Algebra I or its equivalent • Geometry or its equivalent • All math units must build on the base of algebra and geometry knowledge and skills <p>**A two-year algebra equivalent or a two-year geometry equivalent may each be counted as 2 units of the 4 unit requirement.</p> <p>Science – 3 units</p> <ul style="list-style-type: none"> • At least 1 unit of Biology • At least 1 unit of a physical science <p>Social Studies – 3 units (see note beside Economics)</p> <ul style="list-style-type: none"> • Civics – ½ unit • World History – 1 unit • American History – 1 unit <p>Oral Communication – ½ unit</p> <p>Physical Education – ½ unit</p> <p>Health and Safety – ½ unit</p> <p>Economics – ½ unit (may be counted toward Social Studies or Career Focus)</p> <p>Fine Arts – ½ unit</p> <p>Career Focus – 6 <i>(Comparable concurrent credit may be substituted where applicable.)</i></p>

CURRICULUM: COURSE OFFERINGS

In keeping with the general philosophy and objective, the DeWitt School District shall endeavor to offer its students a comprehensive program of studies in attempting to meet the needs of all students. Evaluation is continuous; therefore, revision will be made as needed.

A student may choose courses from their current grade or lower.

CURRICULUM OFFERINGS 2014-2015**LANGUAGE ARTS**

English 9	Grade 9	1 unit
Pre-AP English 9	Grade 9	1 unit
English 10	Grade 10	1 unit
Pre-AP English 10	Grade 10	1 unit
English 11	Grade 11	1 unit
AP English Language	Grade 11	1 unit
English 12	Grade 12	1 unit
AP English Literature	Grade 12	1 unit
Freshman Comp I	Grade 12	1 unit
Freshman Comp II	Grade 12	1 unit
Critical Reading	Grade 9	½ unit
Creative Writing	Grade 9	½ unit
Journalism	Grade 10	1 unit
Oral Communications	Grade 10	½ unit
Drama**	Grade 10	½ unit

MATHEMATICS

Algebra I	Grade 9	1 unit
Algebra A	Grade 9	1 unit
Algebra B	Grade 9	1 unit
Geometry	Grade 10	1 unit
Geometry A	Grade 10	1 unit
Geometry B	Grade 10	1 unit
Bridge to Algebra II	Grade 11	1 unit
Algebra II	Grade 11	1 unit
Algebra III	Grade 11	1 unit
Pre-AP Precalculus	Grade 11	1 unit
AP Calculus	Grade 12	1 unit
Survey of College Math**	Grade 12	1 unit
College Algebra**	Grade 12	1 unit

SCIENCE

Physical Science	Grade 9	1 unit
Pre-AP Physical Science	Grade 9	1 unit
Biology	Grade 10	1 unit

Pre-AP Biology	Grade 10	1 unit
AP Biology	Grade 11	1 unit
Chemistry	Grade 11	1 unit
AP Physics I	Grade 11	1 unit
Environmental Science	Grade 11	1 unit
Physics	Grade 12	1 unit
AP Physics II	Grade 12	1 unit
SOCIAL STUDIES		
Civics (.5)	Grade 9	½ unit
Economics	Grade 9	½ unit
Pre-AP Civics (.5)	Grade 9	½ unit
Pre-AP Economics	Grade 9	½ unit
World History	Grade 10	1 unit
AP World History	Grade 10	1 unit
Psychology**	Grade 10	½ unit
American Government**	Grade 10	½ unit
American History	Grade 11	1 unit
AP US History**	Grade 11	1 unit
FINE ARTS		
Art I	Grade 9	1 unit
Art II	Grade 10	1 unit
Art History I	Grade 9	½ unit
Art History II	Grade 9	½ unit
Pottery	Grade 10	½ unit
Arts & Crafts	Grade 10	½ unit
Band I,II,III,IV	Grade 9	1 unit
Choir I,II,III,IV	Grade 9	1 unit
HEALTH AND PHYSICAL EDUCATION		
Physical Education	Grade 9	1 unit
Jr Athletics	Grade 9	1 unit
Health	Grade 10	½ unit
Sr Athletics	Grade 10	No unit
FOREIGN LANGUAGE		
Spanish I**	Grade 10	1 unit
Spanish II**	Grade 11	1 unit
CAREER FOCUS-DEWITT HIGH SCHOOL CAMPUS		
Computer Business Applications*	Grade 9	1 unit
Digital Communications I*	Grade 10	½ unit
Digital Communications II*	Grade 10	½ unit
Digital Communications III*	Grade 11	½ unit
Digital Communications IV*	Grade 11	½ unit
Accounting I*	Grade 10	1 unit
Office Management*	Grade 11	1 unit
Advertising	Grade 11	½ unit
Sports Marketing	Grade 11	½ unit

Intro to Hospitality**	Grade 10	½ unit
Photography**	Grade 10	1 unit
Intermediate to Photography**	Grade 11	1 unit
Senior Tech Seminar	Grade 12	1 unit
EAST I,II,III	Grade 10	1 unit
FACS	Grade 9	1 unit
Family Dynamics	Grade 10	1 unit
Child Development	Grade 10	½ unit
Parenting	Grade 10	½ unit
Foods & Nutrition	Grade 10	½ unit
Personal & Family Finance	Grade 10	½ unit

CAREER FOCUS-UNIVERSITY OF ARKANSAS-PHILLIPS COMMUNITY COLLEGE CAMPUS

Survey of Agriculture*	Grade 9	1 unit
Intro to Horticulture*	Grade 10	½ unit
Greenhouse Management*	Grade 10	½ unit
Ag Business *	Grade 10	½ unit
Ag Marketing*	Grade 10	½ unit
Plant Science*	Grade 10	½ unit
Managing Natural Resources*	Grade 10	½ unit
Ag Mechanics*	Grade 10	1 unit
Small Gas Engines*	Grade 10	½ unit
Ag Electricity*	Grade 10	½ unit
Intro to Medical Professions*	Grade 10	½ unit
Intro to Medical Procedures*	Grade 10	½ unit
Medical Terminology*	Grade 11	½ unit
Human Behavior*	Grade 11	½ unit
Human Anatomy and Physiology*	Grade 12	1 unit
Metal Fabrications*	Grade 10	1 unit
Gas Metal-Inert Gas*	Grade 11	1 unit
Gas Metal-Inert Gas Lab*	Grade 11	1 unit
Shielded Metal Arc*	Grade 12	1 unit
Shielded Metal Arc Lab*	Grade 12	1 unit
Intro to Criminal Justice*	Grade 10	1 unit
Law Enforcement I*	Grade 11	1 unit
Criminal Law*	Grade 12	1 unit
Intro to RET*	Grade 10	½ unit
Biofuels*	Grade 10	½ unit
Industrial Safety*	Grade 11	½ unit
Intro to Mechanics*	Grade 11	½ unit
BioMass Procedures*	Grade 12	½ unit
Basic Electricity*	Grade 12	½ unit

*Concurrent Credit

**Virtual Arkansas

CURRICULUM: LOCAL CREDIT

Former local credit courses (Yearbook, ACT Prep, Driver’s Education, Library Skills, and Enrichment) will no longer count as credit or toward GPA. Driver's Education will count as local elective ½ credit.

CURRICULUM: VIRTUAL ARKANSAS

Virtual Arkansas is an Arkansas-based blended learning environment in partnership with the Arkansas Department of Education and Arkansas Education Cooperatives to provide an array of course offerings to students. Students learn through a digital learning environment.

FREE TEXTBOOKS

Students in grades 9-12 will be furnished free textbooks by the state. These books will be issued to the student upon enrolling in each class. Students are responsible for proper care of these books. They will be turned in each year at the close of school. Students will be charged for lost or damaged books. Books are not to be written in, except for the name label.

GRADING POLICY & GRADING SCALE

The purpose of a grading system is to provide adequate information to parents, students, and the office. Grades assigned to students for performance in a course 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 the student learning expectations contained in the curriculum frameworks may also be given. The reporting period is each nine weeks. Credit is given at the end of the first and second semesters.

ACT 576 of 1993 states: The following grading scale shall be used by all public schools in the state for all courses, except advanced placement courses offered.

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

For the purpose of determining grade average, numeric value shall be given as listed below:

A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. Except with the exception of Advanced Placement, IB, and approved honors courses which shall have numeric values of A= 5 points, B = 4 points, C= 3 points, D= 2 points, F= 0 points. Students taking AP courses must take the AP exam to receive weighted credit.

GRADUATION: HONOR GRADUATES

Act 980 of 1991 states that to be an Honor Graduate, a student must have successfully completed the College Prep or Tech Prep tract. In order to be an Honor Graduate at DeWitt High School, a student must meet the following criteria:

1. Meet high school graduation requirements.
2. Have 25 or more credits.
3. Have a 3.75 GPA for seven semesters. GPA will be carried to four decimal places. Students with the same rounded GPA will share the same class rank.
4. Any student that raises their GPA to a 3.75 or higher during the eighth semester will be recognized as an Honor Graduate at graduation.
5. The top Honor Graduates will be asked to deliver speeches and/or participate in other parts of the commencement.
6. Program organization is left to the discretion of the administration.
7. To be eligible for an academic honor a student must complete the entire school year at DeWitt High School.
8. Final class rank, which will be entered on the permanent records, will be determined at the end of the eighth semester.
9. To be an honor graduate the following courses must be completed to be considered:

Math - 4 units, which include Algebra I or its equivalent, Geometry or its equivalent, and Algebra II.

English - 4 units.(Freshman Comp may take the place of Senior English if it is taken during the senior year, and the student has an ACT score of 19 in English)

Science - 4 units, which include Physical Science, Biology, Chemistry, Physics, AP Physics or AP Biology.

Social Studies - 3 units, which include Civics, U.S. History and World History.

Foreign Language - 2 units. Both units must be in the same foreign language.

All required courses must be listed in the DHS master schedule.

TESTING: NINE WEEKS & SEMESTER TESTS

The first nine weeks grade of each semester will be determined by using daily work (homework, weekly tests, and other assignments) and a nine weeks test, which will count a maximum of 20% of the nine weeks grade. The second nine weeks grade of each semester will be determined the same, as the first nine weeks grade except a nine weeks test will not be given. A minimum of six grades, excluding a nine weeks test or semester test, will be required each nine weeks.

For absences during the week of nine weeks or semester tests, the student will not be allowed to make up work or tests for an unexcused absence unless the students has administrative permission.

Progress Reports

DeWitt School District has a nine-week grading period. Parents of all students will receive a progress report at 4 ½ weeks in writing.

Semester Tests

The semester test shall be a comprehensive test covering the context of the two nine weeks grading periods of each semester. The semester test shall carry the academic weight of 20% of the semester grade. The formula for computing the semester grade is as follows: double each nine weeks grade average, add the test score and divide by five.

Students will not be allowed to take semester exams until all fines have been paid and textbooks, etc. have been turned in.

TESTING: EXEMPTION FROM TESTS

Students may be exempt from their first and/or second semester tests if they meet the following criteria for that semester:

C - 3 absences, B-4 absences, or A-5 absences. The student must have paid all monies owed to any organization on campus (such as, but not limited to: library fines, damaged or lost textbooks, calculators, etc.). There will be no exception made for this rule. Exemptions are based on individual classes.

Student Policies and Procedures

ADMISSION

The board will admit students to the schools of the district on an individual basis, upon an application of the parent or guardian of the student to the board at the beginning of each school year.

Students will not be excluded from any school within the district except by due process or failure to meet specifications of policies contained herein. The board fully recognizes that providing equality of educational opportunities for all children requires such objectivity. The board is equally concerned that all admissions policies adhere strictly to applicable legal requirements, e.g., health-related standards.

Students admitted to the schools of the district will be subject to the following requirement of admission:

General Requirements

A student entering the DeWitt School District for the first time shall submit a copy of his/her birth certificate, which shall be recorded as part of his/her permanent record.

Act 244 of the General Assembly of the State of Arkansas of 1967, as amended, requires that all children to be admitted to a public or private school must be immunized from poliomyelitis, diphtheria, rubella, tetanus, pertussis (whooping cough), and red (rubella) measles, as evidenced by a certificate from a licensed physician or public health department.

Date of Birth Documentation

Birth Certificate, Registrar Statement, Baptismal Certificate, Passport, Affidavit, Military ID or previous school record.

