

**Flippin High School  
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We ask that you read this handbook carefully and keep it for future reference. It is our hope that all students and parents will read the handbook in order to understand their responsibility for compliance with the rules and regulations stated within these pages.

**MISSION STATEMENT**

Flippin Schools will create a caring environment built on nurturing relationships in which students are actively engaged in meaningful learning.

**BELL SCHEDULE**

<b>Monday through Thursday</b>			<b>Red Friday</b>	<b>White Friday</b>
	<b>*7:50-8:39</b>	<b>1st Period</b>	<b>Enrichment</b>	<b>Enrichment</b>
<b>First Block</b>	<b>8:43-9:30*</b>	<b>2nd Period</b>	<b>Red Block 1</b>	<b>White Block 1</b>
	<b>*9:34-10:21</b>	<b>3rd Period</b>	<b>Red Block 2</b>	<b>White Block 2</b>
<b>Second Block</b>	<b>10:25-11:12*</b>	<b>4th Period</b>	<b>CAPS</b>	<b>CAPS</b>
<b>Lunch</b>	<b>11:12-11:42</b>	<b>Lunch</b>	<b>Lunch-----</b>	
	<b>*11:46-12:33</b>	<b>5th Period</b>	<b>Ext. Lunch/Study Hall</b>	<b>Ext. Lunch/Study Hall</b>
<b>Third Block</b>	<b>12:37-1:25*</b>	<b>6th Period</b>	<b>Red Block 3</b>	<b>White Block 3</b>
	<b>*1:29-2:17</b>	<b>7th Period</b>	<b>Red Block 4</b>	<b>White Block 4</b>
<b>Fourth Block</b>	<b>2:21-3:09*</b>	<b>8th Period</b>	<b>Rem./Tutoring</b>	<b>Rem./Tutoring</b>

**\*Denotes beginning and end of blocked classes on Mondays through Thursdays.**

**SCHOOL COLORS & MASCOT**

The Flippin High School colors are red and white; the school mascot is the BOBCAT.

**ALMA MATER**

We're loyal to you FHS,  
 We're red and we're white FHS,  
 We know you can stand...  
 Against the best in the land,  
 For your standards are great FHS.  
 So on with your work FHS,  
 Not a student will shirk FHS,  
 Our team is our greatest pleasure,  
 Always good sports together,  
 Three cheers for you FHS...  
 Rah...Rah...Rah!!

## PARENTAL/COMMUNITY INVOLVEMENT (SCHOOL) – Policy 6.12

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

To achieve such ends, the school shall work to:

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, the Flippin School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

The Flippin School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents' right to be involved in the education of their child.

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

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

# ATTENDANCE

## MANDATORY SCHOOL ATTENDANCE

The policy of the Board of Education requires that all children between the ages of five and eighteen attend school.

## ATTENDANCE POLICIES AND PROCEDURES

**The intent of the attendance policies and procedures is to foster communication between students, their parents, and the school that will insure student attendance optimal for earning credit toward graduation.**

1. For a student having four consecutive days of absence, parents must contact the office to verify reasons for the absence. If verification within present prescribed reasons for absence is not obtained, the student's name will be given to the county juvenile officer. If the parent knows the child will be out of school for four or more consecutive days, ***then he or she should contact the principal's office.***
2. When a student has accumulated six ***unexcused*** absences during the semester, the office will notify the parents by letter **or phone** and urge the parents to contact the school.
3. When a student has accumulated ten ***unexcused*** days during the semester, notification to the parent will be sent by **letter and phone; contact by letter** will be made to the county juvenile intake officer. **After missing 10 *unexcused* days, students and their parents will be asked to meet with the high school attendance committee.**
4. When a student misses twelve ***unexcused*** days in one semester, a letter will be sent to the parents indicating days missed and that one more day of absence will warrant the student to be remanded to court.
5. ***When a student misses thirteen unexcused days in one semester, the student shall be remanded to court with notification being sent to parents by regular mail.***
6. ***When a student misses thirteen days in one semester, credit shall be denied for the semester.***

## GENERAL ATTENDANCE POLICIES FOR ALL STUDENTS

1. Being tardy to school three or more times will result in 20 minutes detention. A student who is more than three minutes late to school will be considered truant.
2. Two to four class periods absence in a day equals ½ day absence, five to eight total class periods missed in one day equals one full day of absence.
3. If a student misses only one class period in a day, those hours will be added to correlate with one half day and full day absences.
4. A student who “cuts” a class will be considered truant and disciplined accordingly.
5. Students having an extreme illness which would cause them to be absent for more than twelve days plus absences in excess of the twelve days would be allowed to make those causes known to the principal along with the doctor's recommendation, and for just cause, would be allowed to petition the attendance committee through the principal to make formalized arrangements which shall be outlined in a written plan.
6. If for any reason a student must leave school during the day, they must “sign out” in the principal's office after obtaining permission. If prior permission has been obtained, it should be in the form of a note from the parents.

