

# Procedural Manual



2018-2019

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## Student Information

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_

## Medical/Emergency Information

IN CASE OF EMERGENCY CONTACT \_\_\_\_\_  
RELATIONSHIP TO STUDENT \_\_\_\_\_  
PHONE \_\_\_\_\_  
WORK PHONE \_\_\_\_\_  
BLOOD GROUP \_\_\_\_\_  
OTHER IMPORTANT MEDICAL DATA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **DARDANELLE HIGH SCHOOL**

Member North Central Association

Phone (479) 229-4655

1079 North State Highway 28

Dardanelle, Arkansas 72834

Marcia Lawrence, Principal

Lynn Balloun, Vice Principal

August, 2018

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

**Signature of Parent** indicates that you are in receipt of the 2018 - 2019 student procedural manual and are familiar with the policies involving attendance, discipline, homework, graduation requirements and other policies as outlined in this book.

**Signature** \_\_\_\_\_

\*Note: This form is your “ticket” to take your test on this book (which is a credited English class test).

NOTE: Full district policies affecting our students are sent to each parent at beginning of school year. Full policies are posted on the web page under ‘Board’ tab. This book contains only brief statements of day to day procedure – not the full policy on which procedure is based.

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**NOTICE: Should the State or Federal Government enact new laws or should the board of education adopt new policies that contradict any policy or practice in the student handbook, such laws or policies will supercede the information in this handbook.**

## MISSION OF DARDANELLE HIGH SCHOOL

*It is the mission of Dardanelle High School to empower its students with the skills to succeed in their changing world.*

### SCHOOL IMPROVEMENT PLAN GOALS FOR DARDANELLE HIGH SCHOOL

1. All students will demonstrate growth in language arts skills.
2. All students will demonstrate growth in math skills.

#### BELL SCHEDULE

7:55	First Bell
8:00 - 8:55	1st Period
9:00 - 9:50	2nd Period
10:00 - 10:15	Advisory
10:20 - 11:10	3rd Period
11:15 - 12:05	4th Period
12:10-12:35/12:40-1:30	5A
12:10-1:00/1:00-1:30	5B
1:35 - 2:25	6th Period
2:30 - 3:25	7th Period

## Dardanelle School District 2017-2018 Calendar

*Adopted By The Board of Education on March 13, 2017*

• Professional Development	August 7, 8, 9, 10, 11
• First Day of Classes	August 14
• Labor Day	September 4 (No classes)
• End of First Quarter	October 13 (44 Days)
• K-12 Parent Conferences	October 23 Prof Dev (No classes)
• Professional Development	Oct 24 K-12 Parent Teacher Conferences
• Thanksgiving	November 20-21 Prof Dev Flex Days (No classes)
	November 20-24 (No classes)
• End of Semester	December 22 (44 Days)
• Christmas	December 25 - January 9(No classes)
• Professional Development	January 8 Professional Dev Day (No classes)
• Classes Resume	January 9
• Martin Luther King Day	January 15 (No classes)
• K-12 Parent Conferences	February 8 (K-12 Parent Teacher Conferences)
• Professional Development	February 19 Presidents' Day (No classes)
• Presidents' Day	March 16 (47-Days)
• End of Third Quarter	March 19-23 (No Classes)
• Spring Break	March 30 Prof Dev Flex Days (No classes)
• Commencement	May 20
• Last Day of Classes	May 24 (43 Days)
• Memorial Day	May 28 (No classes)

*1st Quarter	Aug 14 - Oct 13	44 Days
*2nd Quarter	Oct 16 - Dec 22	44 Days
*3rd Quarter	Jan 9 - Mar 16	47 Days
*4th Quarter	Mar 26 - May 24	43 Days

Total Days in Session: 178

\*Make Up Days: May 25, 29, 30, June 1

Parents/Teachers/Students save the dates

\*\*Any days missed in the first semester may be made up on Feb 19 and/or March 30 as make up days

*District Prof. Dev:	Aug 7, 8, 9 Oct 23, Jan 8
*Teacher Planned Prof. Dev:	Aug 10, 11
*Flex Days:	Nov 20, Nov 21, March 30

190 Teacher Contracted Days\*\*  
178 Instructional Days, 10 Prof Dev Days, 2 Parent Teacher Conf Days

## ADVISORY PROGRAM

The Advisory Program is designed to provide each Dardanelle High School student with a designated faculty member to help the student for the entire four years of high school. The advisor is the student's academic advisor, counselor, and friend. The advisor serves as the most important link between student, school, and home. The advisory program is the center of academic, personal, and social development at Dardanelle High School.