Residency Requirements

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

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

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

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

Note: Residency requirements of homeless students is governed by policy 4.40 – HOMELESS STUDENTS ACT 1255 of 2005 give the Department of Human Services the authority to require a school district to waive the Residence requirement for foster children unless a court determines it is not in the child's best interest for the child to Remain in his/her current school. The Act further provides that districts are "encouraged to work out a plan of transportation for the child to remain in the child's current school."

Transfer Students

A student enrolling in the DeWitt School District from another school district should present his/her report card and other information available pertaining to his/her classification. A transfer student must notify upon enrolling in DeWitt School District if he or she is currently under suspension of expulsion in another school district. His/her transcript and cumulative folder will be requested by the DeWitt School District from the school formerly attended by the student. A transfer student will be classified and enrolled on a temporary basis until confirmation of standing is received from the school from which the student has withdrawn.

Tuition Agreement between Schools

If parents that live in the DeWitt School District wish that their children attend another public school outside district boundaries, the board will work to obtain a tuition agreement between the two schools. The DeWitt School District will only do this with districts that will reciprocate if they have students in their district who wish to attend the DeWitt Schools. The amount of tuition will be determined by an agreement between the two boards. This amount will be adjusted each year. Each

student requesting an agreement will be approved or disapproved individually by the board.

A. Residence:

A residence, for the purpose of attending school in the DeWitt District, is one that has utilities connected. Also, a letter must be on file in the superintendent's office stating that the family actually lives there.

B. Living with Relatives

If a student from an adjoining district lives with a relative to attend school in this district, that relative must be the legal guardian of the person by a court order.

Legal References:

Ark. Stat. Ann. §§80-213, 80-509, 80-501, 80-1504, 80-1505, 80-1517, 80-1518, 80-1528; Act 436 of 1981; Act 60 of 1983;

CODE OF ETHICS

As a student of DeWitt High School, I pledge myself:

- To honor and respect the flag of the United States at all times.
- To preserve the high principles of citizenship and sportsmanship upon which the DeWitt School tradition is established.
- To improve and maintain the appearance of the campus, realizing that its appearance reflects directly on me as a student.
- To be active in all school activities of which I am capable, realizing that I will receive only as much as I contribute.
- To encourage the spirit of all DeWitt athletic teams.
- To develop and maintain a courteous attitude toward our community and other schools.
- To maintain a courteous and respectful attitude toward the faculty.
- To conduct myself in a courteous manner in all assemblies.
- To refrain from any action that might reflect unfavorably upon my school or me.

STUDENT GOALS & OBJECTIVES

The staff and faculty of the district will ensure that all students enrolled in the schools have the opportunity to grow to their fullest potential in all areas. Specifically, each student will be encouraged:

- To achieve a feeling of self-worth.
- To accept the worth and dignity of all people.
- To be creative in the student's selected field of endeavor.
- To develop a positive attitude toward the rights and privileges of participating citizenship and an understanding of the responsibilities involved.
- To grow as a responsible member of the family and to recognize the family as the basic social unit.
- To attain and preserve good physical and mental health.
- To plan for and appreciate the wise use of leisure time.
- To develop and maintain a positive attitude toward the learning process.
- To develop skills and abilities to communicate ideas and feelings.
- To acquire habits of analytical thinking and problem solving.
- To achieve the fullest potential in the basic academic areas.
- To develop skills necessary to utilize all available educational resources.
- To understand the American economic system and its relationship to a productive life.
- To realize the role of vocations in society and to understand the changing opportunities open to the student.

ALTERNATIVE LEARNING EDUCATION (ALE)

As is required by A.C.A. 6-18-508, the DeWitt School district's ALE is provided at the High school. An assignment of students to ALE is not subject to appeal or review to the DeWitt School District Board of Directors.

ATTENDANCE POLICY

Act 473 of 1989, Act 572 of 1995, Act 1223 of 2011

Act 473 of 1989 and Act 572 of 1995 requires school districts to establish the number of allowed absences, and will be used as a basis for denying course credit to students during a semester. The DeWitt School District has established that a total of 10 absences will be the maximum allowable for a semester. A letter will be sent to

parents following the fifth and tenth absence. Any student that exceeds the attendance policy shall attend classes on an audit basis for the rest of the semester and receive a failing grade. Excessive absences will force the school to contact the court system. Exceptions will be made as necessary according to the student's 504 plan or IEP.

Student absence will be excused or unexcused. Students missing more than two (2) unexcused days in any class or ten (10) total days in any class, during a given semester, may receive a failing grade and may not receive credit in that class or classes unless an extension has been granted by the principal for extenuating circumstances.

Students should bring a note for the following reasons:

- The student's illness or when attendance could jeopardize the health of other students. A maximum of ten (10) 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.
- Death or serious illness in their immediate family. Observance of recognized holidays observed by their faith. Attendance at an appointment with a government agency. Attendance at a medical appointment
- Exceptional circumstances with prior approval from the district.
- Participation in a school related or 4-H activity.

A student's parent or guardian is allowed to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of ten (10) absences allowed.

Additional absences may be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting.

The following rules apply:

- In order to earn credit in a class, a student must be in attendance until the end of the semester and fulfill all class responsibilities.
- Students will be directly responsible to each teacher for each absence or tardy.
- A student who misses more than 15 minutes of a class will be considered absent.

When a student has accumulated five (5) absences, the teacher shall notify the principal's office. The student's parents, guardians, or parent in loco parentis will be notified of the student's absences by regular mail with a return address on the envelope no later than the following day in which such absence occurred with an explanation of the attendance policy and the need for a parent-student-principal conference to discuss the student's absence.

A second letter will be sent following the tenth absence. Following the eleventh (11) absence, the school district shall then notify the prosecuting attorney, and the student's parent, guardians, or parents in loco parentis shall be subject to a civil penalty in such amount as a court competent jurisdiction presiding in the presence of a representative of the school district may prescribe, but not to exceed \$500.00 plus cost of court and any other reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school attended by student.

Students will be allowed to make up work missed. It is the student's responsibility to ask the teacher about make-up work. The student will have one day to make up work for each day absent. Students will not be allowed to make up work missed while suspended or expelled.

If a test is scheduled when a student is absent, he/she will be responsible for taking the test upon returning to school. Approved school trips or school functions will not be considered absences.

Students who are absent during either all or part of the day shall not participate in any school activity on that day or night unless the principal or athletic director grants permission.

If a student is transferring from another school, any days missed at the other school will count as days missed at DeWitt High School.

Students are to check in and out through the principal's office when arriving late or leaving early during the school day.

Students must have written permission from a parent or legal guardian to leave school early. A student who leaves during the school day will only be readmitted that same day if the student had a doctor's appointment, attended the funeral of an immediate family member, had a mandated court appearance, or had the principal's permission.

For absences during the week of nine weeks or semester tests, the student will not be allowed to make up work or tests unless the student has administrative permission.

Each public, private or parochial school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. Upon receipt of such notification, the Department of Finance and Administration shall notify the licensee by certified mail, return receipt requested, that his motor vehicle operator's license will be suspended unless a hearing is requested in writing thirty (30) days from the date of notice.

ATTENDANCE: COMPULSORY ATTENDANCE

The DeWitt School District will comply with the laws of Arkansas as they apply to students. Any educable child who will reach his/her fifth birthday on or before September 15th of the year in which the child would enter school and/or who has not passed his/her twenty-first birthday or graduated from high school provided the child lives within the geographical limits of the district.

With the exception of those children exempt by law, the schools of the district shall enroll all children between the ages of five (5) through seventeen (17) years, both inclusive. The minimum age for enrollment is age five on/before August 1, of this year (must have date of birth documentation). Date of birth documentation includes birth certificate, registrar statement, baptismal certification, passport, affidavit, military ID, or previous school records. 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 of age. Persons over the age of twenty-one (21) years of age will not be permitted to enroll in the kindergarten through grade twelve (12) programs.

ATTENDANCE: TRUANCY

A student is truant if he/she is absent from school under the following conditions:

- Without permission of parent or guardian.
- Without permission or without leaving word with the principal.
- Included in the above shall be skipping any class, study hall, pep rally, student activity, or assembly.
- Failure to report to principal after having been sent out of class.

ATTENDANCE: TARDY

A student is considered tardy when the student is not in his seat when the bell rings. The student will receive a warning on the first tardy in the nine weeks. Each tardy thereafter in the nine weeks will constitute one day of Detention Hall.

BULLETIN BOARDS

The bulletin boards are to be used for posting information of interest to the student body. However, placement of posters, stickers, or notices on the bulletin boards must be made with the principal's permission and approval.

CLOSED CAMPUS

All students must remain on campus from the time of arrival in the morning until school is dismissed in the afternoon.

Cars will be parked and left unoccupied until school is dismissed. Students will park their cars in the parking lot east of the high school.

Students should remember to bring all books, equipment, supplies, or materials needed for that day. Requests to go home to get books, gym suits, band instruments, etc. will in all probability be refused.

If it is necessary for a student to leave school before 3:15 p.m., he should bring a note from his/her parents, stating the nature of the request and the time the student is to leave. The note should include information as to where the parents can be contacted prior to the time for the dismissal of the student. If permission is granted by the principal, the student will sign the checkout book giving the time and reason for leaving. The note should be submitted early enough for the principal to contact the parents.

COMPLAINTS & GRIEVANCES

Adopted March 14, 1989

If a student and/or the parent of a student involved in a disciplinary ruling or otherwise have complaint or grievance, the person must observe the following procedures:

LEVEL ONE - The resolution of a grievance, through free and informal communications as close as possible to the point of origin is encouraged. A

student/parent with a grievance must first take it to his/her immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

LEVEL TWO - In the event the aggrieved person is not satisfied with the disposition of his/her grievance at level one, he/she must file the grievance in writing with the superintendent or his/her designee. Within ten (10) days from receipt of the grievance, the superintendent or his/her designee shall request a conference with the aggrieved or render a written decision as to the solution.

LEVEL THREE - In the event the aggrieved person is not satisfied with the disposition of his/her grievance at level two, he/she may request the superintendent or his/her designee to schedule a hearing before the board at its next regular meeting. If the grievance involves Personnel School Board policy BCBF paragraph four (4) adopted April 12, 1988, will govern procedure.

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

DISCIPLINE POLICY, RESPONSIBILITIES, & DEFINITIONS

Who is responsible for student conduct?

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations, which serve to guide the actions of individuals. Along with the freedom comes the responsibility to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

STUDENTS

Students have the responsibility to pursue their education in the DeWitt School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools abiding by rules and regulations established by the Board of Education and the school of attendance, and implemented by

teachers and school administrators. EACH STUDENT is responsible for his/her own conduct at all times.

PARENTS OR GUARDIANS

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home. This contact between school and home will maintain behavior standards.

TEACHERS

All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher, but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum, which will promote the learning process, and to utilize sound techniques, which seem appropriate. These techniques include conference with students and parents, referral to counselors at the school, or referral to other supportive service personnel of the district (school nurse, etc.). The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to assist the student to maintain proper controls of his/her behavior, the student is to be referred to the appropriate administrator in the school.

PRINCIPALS

The principal of each school is expected to disseminate to all students at the beginning of the school year, and to each new student upon registration, the rules and regulations, currently in effect for that school. In developing rules and regulations the principal is expected to involve representatives of the teaching staff, the student body, and the patrons of the school. The principal of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. Each principal, or principal's designee, is authorized to assign students to detention, to work detail, to probation status, and to suspend or to recommend the expulsion of students. The principals are expected to inform the parents or

guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

SUPERINTENDENT

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to standards of student behavior.

BOARD OF EDUCATION

The Board of Education of the DeWitt School District acting through the superintendent holds all school employees responsible for the supervision of the school. The Board expects all employees to be concerned with student behavior and when and where unacceptable behavior occurs, to take appropriate action.

For the following policies, where a list of disciplinary actions is given and minimum punishment is listed, the administrator reserves the right to accelerate to the more extreme action in situations where a student has been involved in previous policy violations or the behavior is such to warrant more extreme disciplinary action.

DEFINITIONS

- Expulsion: Prohibition of a student from entering the school or grounds (except for a prearranged conference with an administrator) until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.
- Suspension: Prohibition of a student from entering school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred, unless it is deemed a long-term suspension, which must be determined by the Board of Education only. Suspensions will be counted, as unexcused absences and no make-up work will be allowed.