7. Students who are absent during either part of the day or all of the day shall not participate in any school activity on that day or night unless permission is given by the principal.

*Please refer to the district section of the handbook for more detailed information about excused and unexcused absences-District Handbook page 20.*

### **MAKING UP ASSIGNMENTS**

Each student is responsible for making up all homework and tests after an absence. Students will have one additional day per day of absence to make up homework and tests. Every Friday during extended lunch, guided study hall, and/or tutoring, *students will be expected to make up any missing or incomplete assignments even if the student does not meet with that teacher for class on that Friday.*

School-sponsored activities should not be allowed to interfere with due dates or tests dates when other arrangements are possible, practical, and best for the student. For example, if a student knows he or she will miss class for a school sponsored activity, that student should make arrangements with the teacher for that class *before* leaving for the school activity. This allows both the teacher and student to develop a plan for keeping that student on or close to the same pace as his or her peers.

### **TARDINESS**

A student who arrives late for school must “check-in” through the principal’s office and obtain an admittance slip before going to class. All tardies to class will be handled by the individual teachers. If a student is over three minutes late to class, the teacher will severe the student to the principal as being truant. The principal’s office will issue tardy slips ONLY for those students who arrive at school after the first period tardy bell.

## **ACADEMICS**

A unit of credit is defined as that credit granted for the successful completions of two semesters work in a given subject. One-half unit of credit is granted for completion of one semester of work in a course (grades 9-12).

Students must have six (6) academic credits to be classified as a sophomore, eleven and a half (11.5) credits to be classified as a junior and eighteen and a half (18.5) credits to be classified as a senior.

## **SCHEDULING INFORMATION**

**Dropping courses:** All schedule changes must be made during the first week of a semester. Students dropping a course after the first week will receive an “F” on their transcript. If a student drops a course at the end of a semester, the teacher must have written notice from the office before dropping the student from the class list.

Schedule change requests will be permitted only for the following reasons:

1. When a student completes a course during summer school.

2. When a student fails a course prerequisite.
3. When a change is required due to a clerical error.
4. When a teacher recommends a change in the level of the course.

**Policy for credit recovery:** Sometimes it is necessary for students to enroll in credit recovery. To keep students from falling behind we offer online classes and summer school. In order to earn summer school credit, a student must have taken and failed the given course during a regular school term. Any variation from this policy must have prior written approval from the principal.

**\*There is a cost associated with online courses and summer school.**

## REPORT CARDS AND PROGRESS REPORTS

Pupil progress is reported to parents four times each year. Parents are invited to visit the school to confer with the teachers and principals relative to the instruction of their children. .

## SEMESTER EXAMS

All students will take comprehensive semester exams which will be 20% of their semester grade. If students must be absent during semester tests, which are given during the last week of each semester, permission to take those exams at a different time must be granted by the principal.

## GRADUATION REQUIREMENTS

**Graduation Ceremony Participation:** A student must attend graduation practice to march in graduation exercises. For graduation, girls must wear a dress and dress shoes. Boys must wear dress pants, a collared dress shirt and dress shoes. Jeans, sweat pants, or shorts will not be permitted. *Caps and gowns will be worn by all graduates. All state and local requirements for graduation must be met in order for a student to march in graduation exercises.*

**Honor Graduates:** To graduate with honors a student must complete the academic diploma program and obtain a cumulative GPA for the following designations: Summa cum laude = 4.00; magna cum laude = 3.75-3.99; cum laude = 3.50-3.74. This will be based on 8 semesters of high school. (All other requirements of number of semesters in attendance will stay the same). Student speakers for graduation will be determined by committee which may include but not be limited to the principal, counselor, senior sponsors, and honor graduates.