## ABSENCES

1. After 10 absences of any kind (excused or unexcused) in one semester a student can lose credit for the semester; a truancy affidavit will be filed with the prosecuting attorney. The family can anticipate legal consequences.
2. Six excused absences in a semester are allowed. Basically, these are personal illness and death in the family. A college visit and a government or court appearance are absences, but they are excused.
3. Four unexcused absences are allowed in a semester. You will be notified after the second such absence. At four unexcused absences an affidavit of truancy will be filed.
4. A school activity absence is not figured as an absence at all

## DRIVER'S LICENSE

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

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

## TARDY POLICY

Tardiness is not being ready to begin class as defined by each teacher. Usually this will mean in your seat or assigned space with all required materials when the tardy bell begins to ring. If a student is not prepared for class when the bell rings and must go to a locker or the bathroom during class, a teacher may assign tardy detention for that student.

Teachers should notify the student when he has been marked tardy. If a student's name is on the tardy list and he does not show up for tardy detention, the detention time will be doubled.

When a student is reported tardy before noon he will serve tardy detention at noon that day.

Tardy detention will be the first ten minutes of lunch period – whichever lunch the student has.

Failure to attend tardy detention will result in twice as much detention and/or in-school suspension.

\* If a student is tardy more than five minutes he will be assigned noon detention for the entire lunch period.

Excessive tardiness - After a student is tardy more than six times for the semester he will be placed on the excessive tardy list. Students on this list will be assigned detention for the entire lunch period for each tardy. A chronic tardy problem will be dealt with in a more serious manner. Loss of credit is possible in cases of excessive tardiness.

### ON CAMPUS PARKING AND DRIVING

Since bus transportation is provided, use of motor vehicles on campus is not a necessity but a privilege. Students park on campus at their own risk. The school is not responsible for damage or loss of the vehicle and/or its contents. A motor vehicle registration form must be filled out and returned to the office before a parking permit will be issued. The parking permit must be displayed as directed.

If a student is driving a vehicle that does not have a parking permit, it must be registered daily in the office.

To receive a parking permit, a student must:

- A. Hold a valid driver's license (not a learner's permit)
- B. Have proof of automobile liability insurance (to include name of insurance company, local agency, and policy number)
- C. Agree to all elements of the parking permit application form.
- D. Pay the permit fee.

The following are the on-campus parking/driving regulations:

- Vehicles are to be parked in the designated parking area upon arrival and are to be vacated immediately.
- **Sitting in parked cars or loitering in the parking area is a violation.**
- The speed limit on campus is 15 MPH.
- Driving on any surface that has not been designed for vehicle travel is not permitted.
- Reckless driving is prohibited. This includes driving over 15 MPH, squealing tires while accelerating or braking, not yielding to pedestrians or other vehicles.
- Students are not to drive or park in the faculty parking/commons area. Parents will not be allowed to drop off or pick up students in this area.
- All traffic signs and directions from school personnel must be obeyed.
- Vehicles should not be driven or moved on campus during the school day without permission from the office.

On-campus driving/parking privileges may be revoked for failure to follow regulations.

### OPEN / CLOSED CAMPUS

Dardanelle High School is a closed campus. Once a student is on campus in the morning, he may not leave without approval from the attendance secretary or the principal. **Any failure to sign out is considered truancy.** Personal business is not a reason to leave campus (refer to attendance policy for acceptable reasons to sign out.)

Any student arriving on campus after first bell is required to check into the office before going to class.

Students checking out for medical appointments must have a note from parents and must return with a note or appointment card from the doctor's office.

Students classified as seniors may leave campus during lunch time. This privilege will be suspended or revoked for the following reasons:

- tardiness to post lunch class
- transporting underclassmen off campus
- driving in an unsafe manner

Underclassmen leaving campus during lunch will be disciplined in an appropriate manner.

Teachers will have closed / locked doors at all times. Any student in halls during class will have the tardy "clip board."

### MAKE-UP WORK

It is always a student's responsibility to arrange, with the teacher, to make-up work missed due to absence. Such arrangements should be made within one day after the student's return from an absence. Make-up tests are given, at teacher request, on Thursday before school in the office and on Thursday after school in the cafeteria, or teachers may ask the student to make-up a test at another pre-determined time. Make-up must always be finished within a reasonable period of time, as determined by the teacher.

The mastery math program in algebra and in geometry allows students three attempts at mastery on each unit. Tests one and two are given within the algebra or geometry class period (should a student be absent, he/she will arrange make-up with the teacher, just as in any other class). Test three, however, must always be on the student's own time. The test is offered on Thursday: either at 7:30 a.m., during the student's lunch, or at 3:30 p.m. If the student does not come to take test three at one of the Thursday times of the week the test is assigned, he/she loses the privilege of taking the third test. His or her grade for the unit will, then, be based on tests one and two only with test three as a zero grade.

If a student is absent for more than one day, it is the responsibility of the student or parent to contact teachers, preferably by E-mail, for assignments. If this is a problem, please contact the high school office for help with assignments. E-mail addresses for teachers are in the back cover of this book and on the school web-site.

### REGISTRATION AND APPROVAL OF OUT-OF SCHOOL GUESTS

Local events at Dardanelle High School require that out-of-school guests are approved by the sponsors and the Principal of the high school. Approval of such guests will be based on the judgment of what is in the best interests of the student body.