- Probation: When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If the student breaks probation, expulsion will be recommended.
- Parent: The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the school of this district.
- Detention Study Hall: Supervised study conducted during lunch break, before, or after regular school hours.
- Voluntary School Withdrawal: In some cases where expulsion is imminent and in the principal's judgment expulsion may not be in the interest of the student, the principal may allow voluntary withdrawal. In such cases the parent/guardian waives the right to have a full hearing on the charge. When a student is voluntarily withdrawn, all credit is lost.
- Dismissal: Removal of a student from a classroom for that class period only.
- Certified Employee: An individual employed by the school district that holds a certificate to teach issued by the Arkansas Department of Education. This term includes, but is not limited to, teacher, counselors, coaches, and administrators.

DISCIPLINE: DETENTION HALL

Detention Hall will be every day after school from 3:20 until 3:50.

- Assignments will be for one day only and will be served the day following the assignment.
- Detention Hall assignments should be made for tardies, small classroom disruptions (talking, leaving desk without permission, etc.) no materials, or any other small offense whether in the classroom, hall, lunchroom or anywhere students are under school supervision.
- Detention Hall assignments will be made after the student has had one warning about an offense.
- After the sixth (on the 7th) assignment to Detention Hall in a 9-week period, the student will receive one-day in-school suspension or corporal

punishment. For each detention hall assignment after the seventh, the student will receive one day of in-school suspension.

- Any student who fails to attend detention hall will receive one day of in-school suspension.
- The principal may alter or add to any Detention Hall assignment.

DISCIPLINE: CORPORAL PUNISHMENT

Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any student for good cause to maintain discipline and order within the public schools. In 1977, the U.S. Supreme court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violating the Eighth Amendment to the U.S. Constitution. *Legal Reference: Arkansas State Ann 80-1629 Ingraham V. Wright 425 U.S. 990 (1976)*

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

- Any certified employee of the district may administer corporal punishment. The student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position, which shall be considered prior to corporal punishment.
- Refusal to take corporal punishment may result in suspension. In the event a student decides to go home rather than take the corporal punishment, the days missed will be counted as unexcused absences.
- The employee administering the corporal punishment shall prepare a written report stating the reason for the punishment and the name of the witness and shall submit a copy to the principal's office. Corporal punishment will be administered according to the following requirements:
 1. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
 2. It will not be administered in the presence of other students, or in a spirit of malice or anger, nor will it be excessive.

DISCIPLINE: DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion.

Due process is afforded to students in disciplinary cases of some magnitude such as:

- Suspension
- Expulsion
- Statements removed from students records and
- Clearing one's reputation

The U.S. Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment to the Constitution of the United States.

The due process rights of students and parents are as follows:

1. Prior to any suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the student suspended shall have the right to appeal to the superintendent of schools.

DISCIPLINE: EXPULSION

State laws and State Board of Education regulations permit local school officials to expel student who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

1. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.

3. The school board may expel a student for the remainder of the semester, for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
4. Permanent expulsion is appropriate when serious bodily harm occurred or reasonably could have been expected to occur to another person, for selling or transferring drugs on school property and participation in walkouts or boycotts.
5. The superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident, which caused the expulsion recommendation, to parent if a student is a minor or to the student if he/she is an adult. At the written request of parent(s) or guardian the superintendent shall schedule within a reasonable time a hearing before the Board of Education and shall notify the parent(s) or guardian in writing as to the time, place and purpose of the hearing. The parent(s) or guardian must notify the superintendent within five (5) working days of the expulsion notification of their desire for a hearing concerning the expulsion recommendation.
6. The notice also will state charges made against the student in clear and concise terms, the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.
7. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
8. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
9. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issue.
10. Normally, formal cross-examination will not be permitted.
11. During the course of the hearing if the board determines that the credibility of any witness is an issue, it will permit cross-examination by the student, the

- superintendent, or their representatives of those witnesses whose credibility has become an issue.
12. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
 13. The student may observe all evidence offered against him/her.
 14. Members of the board may question any witness.
 15. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
 16. If the board does not expel the student with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of schoolwork. The board shall briefly state its findings in writing within ten days after the hearing.
 17. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
 18. If the student wishes, the record will be transcribed and a copy furnished the student. Copies of all statements used as evidence will be included with the record.
 19. The school administration has the responsibility to present the evidence to the board, and the administration is entitled to open and conclude the hearings.
 20. Students who are expelled are not to attend or participate in any school activity during the time they are expelled.
 21. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questions by non-board members.

DISCIPLINE: SUSPENSION

The directors of any school district may suspend any person from school for immorality, unruly conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school, or harm other students, but such suspension shall be disruptive or unmanageable conduct, insubordination, profane, violent, vulgar or insulting language, or other conduct that would tend to disrupt the educational process.

In DeWitt School District, authority to suspend a student is delegated to the school principal or his designee. A student will be expelled for the remainder of the semester on his/her third suspension. All such cases must be reported to the superintendent.

Suspension Procedure

1. The principal may temporarily dismiss any student from class for disciplinary reasons.
2. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take disciplinary action.
3. The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
4. Prior to such suspensions, the principal or designee shall inform the student either orally or in writing about the infraction.
5. If the student denies the charges, the principal shall explain to him/her the evidence, which forms a basis of the charges and shall permit the student to present his/her side of the story.
6. The informal administrative conference normally will be held prior to the removal of the student from school, except where the student's conduct and presence pose a danger to persons or property or a threat of material disruption of the educational process, in which case the student may be removed from the school immediately. In such cases the administrative conference will be held as soon as practical.
7. The school official suspending a student shall notify the custodial parent or guardian on the day suspension is imposed by mail at the address reflected on the records of the school district. The suspension notice will include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school and the procedure for review of the suspension. A student-parent-principal conference will be required as a condition for reinstatement of the suspended student.
8. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
9. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
10. If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parent or guardian (when the student is a minor) request a hearing before the

superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request. The superintendent of school or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his/her actions within five days of receipt of the principal's report.

11. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his parent so request, a hearing shall be scheduled before the school board after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter, or modify the suspension.
12. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
13. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights for expulsion.
14. A student may receive a maximum of 10 days of out-of-school suspension. Any subsequent suspension beyond the 10 day allowance may result in a recommendation of expulsion. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice; hearing and the other rights provided herein having been first given if the school is undergoing violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

DISCIPLINE: IN-SCHOOL SUSPENSION

The ISS on campus suspension program is designed to keep students in school who have committed violations of school rules and require removal from the regular school environment. Assignment of students to ISS by school district

administration is not subject to appeal or review to the DeWitt School District Board of Directors

The program emphasizes regular attendance, exemplary conduct, and intensified learning effort. ISS affords students the opportunity to remain current on all school work.

Students assigned to ISS study in an isolated environment away from the mainstream of the regular school program, activities, and students.

Teachers of the classes for which the student is regularly scheduled prepare assignments for each student.

While assigned to ISS, the student will:

1. Be isolated from the rest of the student body.
2. Refrain from talking to other students assigned to ISS.
3. Complete assignments given by all teachers.
4. Be present and on time each day.
5. Cooperate completely with the ISS teacher.
6. Eat lunch at the time and place designated by the teacher. If the student brings his/her lunch upon arrival that day, he/she will eat at the same time as the other students.
7. Produce acceptable class work.
8. Spend time in study and preparation of assignments. Idleness will not be permitted.
9. A student will receive one warning of a violation.
10. If the student has more than one violation, he/she may be sent home unexcused. Once the student returns to school, the remainder of ISS must be served before returning to regular classrooms.
11. If a student is absent during ISS the parent must contact the school to verify the absence.
12. A student may receive a maximum of 9 days ISS per semester. On the 10th day of ISS in a semester, the student will receive 2 days Out of School Suspension. All further ISS assignments will be an equal number of days Out of School Suspension instead of ISS until the end of the semester.
13. Students may not participate or attend any extracurricular activities, such as but not limited to, practice, ball games, dances, band concerts, and school trips, etc. during the assigned days in ISS.
14. Students must go to their locker before they go to ISS the first day. Students must bring pencil, pen, paper, and all of their books on the first day.

DISCIPLINE: GROUP HEARINGS FOR SUSPENSION/EXPULSION

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

1. A group hearing will not likely result in confusion, and
2. No student will have his/her interest substantially prejudiced by group hearing. If, during the hearing, the resident finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be in order for that student.

DISCIPLINE: INTERROGATION/REMOVAL FROM SCHOOL

A student enrolled in the district shall not be interrogated by any law enforcement authority on the public property during regular school hours without the knowledge of the school's principal or his/her designee. All interrogations shall be conducted in private, with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials will allow the interrogation or removal to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardians.

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know anything he/she says may be held against him/her in court, for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented with a warrant or other order for arrest.

School administrators have the responsibility to notify parents of pending or past interrogations, to be present in the absence of parents during interrogations and assure that the student is aware of his/her rights, and to notify parents immediately if the student is removed from the school by legal authority. (School administrators have the responsibility to initiate proceedings for removing students from the school by legal authorities when the student becomes uncontrollable and/or disruptive.)

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

DISCIPLINE: STUDENTS WITH DISABILITIES

DeWitt School District will include the following regulations as they pertain to discipline of students with disabilities:

- Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so as such treatment does not abridge the right to free, appropriate public education.
- The individualized education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- Students with disabilities may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a disabled student be excluded for more than ten days in a school year.
- After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
- The suspended student should be offered alternate educational programming for the duration of the exclusion.
- The Special Education Supervisor shall be designated as a grievance office for Act 504.

DISCIPLINE: ROLE AND AUTHORITY

Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the directions of a volunteer or non-

certified staff member is a violation of this handbook, and will result in disciplinary action being taken against the student, ranging from (Suggested Penalty: a warning to permanent expulsion), depending on the circumstances.

Non-certified, non-instructional staff and school volunteers may not discipline students directly, except as otherwise provided, but are to refer discipline violations to a certified teacher or school administrator (or complete a discipline referral, as appropriate).

DISCIPLINE: STUDENT CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School employees have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

A student who is well informed considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function, or event, or in route to and from school.

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in order after each occurrence. However, the administration may exercise more extreme action in severe situations or in situations, which a student has been involved in other rule infractions.

Students who commit felonious acts on school district property or at school functions will be turned over to the police for prosecution as well as face disciplinary sanctions at school (Act 88 of 1995).

Conduct not permitted may result in a penalty ranging from reprimand to expulsion depending on the severity of the conduct.

DISCIPLINE: STUDENT PROHIBITED CONDUCT

Rule 1 – Disregard of Directions or Commands

A student shall comply with reasonable directions or command of teacher, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel.

Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

Minimum Penalty – Corporal Punishment or Detention Hall

Maximum Penalty – Expulsion

Rule 2 - Disruptions and Interference with School. No student shall:

1. Block the doorway, corridor, walkway;
2. Prevent students from attending a class or school activity;
3. Block normal pedestrian or vehicular traffic;
4. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption;
5. Refuse to identify himself/herself on request; or
6. Encourage other students to violate any rule or school board policy

Minimum Penalty - Reprimand

Maximum Penalty - Expulsion

Rule 3 - Immorality

A student shall abstain from indecent or immoral acts.

Minimum Penalty - Reprimand

Maximum Penalty - Expulsion

Rule 4 - Fireworks

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks on school property.

Minimum Penalty - Reprimand

Maximum Penalty - Expulsion

Rule 5 - Gambling

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

Minimum Penalty - Reprimand

Maximum Penalty - Expulsion

Rule 6 - Physical Abuse or Assault of School Staff (Act 706 of 1997)

A student who commits assault and/or battery upon a member of faculty or staff of the DeWitt School District shall be expelled from the DeWitt School District.

Minimum Penalty – Expulsion

Maximum Penalty - Permanent Expulsion

Rule 7 - Fighting / Physical Abuse / Assault by a Student on another Student / Assault, Threatened Assault and Abuse

Definitions:

- “Assault” is the willful attempt or threat to inflict injury upon the person or another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.
- “Battery” is similar to assault, but requires unexcused physical touching or injury.
- “Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

Statement of Policy:

Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this 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 whenever a felony or an act of violence may have been committed on campus.

First fight - Three day suspension.

Second fight - Five day suspension.

Third fight - Ten day suspension with recommendation to expel for the remainder of the year.

Rule 8 - Possession of a Knife

Any student who brings a knife to school will be expelled for the remainder of the semester. Any student who threatens bodily harm with a knife will be expelled for one calendar year.