## Flippin High School Academic and Regular Diploma Requirements

<b>Academic Diploma Class of 2013</b>	
<b>4</b>	<b>English</b>
<b>3</b>	<b>Social Studies</b>
<b>4</b>	<b>Mathematics</b>
<b>3</b>	<b>Science</b>
<b>1</b>	<b>Physical Education</b>
$\frac{1}{2}$	<b>Health</b>
$\frac{1}{2}$	<b>Oral Communications</b>
<b>1</b>	<b>Fine Arts</b>
<b>1</b>	<b>Technology</b>
<b>2</b>	<b>Foreign Language</b>
<hr/>	
<b>5</b>	<b>Electives Required (Academic Diploma)</b>
<hr/>	
<b>25</b>	<b>TOTAL CREDITS REQ. FHS</b>

<b>Regular Diploma Class of 2013</b>	
<b>4</b>	<b>English</b>
<b>3</b>	<b>Social Studies</b>
<b>4</b>	<b>Mathematics</b>
<b>3</b>	<b>Science</b>
<b>1</b>	<b>Physical Education</b>
$\frac{1}{2}$	<b>Health</b>
$\frac{1}{2}$	<b>Oral Communications</b>
<b>1</b>	<b>Fine Arts</b>
<b>1</b>	<b>Technology</b>
<hr/>	
<b>7</b>	<b>Electives Required (Regular Diploma)</b>
<hr/>	
<b>25</b>	<b>TOTAL CREDITS REQ. FHS</b>

<b>Academic Diploma Class of 2014 and Beyond</b>	
<b>4</b>	<b>English</b>
<b>3</b>	<b>Social Studies (1/2 must be economics)</b>
<b>4</b>	<b>Mathematics</b>
<b>3</b>	<b>Science</b>
<b>1</b>	<b>Physical Education</b>
$\frac{1}{2}$	<b>Health</b>
$\frac{1}{2}$	<b>Oral Communications</b>
<b>1</b>	<b>Fine Arts</b>
<b>1</b>	<b>Technology</b>
<b>2</b>	<b>Foreign Language</b>
<hr/>	
<b>5</b>	<b>Electives Required (Academic Diploma)</b>
<hr/>	
<b>25</b>	<b>TOTAL CREDITS REQ. FHS</b>

<b>Regular Diploma Class of 2014 and Beyond</b>	
<b>4</b>	<b>English</b>
<b>3</b>	<b>Social Studies (1/2 must be economics)</b>
<b>4</b>	<b>Mathematics</b>
<b>3</b>	<b>Science</b>
<b>1</b>	<b>Physical Education</b>
$\frac{1}{2}$	<b>Health</b>
$\frac{1}{2}$	<b>Oral Communications</b>
<b>1</b>	<b>Fine Arts</b>
<b>1</b>	<b>Technology</b>
<hr/>	
<b>7</b>	<b>Electives Required (Regular Diploma)</b>
<hr/>	
<b>25</b>	<b>TOTAL CREDITS REQ. FHS</b>

**ACADEMIC DIPLOMA:** This diploma is provided for those students who complete the academic diploma program with a minimum 2.5 cumulative grade point average. A student must attend public or private accredited schools for a minimum of four semesters (their junior and senior years) to be considered for an academic diploma at Flippin High School. (See handbook for more information as certain classes must be completed).

**REGULAR DIPLOMA:** This diploma is provided to those students who complete the regular diploma program.

## HONOR ROLL & HONORS AWARD RECEPTION

Those students having no grades below “B” will be on the honor roll at the end of each nine week period. Toward the end of each school year an Honors Reception will be held. Certificates or medals will be given for academic excellence. Honorees will have maintained a 3.0 grade point average. Outstanding students in each subject matter field or organization will be honored. These students are chosen by the teachers in their particular academic areas.

## ACTIVITIES, CLUBS, AND SPORTS

### CLUBS & ORGANIZATIONS

The clubs will meet as needed to transact regular business. Students have the right to join existing clubs and shall not be restricted from membership on the basis of race, sex or national origin.

Art Club		NHS
CIAO	FFA	Renaissance
Drama Club	Interact	Science Club
FBLA	MCYL	Student Council

**RENAISSANCE:** Renaissance is a student incentive program. Awards will be given quarterly for things such as:

1. “A” honor roll
2. “B” honor roll
3. 3.0 GPA

### FIELD DAY PARTICIPATION

Each spring, the elementary school has a field day for its students. High School students beginning with the twelfth grade are asked to help with this event. In order to be eligible a student:

1. May have no more than six absences from school for the second semester.
2. May have no more than six absences in any given class period for the second semester.
3. Must have a grade point average of at least 2.0 for the first semester and the third quarter marking periods.
4. May have no more than two detentions in any given semester.