### HOMEWORK

Homework is considered a major part of school. Ninth and tenth grade students should prepare for around 30 minutes per major subject each night. Eleventh and twelfth grade students should prepare for around 45 minutes per major subject each night. It should be done in accordance with a schedule supervised by parents. It is expected to maintain, reinforce and prepare for classroom work. This homework policy is herein communicated to parents.

## **NONDISCRIMINATORY POLICY NOTIFICATION**

It is the policy of the Dardanelle School District to provide equal opportunities without regard to race, religion, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the equity coordinator. The equity coordinator's name is posted in the office.

### **TEXTBOOKS**

Textbooks are loaned from the State of Arkansas. The student to whom the book is loaned bears full responsibility if it is lost or damaged. Lost books will require payment of full replacement value by the student. Fines will be assessed in accordance to damage to books. Failure to pay fines or for lost books will result in legal action for theft of property.

### **LOCKERS**

The board makes available school lockers for the purpose of providing students with a convenient receptacle for the clothing, books, and other articles necessary for the student's use during the school day. The student has **no property interest** in any locker. Such lockers are subject to inspection by the administration. Inspection will be conducted only in the case of emergency or where there is reason to suspect evidence of violation of school rules. Whenever practical, inspection will be made in the presence of the student concerned. Authorization to inspect a locker will be given only by the Principal, Vice Principal, or the Superintendent.

**Lockers** - Lockers are assigned and rented for \$5.00 per year. The school will provide a lock for the locker. It is that lock that is to be used on the locker. Should the lock not be on the locker when the locker is returned, the student renting the locker will be charged \$8.00 for the lock. Locks are not to be switched; locker is not to be left unlocked. Such actions would be cause for the student's right to continue to have a locker to be rescinded and disciplinary action taken. Any failure to return the locker and lock after use in good condition will result in disciplinary action for vandalism. Again, we stress that lockers are to be kept locked at all times. The school assumes no liability for materials left in lockers. No student is to keep possessions in any locker other than his own.

### **MEDICAL PROBLEMS**

**Physical Examination** - A student may be requested to take a physical examination if suspected of having a contagious or infectious disease, or any other health condition which would impair learning. Eligibility for participation in interscholastic athletic competition requires that athletes receive an annual physical examination prior to participating.

**Special Health Problems** - A special health problem, e.g., allergic reaction, asthma, diabetes, seizure disorders, perceptual defects or personal health problems should be made known to the school. This knowledge is important in dealing with emergencies as well as in daily planning. Medical ethics dictate confidentiality. Information gathered from health records, conferences, and reports concerning individual problems is treated by involved faculty in a confidential manner.

**Medications** - Medications are those prescribed by a physician. No medication will be administered in school except: If a specific medication may become necessary during the school day, it is to be left in the Principal's or nurse's office, labeled with name and directions by the pharmacist and kept in a secured place. A required permission form to provide for the outgoing administration of medication must be completed by the parent and physician. This form is available from the Principal or the nurse.

### **STUDENT GRIEVANCES**

A student or parent with a grievance should initiate the grievance process at the level at which the grievance occurred by first discussing the problem with the immediate teacher or principal involved. If the problem is not resolved to the satisfaction of the student or parent, he/she may file a written grievance with the superintendent. If the superintendent is unable to resolve the situation, the student or parent may request that the superintendent schedule a hearing before the Board of Education. A copy of the formal school district grievance procedure is available upon request.

### **PHYSICAL ACTIVITY AND WELLNESS**

The school wellness policy does not restrict what parents may provide for their own child's lunch or snacks. Parents, however, may not provide foods for children other than their own.

Students are required to change into loose clothing and athletic type shoes for PE classes.

### **SEVERE WEATHER**

**In case of inclement weather, closing information may be attained from the following sources. KARV-610 AM Radio, KCJC-100.9 FM Radio, the district website.**

### **EMERGENCY INFORMATION**

Each student should have current emergency numbers on file in the Principal's office. Ill or injured students are not sent home without contact with an adult who will accept responsibility for the student.

In case of a significant illness or injury, the family is contacted. As soon as the parent or authorized person has been notified; the responsibility for care or treatment rests with the family.

### **FEES**

The Board discourages student fees. Only those fees considered essential shall be charged and then only with the approval of the Superintendent.

### **VISITORS**

Visitors must register in the office and may visit only with the Principal's permission. In general, visitors are not allowed during academic time. Visitors are not allowed during lunch.

### **USE OF CELL PHONE AND OTHER ELECTRONICS**

From the time the student enters a classroom until the teacher dismisses the student from the classroom, use of cell phones and other electronic communication devices are prohibited. Such devices will be in the off position and stowed in a bag or pocket and not noticeable. In other words, they are not to

be seen or used in the classroom. Such devices may not be used in rest rooms or other areas during class periods.