Rule 9 - Possession of Weapons Forbidden

Any student who possesses, however briefly, any firearm, or other weapon identified by Arkansas law as prohibited on a school campus, shall be expelled from school for a period of not less than one calendar year.

“Firearm” is defined as any device designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable, and components that can readily be assembled into such a device.

The superintendent shall have discretion to modify the expulsion requirement on a case-by-case basis, but will generally do so only to avoid violating this provision; it is required by law that the expulsion proceeding be completed. Before any student who has been expelled for violating this provision may be readmitted after serving his or her sentence of expulsion, the student’s parents, guardians or other persons acting in loco parentis of a student must, by law, sign the Acknowledgement of Legal Liability statement:

I, _____, parent/guardian/person acting in loco parentis of _____ (student) understand that Act 1149 of 1999 makes it a crime for a parent, step-parent, legal guardian, person in loco parentis or who has legal custody of a minor pursuant to a court order and with whom the student resides, who knows that minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center and to fail to prevent the possession or fail to report the possession to the appropriate school or law enforcement officials.

Rule 10 - Alcohol Use by Students

The possession, use, sale, offering for sale, intent to sell, purchasing, being under the influence and/or consumption of intoxicating liquor, beer, wine or any other alcoholic beverage is prohibited while the student is present in any school building, or any school grounds, on any school vehicle and any other location while under school control and/or while involved in any school activity.

Possession as used herein shall specifically include, but not be limited to the existence of intoxicating liquor, beer, wine, or any other alcoholic beverage within the body of the student in any quantity. A.C.A., 4-18-502

Any person in violation of the provisions of the school policy pertaining to alcohol will be immediately removed from school property and will be subject to prosecution in accordance with the provisions of the law. If circumstances warrant, law enforcement officials may be notified.

Students attending school in DeWitt School District in violation of the provision of the school board policy pertaining to alcohol will be subject to the following disciplinary actions.

1st Offense: Minimum Penalty - Parent/Student/Principal conference and Five Day Suspension, Maximum Penalty - Expulsion
Second Offense:- Mandatory Expulsion

Rule 11 - Student Drug Abuse

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana,

designer drug, look-a-like drug, drug-like substance, substance purported to be a drug, or any other controlled substances, as defined in Act 590 of 1971 of the State of Arkansas as amended.

Controlled substances may be possessed and used by a student who has a prescription for the substance provided the substance remains in the container in which it was obtained from the pharmacist.

The principal, upon establishing reason to suspect that a student is engaged in the use of illegal substances, shall discuss this suspicion both with the student's counselor and the student. The student will be advised of the school's responsibility to share the suspicion with his parents. The principal shall hold a conference with the parents to discuss the seriousness of the suspected behavior and ways of securing competent help with the underlying causes of the suspected behavior.

11.1 - Student Suspected to be Under Active Influence of Drugs on School Property

When a student is suspected to be under the active influence of drugs while on school property, the student is to be referred to the school nurse for appropriate medical attention. The parents shall be notified immediately, advised of the abnormal behavior observed, and asked to take the student to the family physician or hospital. If the parents cannot provide transportation, the school nurse shall accompany the student to the physician or hospital with the principal or his designee.

If the symptoms are considered to be so severe as to present an emergency situation, the administrator(s) shall arrange to have the student immediately taken to the hospital by ambulance while other appropriate personnel inform the parents and the family physician.

If it is confirmed that the student has actually been under the influence of drugs, the following steps will be taken:

Minimum Penalty - Notification of law enforcement official, if circumstances warrant, ten-day suspension, and Probation

Maximum Penalty - Expulsion

If no charge is made because abuse was not confirmed but, on the basis of study by the principal or subsequent behavior by the student, the principal continues to suspect drug abuse, additional conferences will be held with the parents.

11.2 - Suspected Possession of Drugs on School Property

The principal, upon establishing reason to suspect that a student is carrying or has carried illegal drugs onto school property, shall confront the student with suspicion and supporting data. The student shall be advised of the principal's obligation to inform the parents.

The principal shall hold a conference with the parents to apprise them of all data, which tends to support the suspicion, the known health and safety risks associated with drug abuse, drug abuse laws, and ways of securing help with the underlying causes of drug abuse.

If it is considered appropriate on the basis of the above conference, other appropriate consultation, and/or further substantiation of the suspicion, the following steps will be taken.

Minimum Penalty -Notification of law enforcement officials, 10-day suspension, and probation.

Maximum Penalty – Expulsion

11.3 Suspicion of Selling or Transferring Drugs on School Property

In the instance when a student is suspected of selling or transferring drugs on school property the principal has the dual responsibility of protecting the rest of the student body from potentially dangerous influences and exposures and protecting the individual student's right to due process under the law.

When the principal has substantial reason to suspect that a student is engaged in selling and/or transferring of drugs, the student shall be confronted with the suspicion. He/she shall be advised of the school's responsibility to share this suspicion with the student's parents. The parents shall be informed in a subsequent conference that the principal is compelled, due to the seriousness of the proper law enforcement officials. The parents shall be given information regarding the relevant drug abuse law and be advised to consult with their physician and attorney. The parents shall also be apprised of the various services available to them and to the student.

If it is considered appropriate on the basis of the above conference, other appropriate consultation, and/or further substantiation of the suspicion, the proper law enforcement officials will be notified and the student will be expelled.

Under any circumstance which appears to be of a serious nature involving a student or students suspected to be under the influence of drugs or of having possession of drugs or selling or transferring drugs on school property, the building principal shall immediately contact the Superintendent of Schools or his assistant designated to act in his behalf to inform him that the proper law enforcement officials have been contacted to investigate and take appropriate action.

Penalty - Permanent Expulsion

11.4 Apprehension for Alleged Violation of Drug Abuse by Students

When a student is apprehended and charged with a violation of the federal or state drug abuse laws occurring off-campus and after school hours, the student shall be permitted to continue attending school pending the disposition of his case by the courts.

Once the Superintendent of Schools is informed that a student is so charged, he shall require the school principal to provide an evaluation of the student's school history and present functioning in school. The Superintendent of Schools should be prepared to provide any information, which might be requested by the court. The Superintendent of Schools shall take into careful consideration any recommendation that the court may make relevant to disposition and follow-up.

11.5 - Rehabilitation

The parents with the aid and support of the school staff shall make every effort to involve the student in appropriate rehabilitative service prior to and following the disposition of the case. This may require regular conferences with appropriate school staff (counselor, psychologist, social worker, or nurse) and/or consultation with the school physician, family physician, psychiatrist, or any other person who may help affect a change in behavior.

Use of Drug Dog

Students of DeWitt School District should be aware that school district officials

have access to a registered drug dog. The dog is a gentle dog, which has been trained to locate marijuana and other illegal drugs in lockers and automobiles. Periodic, unannounced visits to the school and school activities may be made by the dog and handler in an effort to prevent possession of drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to school district policies, and local, state, and federal laws.

The primary purpose for using the dog is to serve as a deterrent against drugs being brought onto the school campuses. It is hoped that very few students will have to be subjected to suspension, expulsion, or legal action. A school official will accompany the handler during the sniffing search of lockers and automobiles. The sniff search will take place while students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified the affected student will be notified before a search is conducted.

The student will be advised of his rights. Every effort will be made to protect students from embarrassment. If possible, the search of a locker or automobile will be conducted while other students are not present.

The investigative interview will be conducted in the privacy of the school official's office with the school official present, if possible, and the parent or guardian of the student.

Any illegal substance secured during a search will be used as evidence in applying school district policies for suspension or expulsion. Students may not be arrested unless circumstances such as an inordinate quantity of illegal substance exist.

Secondary principals may call for a search when reasonable suspicion exists that a quantity of illegal substance is present in a specific location. In such cases a warrant will normally be acquired, and the student will be arrested and prosecuted in addition to being suspended or recommended for expulsion if any illegal substance is found.

Rule 12 - Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to property or steal or attempt to steal school property. Any student or other persons who shall willfully destroy or injure any school building, furniture, fixtures, or who shall deface, mar or disfigure any such building, furniture or fixtures, by writing, cutting, painting, or pasting thereon shall be subject to a fine in accordance with state law. (Section 80-1903) DeWitt School District is entitled to recover damages from the student(s) destroying school property. Parents of any minor student under the age 18 will be liable for damages caused by said minor. Furthermore, a student violating this policy may be prosecuted according to local, state, and federal laws. (Ark. Stat. 50-109, 80-1903, 800-1904)

Minimum Penalty - Student given chance to make restitution

Maximum Penalty – Expulsion

Rule 13 - Theft

A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

Minimum Penalty - Student given chance to make restitution

Maximum Penalty – Expulsion

Rule 14 Damage, Destruction or Theft of Student’s Property by a Student

A student shall not cause or attempt to cause damage to the property of an employee/student of the DeWitt School District, or steal or attempt to steal property of said employee/student whether on or off school property during or after the regular school day. The DeWitt School District will attempt to assist the employee/student in the recovery of damages from the student destroying or damaging employee’s/ student’s property.

Minimum Penalty - Restitution and Reprimand

Maximum Penalty – Expulsion

Rule 15 - Extortion

A student shall not obtain or attempt to obtain something of value from another person by either physical force or threats (illegal acts).

Minimum Penalty – Corporal Punishment or Detention Hall

Maximum Penalty- Expulsion

Rule 16 - Terroristic Threats

A student who threatens by writing or calling in a bomb threat or the placing of explosive devices on school property and/or any threat to the health and safety of students and employees will be referred to the local authorities.

Rule 17 - Profanity

A student shall not use abusive or irreverent language at school and/or school functions at any time. This includes general cursing and profane language either verbally, written or signaled.

Minimum Penalty - Detention Hall or Corporal Punishment

Maximum Penalty – Expulsion

Rule 18 - Cafeteria Conduct

Students shall not cut in front of others in the cafeteria line.

Minimum Penalty - Warned and is to go to end of line.

Maximum Penalty - Three-day suspension

Rule 19 - Student Identification

Students on school property or attending school functions at home or away from home shall upon request properly identify themselves to school personnel. Failure to comply will result in disciplinary action.

Minimum Penalty – Reprimand

Maximum Penalty – Expulsion

Rule 20 - Public Display of Affection

Public display of affection is not appropriate behavior at school. (Holding hands, kissing, hugging, hands on body, sitting in lap, etc., will not be permitted.)

Minimum Penalty – Reprimand

Maximum Penalty - Three-day suspension

Rule 21 - Student Conduct in Assemblies

Assemblies have a three-fold purpose: to instruct, to inspire, and to entertain. Some assemblies may stress all three purposes, while some have a single purpose. Students will refrain from loud talking and disruptions during assemblies.

Minimum Penalty - Reprimand

Maximum Penalty - Three-day suspension

Rule 22 - Possession of Tobacco

No student may use or possess tobacco, tobacco products, or electronic cigarettes or devices on school property, on a school bus or at a designated school bus stop or at a school sponsored activity. Tobacco, tobacco products, and/or electronic cigarette and devices discovered in the possession of students under the age of 18 will be confiscated and destroyed by school officials.

Minimum Penalty – 1st offense – 5 days ISS

2nd offense – 3-day suspension

3rd offense – 5-day suspension

4th offense – 10-day suspension

Rule 23 - Loitering by Suspended Students

When a student has been notified that he/she is suspended from school he/she shall leave the buildings and grounds and remain away from school premises until a parent or guardian returns with her/him for a student-parent-principal conference. Students who are suspended are not to attend or participate in any school activities during the time of the suspension.

Minimum Penalty - Warning

Maximum Penalty - Student(s) may be arrested and charged in accordance with Arkansas Law (Act 75 of 1971) or Expulsion.

Rule 24 - Violations of Parking and Driving Regulations

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school shall not violate the rules and regulations that are necessary to help relieve the traffic problems and insure safety to students before school and after school. Students must adhere to the following regulations:

1. Students must have a valid driver's license and must have obtained a parking space number from the principal's office.
2. Before entering parking lot, students must reduce speed to 10 miles per hour. Spinning tires on pavement, racing engines, and honking horns is prohibited. Also, disregard for safe driving procedures around the school will be reported to the police.
3. Students will not be allowed to sit in parked cars before school or during the noon period.
4. Students are to park in parking lot east of the high school building.
5. Do not molest any vehicle belonging to another person. Students are not allowed to sit or lean on any vehicle, including their own.
6. Remember, school buses, and pedestrians have the right-of-way on entering and leaving the school area.