### FLIPPIN NATIONAL HONOR SOCIETY INFORMATION

The name of this organization will be the Flippin High School National Honor Society. The local chapter of the National Honor Society will uphold the purposes set forth in the national constitution.

**Faculty Council/Principal:** The Faculty Council is a panel consisting of the advisors who shall serve as ex-officio members, and of the five teachers appointed by the principal, who shall serve

as voting members. All students who are scholastically eligible for membership will be rated by members of the faculty in the areas of character, service, and leadership. The Faculty Council will make the final decision. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**Membership:** Selection for membership in the Flippin National Honor Society will be based on the following criteria:

1. A student must be classified as a sophomore, junior, or senior at the time of selection. A National Honor Society member who transfers to Flippin from another school and brings a letter from the former principal or charter advisor to the new school advisor will be accepted automatically as a member of the Flippin chapter. Transfer member must meet Flippin standards within one semester in order to retain membership.
2. A student must have a 3.5 cumulative grade point average or better.
3. Students must maintain standards under which they are inducted in order to remain members.

### **INTERSCHOLASTIC COMPETITION**

Flippin School is a member of the Arkansas Activities Association (AAA). Each student, faculty member, parent and fan is responsible for abiding by AAA rules and regulations. Sportsmanship is the key objective of the AAA and is the real measure of true participants and fans. A 2.0 grade point average each semester must be maintained to be eligible for interscholastic competition such as any sport, FFA, band, etc. (AAA website is [ahsaa.org](http://ahsaa.org))

### **FIELD TRIP GUIDELINES**

In order to participate in extracurricular or non-academic field trips which take place during the school day, students must adhere to the following guidelines:

1. Students who are failing two or more classes may not participate in extracurricular or non-academic field trips which will cause them to be absent from class.
2. Students who are failing one class may participate only with written permission from the teacher whose class they are failing.
3. Participating students will turn in to the field trip sponsor one day prior to the field trip a completed "pass/fail" form that has been initialed by those teachers whose class they will miss.
4. The form should be completed within the week prior to the field trip.
5. Should the field trip take place in the first week of a grading period, the pass/fail grade decision may be based on the previous grading period.

This proposal does not apply to competitive or sporting events. These activities have their own guidelines for participation.

### **STUDENT INSURANCE**

The school does not cover medical expenses for students. If your son or daughter has an accident at school, the school will **not** pay for hospital care, emergency care or doctor bills. If your insurance policy does not cover your child, you might wish to purchase student insurance offered by several insurance companies at reasonable rates. Check with your insurance agent.

## STUDENTS IN ATTENDANCE AT SCHOOL ACTIVITIES OF OTHER SCHOOLS

A student of Flippin High School who attends another public school activity can and will be disciplined for violations of school rules at those activities.

## SCHOOL DANCES

Students are permitted to have the Junior/Senior Prom; any other dances must be approved by the principal. Attendance to all dances will be limited to Flippin students and invited guests that attend another secondary school who are in good standing with that school. All invitations of non-Flippin students will be cleared through the high school principal.

For the Junior/Senior Prom (a semi-formal event), all dates must be invited by either a junior or senior and be in grades 10-12.

## CONDUCT AND DISCIPLINE

*Offenses listed in this section allow the administrator's discretionary use of a full range of disciplinary consequences from a WARNING to EXPULSION.*

### CLASS RULES\*

1. Be in your seat with needed supplies and completed assignments, ready to work when the tardy bell rings.
2. Students will keep hands, feet and objects to themselves.
3. No swearing, teasing, rude gestures, or put downs.
4. Follow instructions when given.

*\* Each teacher may add up to three additional rules with the approval of the principal.*

When a student breaks a rule, there are various levels of punishment and/or warnings. In each class period the first rule broken is a warning. But the second and any other infraction will get punishment. During a nine week period only three warnings are permitted, it then goes to the first consequence. If six infractions are recorded in the grading period, it is automatic second consequence for three more infractions. When a student breaks a rule after nine infractions he/she will be sent to the principal. This procedure starts over at the beginning of each grading period.

If a student chooses to break a rule, the following will occur:

Warning	No Consequences
1 <sup>st</sup> Consequence	20 minutes after school detention
2 <sup>nd</sup> Consequence	40 minutes after school detention
3 <sup>rd</sup> Consequence	Refer to principal's office
Severe Clause	Student immediately goes to principal's office

If a student is referred to the principal's office under the assertive discipline program, the following procedure will be followed each nine week period.