The first time this rule is broken, the device will be taken by the teacher and turned in. It will not be returned in less than 48 hours. Detention will be served.

### **LUNCH POLICY**

We do not charge lunches for high school students. We have made emergency provisions. We want to be certain no child has to skip lunch any day.

We take cash in the lunch line only at the end of each line, after lunch card holders are served.

Lunches should be paid in the office prior to advisory each day – there is a box in the office for this purpose. An online payment option is available.

All students, even those who do not regularly eat in the cafeteria, are urged to have a lunch card / number to use if needed.

A student without money or a card for lunch may ask in the office or cafeteria and crackers and milk will be provided on an emergency basis for that day.

Students are urged to apply for a free or reduced waiver if there is a chance their family will be eligible. Such forms may be picked up in the lunch line or in the office.

Students in disciplinary detention will be brought a lunch if they request it. Students are asked about lunch when they report to detention. Students serving tardy detention are released in time to get their own lunch.

### **DISCIPLINARY PROCEDURES**

**Policies are arranged from  
least serious to most serious consequences.**

Dardanelle High School students are expected to observe a high standard of conduct at school and at all school functions. This implies proper dress at these functions and generally accepted standards of behavior.

The following list includes disciplinary options that school officials may implement in an effort to maintain a safe and orderly environment for all student:

1. The minimum action for a discipline problem is a warning, a conference, or a directive to change the behavior.
2. Detention - This is the most frequently used form of discipline. It may be assigned before school, after school, at lunch, or during the weekend. Failure to attend detention may result in suspension from school. Some detention will be assigned if a student is sent from class.
3. ISS (In School Suspension) - This form of discipline is used for more serious offenses. The student is isolated from the rest of the student body in a separate facility. The ISS facility is staffed by a teacher who monitors behavior and academic work. ISS does not count as an absence and the student can do assigned classwork. A student who can not behave appropriately in ISS may be suspended from school. Assignment to ISS is generally for a short term of time.

4. Corporal Punishment is an option for use as a disciplinary procedure at D.H.S. and will be used in accordance with board policy.
5. OSS (Out of School Suspension) - OSS may be signed by administration for serious offenses. A student suspended out of school may not be on campus for or attend any school activity. OSS is considered an unexcused absence. A parent conference is required before a student is readmitted to school following a suspension.
6. Expulsion is removal from school and all activities for a period in excess of 10 days. It could be a permanent arrangement. Expulsion is the result of board action and is recommended in the instances outlined on page 15. This is the most serious action taken by the school in regard to student discipline infractions. This is the maximum consequence.
7. Administration secures the right to use other legal disciplinary options not listed above depending on circumstances. The district may use juvenile or legal services to aid in resolution of problems.

### **MISCONDUCT**

The following serious violations will result in disciplinary action and may result in suspension or expulsion:

1. Fighting/Assault
2. Failure to submit to the authority of adults
3. Destruction of property or theft
4. Possession of dangerous objects, drugs or alcohol
5. Habitual profanity
6. Chronic truancy or tardiness
7. Chronic disruptive behavior
8. Threatening behavior toward staff or students and/or bullying
9. Gang Association
10. Sexual Harrassment

### **MAJOR MISCONDUCT**

**The following serious violations may** be referred to the Board for expulsion:

1. Substantial destruction of property, or theft of any item(s) of significant value
2. Possession of dangerous objects, weapons, drugs, drug paraphernalia, or alcohol
3. Repeated, or especially violent episodes of fighting
4. Use of profanity or threats directed at school personnel

In these cases, the student may be suspended immediately by the Principal or Superintendent and a determination made by school administration and the Board President as to whether or not to schedule a Special Board meeting, or address the matter at the next regular meeting of the Board.

Failure to appear before the Board may result in expulsion.

**A last chance may exist for a first time offender** accused of major misconduct. If last chance is applicable, the principals will explain the option to the student and parent. If the family applies for this option, is admitted, and follows all aspects of the program, the last chance option may forestall or make unnecessary the expulsion hearing with the Board of Education



## UNACCEPTABLE BEHAVIOR

**Insubordination** - Insubordination is defined as not following the directions of an authority figure at school.

This is considered a serious offense and will not be allowed.

**Disrespectful Behavior** - Disrespectful behavior is defined as any comment or action that demonstrates a lack of respect for another person.

The following are examples of disrespectful behavior:

*Arguing, smarting off, making faces, mocking, ignoring, talking when a teacher or student is talking, referring to an adult at school by any title or name other than Mr., Mrs., Ms., Sir, Ma'am, Coach, Dr., Col, etc.*

Consequences of disrespectful behavior may include: Detention, suspension from class, an apology, ISS, OSS, or parent conference.

**Refusal to Attend ISS** - Any student who refuses an ISS assignment will be suspended out of school, pending a parent conference. If the student is readmitted, the ISS will be served before returning to regular classes.