Minimum Penalty - Restitution and Reprimand

Maximum Penalty – Expulsion

Rule 25 - Forgery of Passes, Notes, Admit Slips, or Tardy Slips

A student shall not forge another person's name to any pass or note or alter admit or tardy slips.

Minimum Penalty - Detention Hall or Corporal Punishment

Maximum Penalty - Three-Day Suspension

Rule 26 - Leaving Classes without Permission

Minimum Penalty - Corporal Punishment

Maximum Penalty – Expulsion

Rule 27 - Truancy

A Student who is truant from any class will be given an unexcused absence and subject to the following disciplinary actions:

1st offense - 3 days ISS

2nd offense - 5 days ISS

3rd offense - 3 days suspensions

4th offense - 5 days suspension

Rule 28 - Walkouts and Boycotts

A student shall not participate in a school walkout or boycott.

Minimum Penalty - Expulsion

Maximum Penalty - Permanent Expulsion

Rule 29 - Troubles or Vandalism on Last Day of School

Minimum Penalty - Hold up credits until events have been cleared with school personnel.

Maximum Penalty - No credit for the semester.

Rule 30 - Food and Gum on Campus

Students shall not chew gum in the school buildings. No eating food in the halls or other areas in the building. Students may not leave or bring back food for lunch without permission from the principal. Students are not allowed to have food or drinks on school premises except in designated areas. Parents should not bring fast food or restaurant food to their child.

Minimum Penalty - Reprimand and/or Detention Hall

Maximum Penalty – Expulsion

Rule 31 - Skip Days

The Board of Education does not approve of skip days and students who participate are subject to disciplinary action. (See Truancy and Attendance Policy)

Rule 32 - Electronic Devices

Students are not allowed to use cell phones, iPods, MP3 players, or other electronic devices during the school day.

Exceptions may be made by the classroom teacher if the use is for instructional purposes.

Students are not allowed to take pictures or video events at school without permission from the principal.

During standardized testing any cell phone violation will result in an automatic suspension.

Students using cell phones during the school day for any purpose other than teacher-approved instruction shall be subject to the following discipline:

1st Offense

1 day detention. Device confiscated. Parent may pick up device after that that day.

2nd Offense

1 day ISS. Device confiscated. Parent may pick up device after school that day.

3rd Offense

3 days ISS. Device confiscated. Device will be kept for 5 days. Parent may pick up device after school on the 5th day.

4th Offense

3 days ISS. Device will be kept for 10 days. Parent may pick up device after school on the 10th day.

5th Offense

3 days ISS. Device will be kept for 15 days. Parent may pick up device after school on 15th day.

Failure to give phone to teacher will result in 3 days out of school suspension.

Rule 33 - Behavior Not Covered

General Statement of Jurisdiction - Act 742 of 1997

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other students, 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 this student handbook.

Note: This policy was developed to protect a school district's ability to discipline students for off campus acts and misbehavior not specifically addressed by a district's student handbook. (A school district's authority in these areas was severely limited by Act 742 of 1997).

Rule 34 - Gangs

Gangs and Gang Activity - Act 1108 of 1997

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity, gang-related activity-whether genuine or a pretense-that is identified by school officials will result in disciplinary action.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing or other gestures or language (however expressed) associated with gangs.

Minimum Penalty - Reprimand

Maximum Penalty – Expulsion

Rule 35 - Internet Policy - Act 801 of 1997

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school

are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work.) Students who violate technology user agreement are also subject to the penalties outline in the agreement.

In an effort to help protect student welfare when they navigate the internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: a student sends a threatening e-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

Minimum Penalty - Reprimand

Maximum Penalty – Expulsion

Rule 36 - Bullying - Acts 681 of 2003 and ACT 1431 of 2013

The DeWitt School District has an obligation to and is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Bullying is a destructive behavior that will erode the fundamental principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying on school property, at a school-sponsored activity or on school buses and will take steps needed to eliminate such behavior.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable; ACT 1431 of 2013 makes cyber bullying of a school employee a Class A misdemeanor.

- Physical harm to a public school employee or student or damage to the public school employee's or student's property; Substantial

interference with a student's education or with a public school employee's role in education;

- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

Students who believe that they have been victimized by a bully or parents, who believe their child has been victimized by a bully, should first file a complaint by contacting a school counselor, teacher, or principal. The school will then notify the superintendent of such complaint. The child will receive help and the school will take the appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a bully, will not be subject to retaliation or reprisal in any form. Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs or educational material regarding the nature of bullying, its consequences should a child choose to engage in this type of behavior, and the procedures for reporting an incident which involves bullying. The information will emphasize that this district will not tolerate bullying, and that school employees, volunteers, and students are encouraged to report any instances of bullying without fear of consequences. Any reports will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students. Consequences will follow the policies stated in the school's handbook and adopted by the DeWitt School Board.

Sending Threats Using Electronic Devices

Students who receive threatening messages over email, text web pages, etc. are encouraged to save these messages and turn that information over to the proper authorities. However, if it is proven that these messages were sent during school hours, while the student was on campus, from another student, the student sending the message, or sending retaliatory messages is subject to disciplinary action. Legal Reference: A.C.A. 6-18-514 - Last Revised: 2011

Minimum penalty – Reprimand

Maximum penalty - Expulsion

Rule 37 - Laser Pointer - Act 1408 of 1999

No student may possess a hand-held laser pointer or other similar device unless under the direct supervision of a parent, guardian or teacher. Such device, when discovered by a school official, will be immediately confiscated, and disciplinary action will be taken against the student.

Minimum Penalty - Warning

Maximum Penalty - 5 Day of Out of School Suspension

Rule 38 - Dress Code

Students shall adhere to the Dress Code Policy.

Minimum Penalty - Suspension from class with an unexcused absence until attire is judged suitable

Maximum Penalty - Expulsion

DISTRIBUTION OF MATERIAL

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

- The distribution or publication of all materials on school premises is allowed only with prior consent of the principal and may not interfere or disrupt the educational process.
- The time and place of distribution will be set by the principal so as not to interfere with the educational program.

- A student who wishes to distribute printed material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours before planned distribution, with a written statement setting forth the purpose of distribution.
- The principal shall within 24 hours accept or reject said material for distribution in writing and, if he/she rejects same, shall state the reason for such rejection in writing.
- A student has the right to appeal a rejection of material by the principal to the superintendent. The student must provide the superintendent with a written statement setting forth the purpose of distribution and copy of the principal's written statement of rejection. The superintendent shall within 48 hours approve or reject the request.
- If the student is dissatisfied with the decision of the superintendent he/she shall have the right to present such material to the school board for review at the next regular meeting.
- All petitions shall be free of obscenities, libelous statements, and personal attack and shall be written within the bounds of reasonable conduct. Students signing such petitions shall be free from retribution from members of the staff and administration.

EXCHANGE STUDENTS

DeWitt School District will accept work done at school outside the United States provided the following conditions are met:

1. The student must have completed a Carnegie unit (120 hours for a full credit and 60 hours for one-half credit) in order to receive credit.
2. The course to be transferred must be one on which we can grant credit either as a required course or as an elective. DeWitt School District reserves the right to accept or reject any unit.
3. The credit will be assigned a letter grade if one is not already in evidence to conform to our system of grades.
4. The credit transferred will not be used in figuring the cumulative grade point average for that student.

DRESS CODE

The Board directs the principals and teachers to see that students wear clothes to school, which will be conducive to a positive learning environment and which will be in keeping with the pride of the community. Parents and guardians are encouraged to see that their child/children dress appropriately for school, according to the following guidelines.

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

The principal or teacher shall judge whether the dress of a student is a disturbing influence in class or inappropriate for school wear. The principal shall have total discretion on judgmental matters regarding the interpretation of the dress code policy. The principal's judgment shall be final. Anything that disrupts the educational process may be banned or limited by the administration.

It is not the desire of any school official to embarrass students. We are, therefore, asking for your complete cooperation in making the appearance of our student body something of which we can be proud. If, despite this request, violations occur, principals will deal with the individual situation.

Guidelines for appropriate dress:

1. Lycra, latex, holes above knees, spandex, or similar body material garments will not be permitted. **No tight fitting clothing of any kind. Leggings must be worn with an appropriate length top, not as pants.**
2. Bare midriff or bareback attire will not be permitted.
3. No low-cut blouses that show cleavage will be permitted. According to ACT 835 of 2011, wearing of clothing that exposes the breast of a female is prohibited.
4. Wearing apparel having obscene or suggestive emblems or advertising alcohol or drugs will not be permitted. No cut off shorts, pants, or skirts will be permitted.
5. Sunglasses may not be worn in any building, unless approved by the principal for medical reasons.
6. No hats, caps or head coverings are to be worn during regular school hours.

7. No tank tops are permitted. Boys may not wear sleeveless shirts of any style.
8. Wearing apparel having obscene or suggestive emblems or advertising alcohol or drugs will not be permitted.
9. Pajamas, and house shoes will not be permitted.
10. **No sagging.** According to ACT 835 of 2011, wearing of clothing that exposes underwear or buttocks is prohibited. For all clothing with a waistband, the top of the waistband must be no lower than the top of the hip bone.
11. All shorts, skirts, or dresses must be worn closer to the knee than mid-thigh.
12. Students wearing unacceptable clothing will be sent home to change and given unexcused absences in the class or classes that they miss. It will be the student's responsibility to find transportation for going home to change. Student's not able to find transportation to change will not be allowed to attend class until dressed appropriately.

Minimum Penalty - Suspension from class with an unexcused absence until attire is judged suitable.

Maximum Penalty - Expulsion

HALL TRAFFIC

With about 450 students moving in the halls to and from classes, it is necessary to observe the following regulations in order to prevent traffic jams:

1. Students are to keep to the right of the halls and walk briskly to classes.
2. While waiting in line at the water fountains, students are to keep the line near the wall.
3. There will be no running at any time in the halls or in the classrooms.
4. Loitering in the halls after the bell has rung will not be tolerated.

HOMEWORK & MAKE-UP WORK POLICY

Homework is an important part of the educational process. It is considered to include not only written work, but also activities to classroom work such as viewing specific television programs, news reporting or recreational reading, etc. to classroom work. These assignments are assigned to the entire class to be done at home.

Reasons for Homework:

1. To complete work started in class.
2. To expand and/or enrich regular class work.
3. To build interest in reading and learning.
4. To make up work missed due to absence.
5. To encourage parents' awareness of and participation in student learning.
6. To provide an opportunity to pursue special interests or ability areas.
7. To increase learning time.
8. To establish independent study skills.

Please follow this procedure to get your assignment for day(s) you are absent:

1. Call the principal's office early in the morning and request the assignments.
2. An assignment sheet will be sent around to your child's teacher(s).
3. The assignments can be made to send them home with another student.

LOCKERS

Students will be assigned lockers alphabetically by grade. You are not to change lockers or share lockers without permission from the principal. Each student will be responsible for the appearance of his or her locker. Students will be permitted to go to their lockers during class changes, but must do so as quietly as possible. You should plan your day's activities so that you will not need to go to the lockers every period. Excessive noise will necessitate some restrictions on locker use. No student should ever find it necessary to go to his locker during class time.

Lockers remain the property of DeWitt School District and periodic searches will be conducted. Location of lockers by grades:

12th grade - Senior Hall

11th grade - Junior Hall

10th grade - Sophomore Hall

9th grade - Freshman Hall

LOCKER SEARCHES & PERSONAL SEARCHES

School districts must create a climate in the schools, which assures the safety and welfare of all students. School authorities may search a student's locker or make a personal search and seize any contraband materials. Lockers and textbooks belong to the school district; therefore, the locker and a student's

property in the locker are subject to periodic administrative searches, and the district reserves the authority to search lockers without the consent of the student if necessary. Searches should be made under the following conditions:

Locker Searches

1. Students should be informed of the conditions governing the use of school lockers when locker assignments are made.
2. Searches should be made only by the building principal or an official duly authorized for that purpose by the building principal with a witness present. The search of a particular locker should be made upon a reasonable assumption that the student is secreting evidence of an illegal act or contraband materials.
3. Blanket searches of every locker should not be permitted except in unusual circumstances. Periodic requests for all students to remove all books, followed by a search for lost books are not considered a blanket search and are permissible.
4. If practical, the student should be given the opportunity to be present when a search of personal possessions in his/her locker is conducted if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.