1 <sup>st</sup> Referral	60 minutes detention or six swats with a paddle.
2 <sup>nd</sup> Referral	80 minutes detention or eight swats with a paddle.
3 <sup>rd</sup> Referral	100 minutes detention or ten swats with a paddle.
4 or more Referrals	1 day suspension for each infraction

**Any total of more than five swats will be spread over two days.**

After school detention is held for sixty minutes at the end of each school day. A student has five minutes from the end of last period class to go to detention. Every minute a student is late will be doubled. If a student does not attend required detention, accumulated time to sixty minutes will be doubled. Detention is served the next school day after the infraction occurs. A copy of the misconduct form is given to the student and should be taken home to inform parents of the upcoming detention, and must be brought to the detention room as a ticket of admission.

**THE FOLLOWING RULES APPLY TO DETENTION HALL:**

1. There will be no talking to other students or the teacher.
2. Copy-work will be given at the beginning of each detention period and will be consecutive numbering.
3. The work sheets will be copied at the rate of at least two every 20 minute period.
4. When a student's name is called for dismissal, all sheets will be turned into the duty teacher.
5. If the appropriate sheets are not turned in, that day's detention will not count.
6. No other work should be brought into the detention room.
7. Only pens and pencils along with assigned work sheets are allowed on the student's desk.
8. If a student gets one hundred minutes of built up detention time that student must attend that day's detention for all sixty minutes or the student will be suspended for one day. This can be in school or out of school suspension. This will not eliminate the detention time and it will still have to be served. A student who gets one hundred-forty or more minutes of built up detention time gets one day automatic suspension (in school or out of school). The detention time still stands and will have to be served.

**ALTERNATIVE DISCIPLINE**

If a parent has a situation where his/her child's attending after school detention is virtually impossible, the parent of the child may request alternative discipline.

**Alternative discipline may be requested in the following way:**

1. The student must pick up an alternative discipline form from the office.
2. The form must be taken home and signed by the child's parent.
3. No swats will be given without written and verbal verification.
4. Alternative discipline will only be given due to extenuating circumstances as explained by the parents and approved by the principal. Any request coming in after detention was to be served will not relieve the student of the detention responsibility or the penalties for missing detention. This means that if alternative discipline is not completed by the time the detention should be served, the time involved will be doubled.

**CHRONIC MISCONDUCT**

Any student who accumulates twenty-five written misconducts in a school semester will be suspended for the remainder of the semester, or if there are more than ten school days left in the semester, recommended to the school board for expulsion from school for the remainder of the semester. This action will be based on an unacceptable level of disruption to the educational program. The following process will be followed if extreme misbehavior occurs:

<b>Number of written misconducts*</b>	<b>Consequence(s)</b>
5	Principal conference, letter to parent
10	Superintendent conference, letter to parent
13	One day suspension, letter to parent
15	Parent conference, letter to parent
18	Two day suspension, letter to parent
20	Parent conference, letter to parent
24	Phone contact with parent
25	Ten days suspension and/or expulsion for remainder of semester

*\*The misconduct count will start over at the beginning of the second semester.*

### **SEVERE CLAUSE**

The severe clause is used when a student's conduct is too severe to be handled by the classroom teacher including but not limited to the following:

1. If a student commits or threatens to do physical harm to another student or adult.
2. If a student destroys student, teacher or school property.
3. If a student refuses to work or is insubordinate.
4. If a student engages in any behavior that keeps a teacher's classroom from functioning (swearing, fighting, screaming, etc.).
5. If a student aides, encourages, or participates in a disruptive activity that in any way disturbs the educational process and impedes teaching.

### **DRESS CODE FOR STUDENTS**

The following is a list of approved or not approved clothing to be used as a guide for Flippin students. This is not intended to be a complete list.

#### **APPROVED:**

1. Dresses and skirts are to be no shorter than the length of a dollar bill measured from the top of the kneecap while standing.
2. Tops must be long enough to cover the waistband of the pants, shorts or skirt with which the top is being worn with hands raised.
3. Shoes must be worn at all times.
4. Shorts are to be no shorter than the length of a dollar bill measured from the top of the kneecap while the student is standing.