**Public Display of Affection** - Public displays of affection should not occur at school. Incidents of PDA will be reported to the office and disciplinary action will result. First offense will result in detention. A chronic problem will result in more serious consequences, to include contacting parents.

**Disrupting Class** - This includes any behavior that disrupts the teaching-learning process. A student does not have the right to hinder the learning of others in any way. Students who disturb the learning of others will be disciplined with detention, ISS, corporal punishment, or suspension from class. Chronic problems will result in more serious consequences.

**Bus Behavior** - Rules regarding bus behavior are posted on each bus. Any student who can not follow these rules will be disciplined. The bus driver has the authority to assign seats and must be obeyed. Bus riding is a privilege that will be taken away if behavior is not acceptable. A video camera may be placed on a bus to record student behavior.

**Horseplay/Rough Behavior** - Horseplay and/or rough behavior will not be tolerated at Dardanelle High School. Examples of actions considered inappropriate include the following: Jumping on someone, slugging someone in any way, running or chasing someone, throwing anything, thumping someone, yelling, screaming, using wrestling moves or holds on someone. Detention may be assigned for infraction or corporal punishment may be used.

**Sexual Harassment** is sex discrimination under Title IX. It is the policy of Dardanelle High to maintain a learning environment that is free from sex discrimination, including sexual harassment. Such occurrences will be disciplined in accordance with district policy.

**Cheating** - Cheating is serious misconduct and will be dealt with in such a way that the student is fully informed of its seriousness. Instances of cheating will be referred to the principal. After an investigation and conference with the student, if the incident is substantiated, parents will be informed; teachers will be informed of the cheating incident. A record of the incident will remain a part of the student's discipline record.

**Bullying** - Bullying behavior is contrary to the safe academic environment that is of primary importance at Dardanelle High School. Bullying behavior will not be tolerated.

Bullying is defined as any written or verbal or electronic expression, any physical act or gesture, or any pattern of such behavior that is intended to cause distress, fear, or humiliation to a student.

Any teacher or student who witnesses an incident of bullying or any student (or student's parent) who feels that he/she is a victim of bullying should report such incident to the principal/vice principal.

Consequences for bullying shall be of a disciplinary nature in accordance with district policy. Such consequences may range from a warning to ISS/OSS or, in repeated or severe cases, a recommendation of expulsion. The school may involve law enforcement personnel in imposing consequences for bullying. Victim and perpetrator should be referred to the counseling office for help during or after the investigative and consequence phase of the incident.

D.H.S. believes that prevention is the preferable action in regards to bullying. Actions will be on-going to educate students and faculty and parents about the dangers of bullying.

**Dress** - Any dress that detracts from the calm, orderly, studious environment of Dardanelle High, in the opinion of the principal, is disallowed. The code will be strictly enforced. Consequences will include calling parents, out of school suspension (always an unexcused absence in a rigid attendance policy), and other discipline deemed appropriate. The following specifics may not be worn to Dardanelle High School or its activities: (athletic and performance uniforms may be designated as exceptions).

### NOT ALLOWED:

1. Messages offensive to groups (examples are Confederate clothing and ethnic pride shirts)
2. Hate, violent, or morbid messages (examples are wrestling shirts, music group shirts)
3. Obscenities or vulgarities
4. Tobacco, alcohol, drug messages
5. Sexual messages
6. Sleeveless blouses or shirts
7. Spandex or form-fitting clothes
8. See through clothes
9. Any head covering
10. Clothes that expose the navel or underwear
11. Visible jewelry in body piercings except in the ear (two earrings per ear only)
12. Excessively short shorts or skirts
13. Shirts and pants are to be at the natural waistline and not excessively large or baggy. Note that no large coats will be allowed to be worn in doors.
14. Tops that expose female breasts.

**Tobacco Use** - Use of and possession of tobacco products is prohibited by school rules and state law. Electronic, vapor smoking devices are prohibited and will be managed like tobacco use. **This law will be enforced.**

**Out of Assigned Area** - Students are to remain in authorized areas during the school day unless they have permission from a school authority. Students should not be in or near the Middle School without permission.

Parking lots are off limits, except for seniors during lunch. There should be no loitering in or around cars in the parking lot at any time. During lunch, students are to remain in the cafeteria or pavilion.

**Uncooperative Behavior** - All students are expected to cooperate in a positive way with school faculty and staff. Students are required to identify themselves when asked to do so.

### **DANGEROUS/DISRUPTIVE ITEMS**

Items which may be dangerous or may disrupt the educational atmosphere should not be brought to school. Items in this category shall include but not be limited to the following items: pocket knives, video games, water squirting devices, toy guns, fireworks, matches, lighters, razors, tools, vulgar/obscene items, gambling items (cards, dice), pagers/beepers, laser lights, etc... These items will be confiscated and detention assigned.