Personal Searches

1. Search of a student's person should be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or violation of a school rule. Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other items which may be used to disrupt substantially the educational process and will be removed from the student's possession and will be reported and transmitted to the proper authorities.
2. An adult witness will be present when a personal search is conducted.
3. Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.

4. A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.
5. Automobiles on school property may be searched if reasonable suspicion exists.

Legal Reference: State vs. Stein, 203 Kan. 628, 456 P 2d (1969) Cert. Denied 90 S. CT. 996 (1970). "Although a student may have control of his locker against his/her fellow student, his/her possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. We deem it a proper function of school authorities to inspect the locker under their control and to prevent their use in illicit ways or for illegal purposes. We believe this right of inspection is inherent in the authority vested in school administration and that the same must be retained and exercised in the management of our school if their educational functions are to be maintained and the welfare of the student body preserved."

MEDIA CENTER

Wide reading of books and efficient research in reference material are major elements of education. The school encourages maximum library use by student and faculty. Media Specialist and student assistants invite questions and requests for help.

Media center hours are 7:45 a.m. to 3:30 p.m., earlier or later by consulting the media specialist. Students coming before school and at noon shall enter the front (west) door, speak to the duty teacher, and not expect to go to a locker.

A teacher may allow a student to come to the library from class, but the student, consulting the media specialist only if he/she requires assistance, should then precede with his/her assignment.

Students entering or leaving through the double doors during class time must be coming from or returning to class as stated on media center passes, or must speak to the media specialist or teacher about where they wish to go.

Students are to respect all rules of conduct in the media center. Students will be subject to fines for overdue books and may be asked to pay for lost books.

Care of Books

Books in a media center are public property and must serve many people. With good care, books will last longer, and more money otherwise used for

replacements will be available for purchasing new books. Especially good care will be taken of federally purchased books.

- Read books with clean hands and avoid spoiling pages with food.
- Use a thin bookmark. Laying a book on its face, inserting a heavy object, or turning down a page corner breaks the binding and defaces the pages.
- Books with loose or torn pages should be reported when returned. This is preferable to attempting the repairs them yourself.
- Only a poor citizen would mark or draw in a library book. Cutting or tearing is a serious offence.
- Students are responsible for their library books in lockers on school buses, and in homes.
- Protect books from moisture. Books left in rain need rebinding, the cost of which is approximately \$6.00.
- Lost books are paid for in full after much searching. The media center prefers having its books returned rather than collecting money and ordering replacements. The replacement fee is \$15.00 for hard backs and \$7.50 for paperbacks. No fine is charged in addition to the lost book payment. If a book is found in good condition, a refund (minus the accumulated fine) may be made to the student.
- Please use library books, but do not abuse.

MOMENT OF SILENCE

All Arkansas public schools are required to have a daily moment of silence to reflect, pray, or engage in silent activity. ACT 576 of 2013

NONDISCRIMINATION : GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX AND SECTION 504

If at any time an employee or student of the district feels that he/she has a legitimate grievance based upon discrimination because of sex, race, or handicap of the person, the following procedures should be used:

1. Contact the school principal at the principal's office or call 946-3576 to register a complaint.
2. After discussion of the complaint with the principal and the feeling exists that there has been discrimination based upon sex, race, or handicap, the complaint will be referred to a grievance committee.
3. The grievance committee will meet with the person or persons as soon as a meeting can be arranged by the chairman to hear the grievance and to make recommendations for possible solution of the grievance.

4. If the person or person's is/are not satisfied with the recommendations of the grievance committee, he/she may appeal to the superintendent. The appeal must be registered in writing to the contact persons to the superintendent. The superintendent shall arrange a conference with person or persons as soon as his/her schedule permits.

In keeping with the guidelines on Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the district assures that no person in the United States shall on the basis of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Legal References: Section 601 Title VI, Civil Rights Act of 1964. Section 901, Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973.

PHILLIPS COMMUNITY COLLEGE, UNIVERSITY OF ARKANSAS

DeWitt High School students attending PCCUA, DeWitt Campus, must remember to obey all rules and regulations of both schools. Students will be bused to classes away from our campus.

Textbooks are provided for high school students taking classes at PCCUA. Textbooks must be turned in at the end of the school year.

SCHOOL BUS POLICY & DISCIPLINE POLICY

This is not intended to cover all the "dos" and "do nots", but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway. If you miss the bus, do not attempt to hitch-hike a ride or walk to or from school.
2. While loading or unloading enter or leave the bus quickly and in an orderly manner.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the

- bus which includes keeping your hands to yourself, attending to your own matters, leaving other students alone, and being reasonably quiet.
5. No knives or sharp objects of any kind, firearms, pets or other animals, etc. are allowed.
 6. Students are to remain in assigned seats at all times. Act 1744 requires that students be seated while the bus is in motion. This policy will be strictly adhered to.
 7. Students are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc.
 8. Students are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
 9. Students are not to deface the bus or any school property. Do not write on the bus or damage the seats, etc. Do not throw paper, food, or any other object on the floor of the bus. No eating or drinking on the bus. No smoking or use of smokeless tobacco while riding a school bus. Keep the aisle of the bus clear of books, lunches, coats, etc.
 10. Do not ask the driver to let you off the bus in town, at the store, to get mail out of the mailbox, or any place except your regular stop.
 11. If you must cross the highway to enter the bus, try to be on the right side of the road while waiting for the bus. Wait until the bus has come to a complete stop and the driver has signaled you to board.
 12. Students, who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road ten feet in front of the bus. Cross the highway only after the driver or student patrol has signaled you to do so.
 13. Do not damage road signs or warning signals placed on the highway by the highway department.
 14. Students cannot ride any bus except their own. Visitors are not allowed to ride except in the case of an emergency or when permission has been obtained from the principal.
 15. The driver has the same authority as a teacher in disciplining children on the bus, but is not to administer corporal punishment. In case of misconduct, the driver should bring the child to the principal's office. Incidents on the bus must be reported to the principal immediately.
 16. The principal has the authority to suspend a student's privilege to ride the bus for misconduct.

SCHOOL CHOICE POLICY

If a non-resident student seeks to attend school in DeWitt School District, the student's parent shall submit an application to the DeWitt School District Administration Office on the Nonresident Student Transfer Form located on the DeWitt School District website or the administration office, postmarked no later

than June 1 of the year in which the student seeks to begin the fall semester. A student seeking transfer must also submit the form to his or her resident school district by June 1. DeWitt School District will respond in writing no later than August 1 to notify the student's parent(s) or guardian(s) of whether the application has been accepted or denied.

A student's application may be denied by DeWitt School District for any of the following reasons, as established by the DeWitt School District's Board of Directors:

- Lack of capacity in a program, class, grade level, or school building; or
- An exemption from the Public School Choice Act declared by the DeWitt School District's Board of Directors due to
 - An enforceable desegregation court order; or
 - DeWitt School District's court-approved desegregation plan.

A student's application may not be denied based on the student applicant's athletic or extracurricular abilities, academic achievement, English proficiency level, gender, race, ethnicity, religion, national origin, or disability. An application may not be denied on the basis of previous disciplinary proceedings, except that an expulsion from another district may be considered.

Priority will be given to any applicant who has a sibling or stepsibling who resides in the same household and is already enrolled in DeWitt School District by choice.

DeWitt School District is not required to accept any application that would cause it to add teachers, staff or classrooms, or in any way exceed the requirements and standards established by law.

A student may transfer by choice to one nonresident school per year. A student who has transferred to DeWitt School District may return to his or her resident district at any time, but may only return to DeWitt School District by re-application and re-acceptance through the Public School Choice Act process. No student is allowed more than one school choice transfer per school year.

A present or future sibling of a student who continues enrollment in the school district under the Public School Choice Act may enroll in or continue enrollment in the DeWitt School District until the sibling of the transfer student completes his or her secondary education, if DeWitt School District has the capacity to

accept the sibling without adding teachers, staff, or classrooms, or exceeding the regulations and standards established by law. Sibling admissions are exempt from the three percent (3%) cap limitation contained in the Public School Choice Act.

If a student is denied transfer to DeWitt School District due to limits on the number of student transfers imposed by the resident district, the student's resident district must give that student priority for a transfer the following year.

Reference: Act 1227 of 2013 (to be codified).

SENIOR PRIVILEGES

DeWitt High School is proud of all its students and recognizes that seniors occupy an honored place in our school. Therefore, the following senior privileges will be given to the seniors. Any abuse of this can result in all privileges being revoked.

1. Seniors will park on the front row of the student parking lot.
2. Seniors may leave 5 minutes early for assemblies.
3. Seniors may leave 5 minutes early for lunch.
4. Each senior will have two days to visit the college, vocational school, or business school of his/her choice. The student will not be counted absent from school or from any class if he/she follows the procedure listed below. If he/she does not follow the procedure below, he/she will be counted absent in all classes missed.
 - Make arrangements with the principal's office, by turning in college day form, at least one school day in advance of the planned visit.
 - Notify each teacher in time to do the assigned work before the visit.
 - Avoid missing any major test.
 - Bring verification from the college.

STUDENT CLASSIFICATION

Students are classified according to the number of credits they have and not to the time they spend in any one grade. To be classified as a sophomore a student must have five (5) credits, a junior ten (10) credits, and a senior sixteen (16) credits.

STUDENT ACTIVITIES: AAA SANCTIONED & STUDENT WAIVER

To meet the eligibility requirement for AAA sanctioned activities, beginning with the first semester of the ninth (9th) grade year, a student must pass four (4) academic courses the previous semester and earn a grade point average of 2.0 or higher from all academic courses taken.

In addition, a student in grades 9-12 must maintain a 2.0 cumulative grade point average beginning their ninth (9th) grade year. Students in 9-12 grade that have a cumulative GPA of 2.0 or higher that do not achieve a 2.0 GPA for a semester will be placed on probation. Students on probation that participate in a Supplemental Instruction Program Plan (SIPP) will be allowed to continue to participate in extracurricular activities while on probation. Students must make a 2.0 GPA or higher the semester they are on probation. Students not making a 2.0 GPA or higher the semester they are on probation must sit out the next semester.

Supplemental Instruction Program Plan (SIPP)

DeWitt School District has been granted a waiver program by the State Department of Education for students who fall below the 2.0 grade point, but want to participate in AAA sanctioned activities. This means that students will meet for a minimum of 100 minutes a week with a certified teacher and be given work in the area they are deficient. This time is in addition to the regular classroom day. The athletic director will be in direct control of this program and will be the contact person for parents and guardians both in the initial program setup and in any areas that could come up. Also, a face-to-face meeting at the end of each semester will determine if a student will exit the program or needs to remain for another semester. Parents will be given a bi-weekly report of progress.

STUDENT ACTIVITIES: PROGRAM AND GUIDELINES

➡ ***Available in Back of Handbook: LIABILITY RELEASE FORM***

Extracurricular activities are a basic part of education in American high schools. They are designed to teach democratic processes, parliamentary procedures that giving of one's services improve his/her environment, leadership, and fellowship. These factors are vital to the education of youth to enable them to take part in adult activities that Americans believe are essential to democracy. School activities are as much a part of a student's education as community

activities are a part of an adult's life. We believe that these activities must be provided to produce mature adults who are ready to take their place in our American democratic society.

These activities are many and varied. There are more than 25 honors, academic, services, or athletic groups in which students may find places of service and enrichment.

Due to the large number of school sponsored clubs and organizations, it is necessary to have certain regulations or guidelines to standardize procedures for administrative and control purposes.

Students are restricted to serve as president of only one organization/class/activity per year. This enables each leader to serve to the best of their ability. It also provides leadership training to more students each year.

Parents should monitor the number of clubs and organizations their student belongs to. Some student's grades suffer as a result of their time being spent in club activities instead of academic pursuits.

DeWitt School District recognizes the value of participating in extracurricular activities. Extracurricular and co-curricular activities are important components of the total educational program.

GUIDELINES

- Students will not be allowed to participate in any field trip for the following reasons: current failing grades, excessive absences, or suspensions.
- All school organizations should have a written constitution and/or bylaws on file in the principal's office. The constitution should clearly state the purpose of the organization, method of selecting members, requirements, and other essential information.
- All school organizations must have a faculty sponsor approved by the principal. The faculty sponsor should be at all meetings and/or activities conducted by the organization.
- Fund raising activities (selling candy, advertisements, magazines, etc.) must be approved by the superintendent. Requests for moneymaking projects should be submitted early in the school year.
- Before scheduling any activities all organizations and classes must clear the activities with the principal. After arrangements are completed, the date will be scheduled on the activity calendar.