### **STUDENT SEARCH AND SEIZURE**

Any vehicle driven to school and parked on school grounds can be searched by school officials. In order to receive school permission to park on campus, a search consent statement must be signed. This consent states that keys for a vehicle will be surrendered, upon request, to school officials. Failure to agree to these terms will result in denial or loss of on-campus driving/parking privileges.

In the assignment of school property (locker, desk, books, etc.) to a specific student, the school retains ownership of such property and the right to inspect it or reclaim it.

### **INTERNET USAGE**

Internet access is available on the Dardanelle High School campus. Its effective academic use is encouraged. Students will be required to know, sign, and follow the district policy for internet use. Failure to do so will result in loss of internet privilege and other disciplinary action deemed appropriate. NOTE: Form in District Policy Sec. 4.7

### **PUBLICATIONS**

In order to reserve student publications for their intended educational purpose, the principal shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school sponsored newspaper, news broadcast, yearbook, literary magazine, or web site.

DHS will publish student pictures in its publications, in hard copy and electronically, unless otherwise notified in writing by the student's parent.

### **ALE**

The Alternative Learning Environment is used for students who cannot function in the regular classroom. Students assigned to ALE will work on a curriculum guided by a student AIP.

### **VANDALISM**

Vandalism of school grounds and facilities will be viewed as a crime and will be prosecuted as criminal trespassing and vandalism. It will be aggressively prosecuted to the full extent of the law.

### **ACADEMIC INFORMATION**

#### **Core Curriculum — What You Need For The World**

Those students not participating in the Smart Core curriculum will be required to fulfill the minimum core curriculum or the requirements of their IEP. All students must pass state required tests.

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#### **Smart Core Curriculum**

4 units of English (no two English units are taken at same time at DHS) English must be taken each semester.

4 units of Math (one math unit must be taken each semester of high school)

Algebra I, Geometry, Algebra II, Algebra III, Upper Level Math chosen from Statistics, Pre Calculus, or AP Calculus

3 units of Social Studies

American History, World History, government and civics / financial literacy and economics

3 units of Science

Physical Science, Biology, Chemistry

Physical Education/Health

Critical Reading (a local requirement) /Oral Communication

Fine Arts

Computers

Six credits in a career focus to be determined by choice and counselling

\*Two units of foreign language, 4 science units, and 4 social studies units are highly recommended for smart core students, as is some advanced placement choices.

#### **Core Curriculum (minimum graduation requirement)**

4 units of English (no two English units are taken at the same time at DHS)

4 units of Math (one math unit must be taken each semester of high school)

Algebra, Geometry, Algebra II, one other unit of math.

3 Social Studies

American Government Civics/Economics, and Financial Literacy

3 units of Science

Physical Science, Biology, Chemistry.

Physical Education/ Health

Critical Reading(local requirement)/Oral Communication

Fine Arts

Computers

Six credits in a career focus to be determined by choice and counseling.

\*The State of Arkansas' Smart Core curriculum is our default curriculum unless special needs demand a curriculum controlled by an IEP.

\*Refer to district policies on curriculum for full details.

**GRADUATION FULL REQUIREMENTS 4.45 DISTRICT POLICY**

1. 2.0 Grade Point Average after eight semesters
2. 22 Credits to include:
  - 4 Credits English (an approved English class every semester)
  - 3 Credits Science, Physical Science and Biology, and Chemistry.
  - 3 Credits American History, World History, American Government, Economics and Financial Literacy
  - 4 Credits Math or students must take and pass a math all eight semesters of high school
  - Speech, Critical Reading
  - Health/Physical Education
  - 1/2 Credit Fine Arts
  - 1/2 Credit Computers
3. Career Core or College Core Curriculum
  - \*All the above must be completed in grades nine through twelve.
4. All graduates must pass the American Citizenship Test as required by the state.

**GRADING SCALE**

90-100	A	60-70	D	<i>Grades are based solely on the students' ability to achieve the academic objectives of the class.</i>
80-90	B	Below 60	F	
70-80	C			

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## ADVANCED PLACEMENT CLASSES

Four advanced placement classes, at least one of which must be completed prior to the senior year, and one of which should be in the history core, one in the English core, and, at least one in either the science or math core.

### METHODS OF EARNING CONCURRENT UNIVERSITY CREDIT

- Take Aproved courses which carry concurrent credit at UACCM.
- Take classes at the Career Campus which carry concurrent credit at ATU.
- Take AP classes and earn college credit by doing well on the exam.
- Exercise a senior option and take college classes at ATU.
- Take a concurrent class offered on the DHS campus (providing pre-requisites are met for such courses).

**Honor Graduate:** Honor Graduates must have the following:

1. Complete smart core and all local requirements
2. 3.5 GPA
3. No "F" grade on the transcript
4. Four advanced placement classes, one of which should be completed prior to the senior year; one of which must be in either math or science, one of which must be in English, one of which must be in history.