- Any student with a failing grade (F) in any current class or more than one D in his or her current classes will not be allowed to participate in any field trip.
- Students may not exceed six absences from class per semester for field trips.
- Before requesting permission to use school facilities, written plans should be submitted by the sponsor to the principal for approval. If the plans are approved, arrangements will have to be made with the superintendent for use of school facilities.
- ONLY THE SUPERINTENDENT OF SCHOOLS CAN GRANT PERMISSION FOR USE OF SCHOOL FACILITIES.
- School groups and organizations making out-of-town trips must have a faculty sponsor and a sufficient number of adult chaperones. Request for making out-of-town trips should be submitted to the principal several weeks in advance.
- Field trips include all school trips, athletic groups, band trips, activity groups and class groups. The principal must approve all field trips. Students taking field trips must observe the same code of conduct while on the trip that they would observe in the classroom. All school policies will apply and disciplinary measures will be the same. Remember you are representing your parents, community, and school.
- No dances will be sponsored by any school organization.
- Long out-of-town trips are discouraged. Mid-week activities at night are discouraged.

STUDENT ACTIVITIES: SCHOOL SPONSORED

➡ ***Available in Back of Handbook: LIABILITY RELEASE FORM***

Good judgment and good taste must be exercised in selecting junior and senior plays. Plays regarded as appropriate for college or professional groups are not suited for high school. Plays that feature drinking, swearing, or other vices are not acceptable. A committee consisting of the sponsor, play director, principal, and student representatives will select the junior and senior plays.

All students going on school-sponsored trips (athletic, band, choir, etc.) will be expected to go and return by transportation provided by the school. However, under certain circumstances, and if the parent's request, students may return with their parents providing they adhere to the following conditions:

1. The parent or legal guardian should make prearrangements if possible with the person in charge of that particular activity and sign a release form.

2. The parent or legal guardian must pick up the student. Do not send word by another person, or request that student return home with friends or relatives. Students must arrange for their equipment to be taken care of.
3. In cases of injuries, illness, or other types of emergencies, the supervising school personnel will have authority to release the student under his charge to the parent or legal guardian, providing they sign a release form. All sponsors of activities will be supplied with release forms to carry with them on school trips.
4. It is recommended that a liability release form be used.

STUDENT ACTIVITIES: YEARBOOK

Juniors or Sophomores wishing to apply for Yearbook will be selected using the following criteria:

1. A 3.0 GPA in all English classes taken in grades 9, 10, and 11.
2. Cumulative GPA in all classes.
3. Application process to include writing assignment.
4. Teacher recommendation – If any applicant has been given a “2” or below by 2 teachers or more, they will not be accepted.
5. Students enrolled in Yearbook will receive no credit. It is a non-credit activity course.

STUDENT ORGANIZATIONS: BETA CLUB

The Beta Club is an honor and service society, which promotes scholarship, leadership, and good citizenship at the DeWitt High School. Standards of membership in the DeWitt High School Chapter of the National Beta club conform to the general features of the National constitution and are approved by the principal of DeWitt High School.

The classes from which members are drawn shall be the 10th, 11th, and 12th grade. The academic requirement for membership in this chapter of the National Beta Club shall be a 3.3 cumulative GPA at semester for students in the college preparatory curriculum at DeWitt High School.

Other membership requirements shall be worthy character and commendable attitude. All certified teachers on the high school faculty should vote on the students in the areas of character, attitude, and attendance. Three votes against a prospective member shall disqualify him or her from membership that school year. He or she is eligible the following year, however if the scholastic requirement is met again. Any out-of-school suspension in that school year shall result in a student’s forfeiture of an invitation to join or the loss of membership.

TELEPHONE

Students are not to use the office telephone except in cases of emergency or when conducting business directly related to the school. When you do need to use the telephone, you should get permission before using it. Students that are tardy as the result of being on the phone will receive an unexcused tardy.

STUDENT PUBLICATIONS & DISTRIBUTION OF MATERIAL

The students at DeWitt High School have the right to establish and maintain a student or school newspaper, if the publication is to report school news. Students have the right to editorialize. However, the students must refrain from printing anything, which might contain obscene language or libelous materials.

TRANSFERS & WITHDRAWALS

Students planning to drop or transfer should visit first with the counselor, then the principal. Those desiring to transfer to another school should secure a drop slip from the principal's office. This will clear your school records as well as an admit slip to another school.

In recent years the percentage of students who drop out of high school has increased. This added to the fact that a large percentage of all jobs in the United States require skilled labor, should encourage you to remain and finish school. The high school dropout is in little demand in today's labor market, and the demand is decreasing rapidly. The decision to drop out of school is a very grave one and should be given much thought and consideration.

Except in extreme cases no changes will be made in a student's schedule after the first week of the semester. Emergency situations or deserving cases will be considered at any time if discussed with the principal and counselor. If a course is dropped after the sixth week of the semester, a grade of 'F' will be assigned for that course.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable

expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

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

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

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

Safety and Wellness

INCLEMENT WEATHER POLICY

Opening or closing of school due to inclement weather will be broadcast through local and state media and the district website. Do not call school officials.

EMERGENCY DRILLS

FIRE DRILLS

Fire drills will be conducted monthly without advance notice. These drills are for the protection of students and teachers and should be taken seriously. Report of drills will be made to the State Fire Marshall.

1. The signal will be a series of short bells.
2. Under the direction of the teachers, the students are to walk out of the building quietly and in an orderly manner. Do not stop to get personal belongings.
3. All doors must be closed. The first student reaching the outside door will hold open the door until the last person is out.
4. The evacuation plan will be posted in each classroom, and each student should familiarize himself with the fire instruction until he/she knows without question the procedure to follow in case of fire.
5. The following evacuation plan will be used for all fire drills:
 - a. South wings will use the south exits.
 - b. North wings will use the north exits.
 - c. Media center and office will use the front exit (west).
 - d. Cafeteria, band and kitchen will use the east exits.

STORM DRILLS

The following procedures will be used in case of storms or severe weather. The plan is a precautionary measure to insure the maximum safety possible for all students and teachers in case of severe storms. It is not intended to create panic and should be conducted in a calm and orderly manner. The signal for severe weather will be a long continuous ringing of the school bell (20 seconds or longer). Do not confuse this with the fire alarm, which are several short bells.

1. Students who are in the classrooms will remain in the classroom.
2. Students outside of the building or in the halls, or in other areas with extensive glass, should be cleared.
3. Students who are in the gym or outer buildings when the alarm sounds will remain in those buildings. They should avoid areas, which are near glass windows or doors.
4. Students should be seated with their heads on their desks. If no seats are available they should be seated on the floor with their heads on their knees.
5. Any additional information that might be needed for any special circumstances will be given over the intercom system.
6. The all-clear signal will be one short bell.

ACTIVE SHOOTER DRILLS

Conducted in accordance with state law.

GUIDANCE & COUNSELING

The guidance program emphasizes the importance of recognizing and providing for the individual needs, interests, aptitudes, and abilities of students in achieving their maximum potential from their school experience.

This program includes the accumulation of health, personal, academic, and test data about each student, and this information is readily available for guidance purposes. The program also includes the administration and interpretation of standardized tests of academic ability, achievement, and test at various grade levels. Educational and career information will be made available to the students and parents to help them understand the various opportunities and requirements related to future education and careers.

Students and parents are encouraged to consult this office at any time regarding the academic and social progress of their child. If students or parents would like an appointment, they may check with the counselor's office or call the school, and an appointment will be made. This will enable us to provide parents and students with a more effective service.

You will find your own ideas will be carefully considered by the counselor. You are invited to express your opinions freely, and you may rest assured that your confidence will be respected.

HEALTH SERVICES

The district will provide a health services program under the direction of a licensed nurse. The program shall include screening, referral and follow up procedures for all students. Facilities, equipment and materials necessary for the operation of the program shall be provided. Current health appraisal records for all students will be maintained in accordance with guidelines provided by the Arkansas State Department of Education. It will be the responsibility of the superintendent to insure that proper measures are taken in each school to insure the safety of all students and protect those students against injuries, which may occur in or on the school facilities or site.

MEDICATION POLICY

For OTC and/or prescription drugs, the following procedure shall be followed:

Ascertain directly from the physician treating the student, or the parent that administering the medication at school is necessary for the health and well being of the child and that no other time schedule for taking the drug is possible, or if there is legitimate reason that medicine cannot be given at home.

Obtain a written statement from the doctor stating diagnosis, method, amount, and time medication must be given. The label on the medicine bottle is sufficient.

Obtain a signed Medication Administration Release Form from the parent or guardian requesting that school personnel assist the student as recommended by the doctor, not holding the school or school personnel responsible if undesired reactions occur.

Orders regarding changes in medication must be reported directly to the school nurse and can be accepted via telephone.

The school nurse is to keep an accurate record of each dose of medication administered at school including date, time, and person giving medication. All medication must be in the original bottle and not mixed.

Any over the counter or prescription medicine to be given on a short term basis must be given to the school nurse with a note with specific instructions including last time given at home, dosage, time to be given at school, etc. Instructions must coincide with over the counter label or prescription directions. The note must include reason the child is taking medication. Also, it must be sent in original bottle with label. The note must be dated and signed.

Failure to comply will result in the following disciplinary measures:

Minimum Penalty - Warning

Maximum Penalty - Expulsion

Asthma Inhaler/Auto-Inject able Epinephrine (Epi-Pen) Use in School

Legal Reference Act 1694 of 2005

Glucagon Administration Act 1232 of 2013



Back of Handbook: Glucagon Administration and Carry Consent Form

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both with them at all times shall follow the Medication Policy. A medication administration release form signed by the parent or guardian will serve as the official request to allow self-administration. The authorization shall be valid for the duration of the school year at the school the student is currently attending at the time the authorization was obtained.

A student with asthma is not required to carry their asthma inhaler or auto injectable epinephrine, or both, on his or her person. If a student with asthma does not formally request to carry an asthma inhaler or auto injectable epinephrine, or both, on his/her person, the student's parent or guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

A diabetic student will provide the school with injectable glucagon to be administered by trained personnel in the event of an acute insulin reaction. A Glucagon Administration Consent Form must be completed by the parent/guardian of the student and will be valid for the duration of the school year the student is currently attending.

A student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other student. Any student using an inhaler without authorization shall be subject to disciplinary measures according to the policy for drug abuse. Legal Reference: Act 1694 of 2005

HEAD LICE

After a student has been sent home two times a semester with head lice, a doctor's note stating that they are free of lice will be required for re-admission into school.

HEALTH SCREENINGS

During the school year students in kindergarten, first, second, fourth, sixth and eighth grades are screened for vision and hearing. Also, all students in Special Services (Special Education classes, Speech, Learning Disability) and transfer students regardless of grade are screened. These are recommendations set by the Arkansas Department of Health. Any student who request to be checked or is referred by a parent or teacher is also screened. Scoliosis screening (curvature

of the spine) is done on sixth grade girls and all eighth grade students. Height and weight are measured on students in kindergarten, second, fourth, eighth and tenth grade students to determine body mass index (BMI). This information is confidential and only the parent receives the results. If your child fails any of these screens, a referral will be sent to you for your consideration.

These tests are only screens and do not identify all problems. If you notice any vision or hearing problems at home, please take your child to a professional for further evaluation.

ACCIDENTS, ILLNESS, & FIRST AID

Accidents to students on the school grounds or buildings are reported to the principal. Only first-aid treatment is given and the family is notified. If necessary, the family physician may be called. The school assumes no responsibility for financial obligations involved in treatment. When students are injured or become ill, their parents should be notified and requested to take them home.

There are several faculty members in each building certified to administer CPR and first-aid.

First-aid will be given to your child while at school unless it is against your family's religious practices. In cases of severe injuries while at school (broken bones, deep laceration, etc.) every effort will be made to contact a parent or legal guardian. If we are unable to locate one, we will take the student to a local doctor designated on your child's school record for treatment. The child will only be taken to a doctor in emergency cases. You will be responsible for the physician's bill.