**Senior Load** - Seniors, like all students at Dardanelle High School, are to carry a normal seven period day.

**Transfer of Honor Students** - Transfer students may be awarded honor status after evaluation by a special faculty committee. A transferring honor student is not guaranteed honors graduate designation.

**Transfer Students** - Any student transferring from a school accredited by the Arkansas Department of Education to another school accredited by the Arkansas Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Arkansas Department of Education to a school that is accredited by the Arkansas Department of Education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

**Semester Test** - All students will be required to take all semester tests unless 2nd semester seniors are granted an exemption.

**Completion of Diploma by Correspondence or Virtual Programs** - The Board discourages credits earned by correspondence or computer to be applied toward meeting the minimum high school graduation requirements. However, in special cases, students may be granted one such credit after a recommendation by a special faculty committee to the Superintendent.

**Concurrent Credit** may be allowed for courses taken at a university. Dardanelle High School reserves the right to determine appropriate placement

of any college credit. In general, a senior option of university attendance is to be pre-arranged with high school counselor and high school principal and will not replace a core requirement.

**Advanced Placement, IB, and ADE Honors** classes are graded on a 5. scale. The 5 point grade demands special teacher training and that students take the required national exam.

**Class Re-Takes** - Due to class size requirements, some graduation requirements at the high school level must be designated "one chance to pass" in regular school year. In such cases, appropriate summer remedial classes will be offered in order for the student to complete graduation requirements. English I, II, III, IV, Critical Reading, Speech, and World History are currently so designated. Students must demonstrate passing in each semester level of math before going to the next level. One English per year only.

**Grade Classification** - Since math must be taken in sequence, students not completing the required math in the regular year or summer terms will be reclassified. Likewise, students failing to complete other core subjects in the regular terms and/or summer terms may be reclassified.

**GED Policy** - In compliance with provisions and intent of federal law regulations, Dardanelle High school, adheres to the following practices in regard to recommendation of children under 18 years of age to a GED program: **we do not recommend any regular Dardanelle High School student to GED before the required age of 18.** The recommendation of a student in an alternative program will depend upon testing and individual educational plans.

### Senior Test Exemption Policy:

Seniors may be exempt from the semester tests in May under the following provisions:

1. No more than four absences during the course of the semester.
2. School sponsored trips do not count as absences. ISS days do not count as absences. OSS Is an absence (unexcused).
3. Six tardies, cumulative, count as one day of absence.
4. Three periods or less counts as one-half day absence; four periods count as one full day.
5. Seniors are expected to keep up with their absences and tardies. We will give you those recorded in the office as official upon student request.

Note that the normal school attendance policy is in effect for seniors. This exemption policy is just a way for seniors to gain the privilege to forego the last semester tests. The goal of the policy is to challenge seniors to have exemplary attendance during their last semester. The necessity of an absence from school is not considered in this policy. Be there all but four days and win the exemption privilege. Have to be absent more than that? Take the tests as you have for seven previous semesters.

**Changing a Schedule** - After school begins, no schedules are changed unless a graduation requirement is in jeopardy or unless a teacher recommends a change. The counselor and the Principal must approve such a change.

## **Tests and Remediation Policy**

Remediation classes may be required based on ASPIRE TEST performance as demanded by State policy.

## **ACTIVITIES**

A variety of organizations, clubs and activities are available to DHS students. Activities, assemblies and club meetings are announced in the daily bulletin. Any meeting or activity must be approved by the principal and placed on the DHS activity calendar. Meetings are generally held from 7:45 a.m. until 8:05 a.m. or according to a weekly schedule, during Friday advisory, and after school.

Any fund raising project must be approved by the principal and superintendent.

### **Student Council**

Membership includes representatives from each grade as well as officers. Council members must meet eligibility requirements and are elected by the student body in April.

### **Annual Staff and Journalism**

Members are selected by the sponsor and principal from students who apply. Members must be in grades 10, 11, or 12.

### **Art Club**

Open to any interested student.

### **Beta Club**

Open to students in grades 10, 11, or 12, who meet both scholastic and citizenship requirements, by invitation. Service and competition required.

### **DHS Shooting Sports**

Open to all students.

### **Future Business**

### **Leaders of America**

Open to any student who is taking or has taken a class in Business Education.

### **FCCLA**

Open to any student who is taking or has taken a class in Home Economics.

### **Quiz Bowl**

Open to students in grades 10, 11, 12. Membership is by competitive try-outs.

### **History Club**

Open to any interested students.

### **Spanish Club**

Open to students in 1st and 2nd year Spanish

### **French Club**

Open to any interested students.

## **Interscholastic Activities**

These activities include Band, Choir, Cheerleading, Forensics and Quiz Bowl, and Athletics and are open to any qualified students. Regular practices are scheduled. Special rehearsals and/or practices are required as needed.

## **ATHLETIC AND INTERSCHOLASTIC ACTIVITIES**

**Definition** - The interscholastic activities program of Dardanelle High School is designed to provide wholesome activity for students, to develop overall ability, individual excellence, team membership, competitive experience, and school pride and spirit.