Emergency care for students filing religious exemption cards shall be treated as follows:

- Minor injuries, such as small cuts and abrasions, shall be washed with plain soap and water only. If the injured requires more than the above, the parent should be contacted.
- No additional first aid should be given.
- If lifesaving measures are indicated and the parents cannot be reached, the student should be taken to the emergency room at the hospital.

Since school age children become ill quickly, it may be necessary for us to contact you during the school day and request that you come after your child. Transportation will be provided if a parent is unable to come after their child.

Students who have fever (99.6), vomiting, or any symptom of contagious disease should not be sent to school.

Students will be given at least two (2) days to complete homework without a penalty after being absent as long as an excused absence is returned by the student. Additional days may be granted by the principal or teacher.

IMMUNIZATION REQUIREMENTS

As required by state law, each student shall be immunized against diphtheria, Pertussis, tetanus, poliomyelitis, red measles, and rubella, including any other immunization that may be required by state law, before enrolling in any school of this district provided that such immunization shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered thereby, or where the parents or guardians of the child object to immunization on the grounds that such immunization conflicts with the religious tenets and practices of the parents' or guardian's recognized religion or church. Such immunizations shall be secured in consonance with rules and regulations of the Arkansas State Board of Health.

COMMUNICABLE DISEASES

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

In the event that student is absent from regular class for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and care setting for a student with a severe communicable disease shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the school nurse, student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care of educational setting.

In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

Routine checks may be made of children during flu season or when other contagious viruses are present. This is done to try to prevent widespread illnesses in the classroom.

*NURSING CARE AND MEDICAL PROCEDURES
FOR STUDENTS WITH SPECIAL HEALTH CARE NEEDS*

All requests for performance/supervision of nursing care or medical treatment not usually considered functions performed by school personnel are to be evaluated by the administration in conjunction with the school nurse on an individual basis.

Parents must request in writing the services desired and include a release of liability statement.

The physician shall recommend in writing the specific service needed in order for the student to attend school. It must be a service that has to be performed during regular school hours with no other time schedule accommodating the child's need. The physician also agrees to accept responsibility for monitoring the child. The school shall provide the physician with periodic reports at his/her request or as deemed necessary by school personnel.

Review of the above request and recommendation will be made by the administrator, building principal, or school nurse. Necessary training and/or instruction of individuals designated to perform the service will be coordinated by the school nurse.

The parent will provide adequate, necessary equipment to perform the service. A written record will be maintained indicating when and by whom the service was provided. All arrangements for care and supervision must be accomplished before the child is placed in a situation in which the school assumes responsibility.

ADMITTANCE AND PLACEMENT OF STUDENTS WITH HIV/AIDS

Persons with a handicapping infectious disease are covered by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against handicapped persons in programs that receive federal funds.

Children, whose health is impaired by AIDS, and because of that impairment need special education and related services, are also covered under the EHA, which guarantees a free appropriate public education to handicapped children.

The team approach should be utilized in planning the type of educational care setting for the AIDS infected child. The team should be composed of: the child's physician, the child's parent or guardian, the school principal, the school superintendent, the school nurse, and the LEA supervisor; only when the need for special education or related services is necessary.

The team should consider the following:

1. Recommendations made by the Department of Education AIDS Advisory Board
2. The child's behavior—biting tendencies,
3. The child's neurological development—control of bodily secretions,
4. The child's physical condition—uncover able, open oozing sores,
5. The child's educational development.

An evaluation to access needs for a restricted environment should be performed upon entry and whenever the situation changes; illness or behavioral changes.

Persons involved in the care and education should respect the child's right to privacy including confidential records. Those persons should be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements.

Under the circumstances a child with AIDS/ARC might pose a risk of transmission to others:

1. If the child lacks toilet training,
2. If the child has open sores that cannot be covered,
3. If the child demonstrates behavior (biting), which would result in direct inoculation of infected, body fluids into the bloodstream of another?

If any of these circumstances exist, the school nurse, in consultation with the child's physician, must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be temporarily removed from the classroom until an appropriate school program adjustment can be made or the team determines that the risk has abated and the child can return to the classroom. If the condition precipitating removal does not change, a homebound teacher shall be sought. To the extent that this requires personal contact between the student and teacher, only teachers who volunteer shall be utilized.

A child with AIDS/ARC may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. The school nurse should inform the parent/ guardian and the child's physician to make this decision.

These guidelines should be reviewed periodically, and revised as necessary to reflect new medical information regarding AIDS.

When a student with HIV/AIDS presents him/herself for enrollment the following procedure shall be followed:

1. The SUPERINTENDENT SHALL BE THE ONLY SPOKESPERSON. All inquiries concerning said student shall be referred to the superintendent unless otherwise directed.
2. The involved school's principal shall immediately notify the superintendent. Any personnel present at the time of the enrollment that are privy to this information shall maintain confidentiality. The student's and parent's right to privacy may not be breached at any time by any school employee. There may be exceptions to this guideline and these will be determined by the administration and school board. In the event that the principal and/or superintendent are not available, the secretary or counselor

shall inform the parents and student that enrollment of a student with HIV/AIDS must be through the administration office.

3. The school superintendent or contact person must notify the director of the Arkansas Department of Education before any action is taken by the school district.
4. The director of the ADE notifies the chairperson of the Arkansas AIDS Advisory Board. The director will give all pertinent information to the chairperson.

The chairperson of the AIDS Advisory Board will convene the board when necessary. The board consists of members from the ADE, Arkansas Department of Health medical representatives and legal representatives.

The Advisory Board will interact directly with the local school administrators to develop a plan of action, which maintains confidentiality.

When a person who is currently enrolled in the school district is identified with HIV/AIDS, procedures three thru six shall be followed.

Upon enrollment or identification, a team approach should be utilized in planning the type of educational setting for the HIV/AIDS infected child based on the recommendations made by the Department of Education AIDS Advisory Board.

The team should be composed of:

1. the student's physician
2. the student's parent/guardian, and or the student
3. the involved school's principal
4. the school superintendent
5. the school nurse
6. the school counselor
7. the LEA supervisor; only when the need for special education or related services is necessary.

Under the following circumstances, a child with HIV/AIDS might pose a risk of transmission to others:

1. If the student lacks toilet training,
2. If the student has open sores that cannot be covered.
3. If the child demonstrates behavior (biting) which could result in direct inoculations of infected fluids into the blood stream of another.

If any of these circumstances exist, the school nurse in consultation with the student's physician must determine whether a risk of transmission exists. If it is determined that risk does exist, the student shall be temporarily removed from the classroom until an appropriate school program adjustment can be made or the team determines that the risk has abated and the child can return to the classroom. If the condition precipitating removal does not change, a homebound teacher shall be sought. To the extent that this requires personal contact between the student and teacher, only teachers who volunteer shall be utilized.

A student with HIV/AIDS may need to be removed from the classroom for his/her own protection when cases of measles, chicken pox or any other highly contagious diseases are occurring in the school population. The school nurse should consult the student's physician and the parent/guardian (if aware) to make this decision.

These guidelines should be reviewed periodically and revised as necessary to reflect new medical information regarding HIV/AIDS.

Students with special health problems may be considered handicapped under Section 504 of the Rehabilitation ACT of 1973. As such they are protected against discrimination and entitles to a free appropriate public education, which would include identification of health problems, which would impact learning, implementation of an individualized education plan and communication with the primary classroom teacher and primary health care provider.

INSURANCE

Students who have school insurance and who need to file a claim for a school connected accident will find forms available in the principal's office. Forms should be secured and completed as soon after the accident as possible. When an accident occurs, it should be reported immediately to the teacher in charge who will report it to the principal. The school carries accident insurance on all students during school activities.

LUNCH AND BREAKFAST PRICES

2014-15 Breakfast Price Increase

Student breakfast from \$.85 to \$1.00

Adult Breakfast from \$1.15 to \$1.25

2014-15 Lunch Price Increase

DeWitt and Gillett Elementary from \$1.35 to \$1.50

DeWitt Middle School from \$1.60 to \$1.75

DeWitt High School from \$1.80 to \$2.00

Adult Lunch all campuses from \$3.25 to \$3.50

STATEMENT REGARDING ASBESTOS

Dear Parents and Students:

To comply with federal and state requirements regarding notification of asbestos management and to ensure a safe learning environment for the patrons of DeWitt School District, please be advised that some district facilities contain varying amounts of known asbestos-containing materials. Asbestos-containing materials located in the district's facilities are maintained and managed to assure that they pose no threat to the health and safety of students, employees, parents and visitors to the school district's facilities.

The District employs the services of a professional asbestos management firm which has completed a study to determine the presence, location and quantity of asbestos-containing materials in all district facilities. Every six months the school district conducts surveillance of all asbestos containing materials in district facilities to ensure continuation of a safe environment. Every three years facilities undergo a formal re-inspection. The district maintains an asbestos management plan, which is available for review at district office.

DeWitt School District is committed to providing facilities which are safe environments for all students, employees, parents and visitors, and we thank you for your attention to this important issue.

Forms

The following pages contain essential forms for the 2014-15 school year.

BUS DISCIPLINE ACKNOWLEDGEMENT FORM

IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS.

The parent or guardian must sign the following statement of the children who are being transported by school-operated vehicles. Return to their school bus driver.

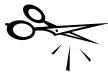
BUS DISCIPLINE

The following steps will be followed when dealing with discipline related to buses:

- 1st Offense: Reprimand or Detention
- 2nd Offense: Corporal punishment or one day ISS.
- 3rd Offense: 3 days ISS.
- 4th Offense: 5 days suspension from riding the bus.
- 5th Offense: 10-day suspension from riding the bus
- 6th Offense: Student will be suspended from riding the bus for the remainder of the semester or the remainder of the school year.

If any act is serious enough, the principal may by-pass steps one and two and go immediately to step three or four.

The parent or guardian must sign the following statement of the children who are being transported by school-operated vehicles. Return to their school bus driver.



STATEMENT ACKNOWLEDGING RECEIPT OF BUS DISCIPLINE

As a parent or guardian, I do hereby acknowledge having received and read the policies relating to students riding school district buses for the 2014-15 school year.

(Name of Student)

(Student’s Mailing Address)

(Name of School)

(Signature of Parent/Guardian)

GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM

4.35F3 – Glucagon Administration and Carry Consent Form

Student's Name (Please print) _____

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse, or in the absence of the nurse, trained volunteer district personnel to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse, or in the absence of the nurse, trained volunteer district personnel designated as care providers to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the district, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or Legal Guardian Signature _____

Date _____

RETURN TO DEWITT HIGH SCHOOL

LIABILITY RELEASE FORM

**DEWITT HIGH SCHOOL
LIABILITY RELEASE FORM**

I request that my (son) (daughter) _____ (student's name)
be allowed to return home with me after the _____ (activity) on
_____ (date), _____ (place). I certify that I am the
legal guardian and will release the school and sponsor from all legal liability that might
be involved in this action.

(Parent or Legal Guardian's Signature)

(Date Signed)

SMART CORE INFORMED CONSENT FORM

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

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

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Parents or guardians may waive the right for a student to participate in the Core Curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

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

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)

Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)
- Two units from the following three options:
- Physical Science
 - Chemistry
 - Physics or Principles of Technology I & II or PIC Physics

Social Studies – 3 units (see note beside Economics)

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

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

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

Fine Arts – ½ unit

Career Focus – 6

(Comparable concurrent credit may be substituted where applicable.)

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

Parent/Guardian Signature	Date	School Official Signature	Date

SMART CORE WAIVER FORM

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: _____

Name of School: _____

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

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student’s right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

Mathematics – 4 units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills

****A two-year algebra equivalent or a two-year geometry equivalent may each be counted as 2 units of the 4 unit requirement.**

Science – 3 units

- At least 1 unit of Biology
- At least 1 unit of a physical science

Social Studies – 3 units (see note beside Economics)

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

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

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

Fine Arts – ½ unit

Career Focus – 6

(Comparable concurrent credit may be substituted where applicable.)

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

Parent/Guardian Signature

Date

School Official Signature

Date

HANDBOOK ACKNOWLEDGEMENT FORM

I have received a DHS Student Handbook for the 2014-15 school year.

Name of Student

Grade

Student's Signature

Date

Parent/Guardian's Signature

Date

Parent/Guardian Mailing Address

Parent/Guardian Physical Address (Street)

RETURN THIS PAGE TO DEWITT HIGH SCHOOL