**Eligibility** - The opportunity to represent Dardanelle High School is a privilege. The final determination rests with the school. The coaches/sponsors of each team or organization will determine participation. Any student is welcome to try out for interscholastic competition. To participate, a student must be eligible under AAA regulations, present a completed parent consent form, have a physical examination attesting to the student's good health, and meet all the academic qualifications.

The following are guidelines that govern our high school athletic program:

1. Athletes must be present for the entire school day in order to participate in practice or contests. Exceptions may be made for extenuating circumstances. These exceptions must be arranged with the principal, only.
2. Athletes involved in any major misconduct that results in suspension of any type cannot expect to participate in games or contests during the time of their suspension.
3. Students representing Dardanelle High School are expected to behave in a manner that will reflect positively on the school, community, and athletic program. Coaches and Principal may impose consequences for negative behavior.
4. In order to participate in games and contests the athlete must have earned at least a 2.0 GPA from the previous semester. A remediation program is available in which a student may recoup one semester of eligibility during high school. See Mr. Balloun for information.
5. A student may be declared temporarily or permanently ineligible by the school administration for breaches of discipline or for falling grades.

7. Students participating in any school activity, academic or extracurricular must travel by authorized district transportation. Such transportation will be a school bus or another vehicle approved by the superintendent. A parent may go to a coach in person to receive an okay to transport his student home from an event.
8. Should extra curricular experiences result in absences detrimental to academics, such participation will be curtailed by the principal.

### **GOALS OF THE ATHLETIC PROGRAM**

1. All students of the Dardanelle School District, eligible to participate, will be encouraged to be part of a team.
2. The Dardanelle Athletic Program will create an atmosphere in which every athlete is treated with respect and dignity.
3. Fundamentals will be stressed to all athletes at all levels.
4. Participation of all athletes will be a high priority of the Dardanelle Athletic Department.
5. Since extra resources are provided to athletic programs; participants will be held to a high standard of behavior and academic achievement. These standards are expected while playing, in school and within the community.

### **PARENT INVOLVEMENT**

Dardanelle High School's Parent Involvement Plan is posted on the school website. An informal version of the plan is mailed to all parents before school begins. The major points of the plan are as follows:

- The advisor is the parent's primary link with the school. This person serves as both academic advisor and personal advisor during the entire four high school years. The advisor is to keep the child informed as well as help and guide him.
- Classroom teachers are the source for what is going on in a particular subject. Each teacher has a teacher page on the high school website. Each teacher has an e-mail address listed in this book as well as on the website. Parents are encouraged to communicate as needed with teachers via e-mail or phone.
- Administrators at high school have an open door policy. You are welcome to talk with them. A call ahead might make it easier to see the administrator quickly.
- The E School Parent Viewer allows a parent to see grades in real time. Directions for use are sent to every parent at the beginning of the school year. We are always happy to assist the parent in accessing the viewer. Call the high school office.
- The daily bulletin is posted on the high school website. This will keep you in touch with daily events at school.
- Regular letters from the principal are mailed to parents.
- Parents are welcome to sit in on classes. A notice of your intent to do so would be helpful, but an immediate visit can be arranged.
- Books, pamphlets, information for parents are available in containers in hallways, in the library, and in the counselor's office.
- Two formal parent conferences take place each year. An individual conference can be arranged.
- Cynthia Hudgeons is the head counselor and the parent facilitator. She is available to help you at any time. Melane Burnis concentrates on ninth graders as well as her general counseling duties. Policy will be in Spanish also.

**WHERE TO FIND HELP**

**Emergency Information**

KCJC Radio Station-100.9 FM  
KARV Radio Station-610 AM  
Channel 4 - Little Rock  
Channel 7 - Little Rock  
Channel 5 - Fort Smith

**Referral and Counseling Information**

**Community Services, Inc..... 967-3370**  
*(Family counseling, parent-child conflict problems, NO FEE)*

**Counseling Associates, Inc..... 968-3993**  
*(Family counseling, parent-child conflict problems, sliding fee scale)*

**Western AR Legal Service ..... 968-3993**  
*(Low-income, non-criminal)*

**Yell County Health Department..... 229-3509**

**EMERGENCY NUMBERS**

AR Social Services ..... 495-2723      Dardanelle Hospital ..... 229-4677  
(Child Abuse and Neglect)

City Emergency Numbers                      St. Mary's Hospital  
Police ..... 229-2533                      Emergency Department 968-6211  
City Fire Department.....229-3811                      Hospital Operator..... 968-2841

County Emergency Number                      State Poison Center . 800-482-8948  
Sheriff..... 229-4175                      Alcoholics Anonymous (AA)967-3260

Juvenile Probation Office  
Mona Gray..... .479-477-0066

**Web Address**

*(type Dardanelle Public Schools)*  
Click on *high school*  
Click *bulletin* to keep up  
with daily school matters.