#### **NOT-APPROVED:**

1. Halter tops or similar items.
2. Very sheer blouses or see through tops.
3. Spandex type pants, skirts, shorts, or dress as primary apparel.
4. Clothing advertising any product or activity that is considered damaging to a person's health or morals including things thought to be sexually or racially oriented that would be considered demeaning to either sex or any race (Example: tobacco, alcohol, drugs, profanity, etc.).

5. Wearing of hats, caps, or any head covering in buildings by either boys or girls.
6. Muscle type shirts or tank tops with a shoulder width of less than the width of a dollar bill, a plunging neckline or shirts with low arm holes.
7. Any clothing with holes above the appropriate short length.
8. Gang related paraphernalia or clothing.
9. Extremely low sagging pants.
10. Chains hanging from pockets or belt loops.
11. Pants/shorts worn below the hips; underwear must be covered.
12. A distracting body piercing and jewelry.
13. Extremely tight clothing.
14. Tops, pants and shoes designed to serve as or look like sleeping clothes.
- 15.

All violations will require adjustment of clothing by immediately changing to appropriate attire before returning to class. Multiple violations for the school year will be handled as per the following:

- 1<sup>st</sup> violation – Change clothing and warning
- 2<sup>nd</sup> violation – Change clothing and 20 minutes detention
- 3<sup>rd</sup> violation – Change clothing and 60 minutes detention
- 4<sup>th</sup> and any additional violations – Change clothing and suspension

### **DRESS CODE FOR SPONSORED ACTIVITIES**

Shorts are not appropriate for sponsored activities away from the school campus. Exceptions by the sponsor must be cleared through the principal's office for off campus events. All on-campus events are covered by the school dress code.

### **EXTREME MISCONDUCT**

#### **Electronic Devices (cell phones, digital cameras, MP3 players, etc) Usage—Violation of Policy:**

If a student's electronic device is a distraction in class, the teacher will follow the assertive discipline policy beginning with a warning for the first offense. If a student is suspected of using the device for dishonest academic purposes, then the device will be given to the principal and may be held for the parent or guardian. If a student is believed to have been using the device for taking, transmitting, or receiving inappropriate texts or photos, then the device will be given to the principal and may be held for the parent or guardian.

**Bullying:** If any student is guilty of bullying another student, the following consequences will follow: first offense—conference with the principal and counselor; second offense—three-day in-school suspension; third offense and any additional offenses—five day out-of-school suspension with possible referral to alternative school.

**Fighting:** If it is impossible to determine which student is at fault for the fight, then the students who are involved in the fight will be suspended. First fight will result in a five-day suspension. Second fight will result in a recommendation for expulsion from school. The assault of another student will result in a ten-day suspension and recommendation for expulsion from school.

**Alcoholic Beverages:** Any student guilty of possession or use of alcoholic beverages on the school premises will be suspended from school for five days and be recommended for counseling and reported to law enforcement. If the student is in possession at an extra-curricular activity, they will

be barred from attending extra-curricular activities for the remainder of the year in addition to the above consequences. A second offense will result in a ten day suspension from school, a recommendation for counseling, and a report to law enforcement authorities. A third offense will result in a ten day suspension from school with recommendation for expulsion for the remainder of the school year.

**Illegal Drugs:** Any student guilty of possession or use of illegal or un-prescribed drugs on the school premises or at a school activity will be suspended from school for ten days and recommended for expulsion for at least the remainder of the school year. The student will also be referred for counseling, referred to a drug education program, and reported to law enforcement officials.

**Tobacco Products:** Possession, smoking and other use of tobacco products is prohibited on the school campus. The first offense will result in a three day suspension; the second, a six day suspension; the third, a nine day suspension; the fourth offense will result in recommendation for expulsion from school. *As per Act 854 (1987), Act 779 (1997), and Act 1555 (1999)*, students may also be turned over to juvenile authorities as this is a misdemeanor violation punishable by a fine of \$10 to \$100.

## **SUSPENSION AND EXPULSION FROM SCHOOL**

To maximize student attendance, suspension from school will be a last resort, but situations may arise where it becomes necessary to suspend students from school. The consequence may be one to ten days of in-school suspension, out-of-school suspension, or possible expulsion.

There are some exceptions where a student may be required to spend time in out-of-school suspension with possibly a combination of in-school, out-of-school days employed. Some situations that would be covered in this are included but not limited to:

1. Infectious diseases
2. Habitual uncleanliness
3. Immorality
4. Fighting

### **CAUSES FOR SUSPENSION/EXPULSION MAY BE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- **CRIMINAL ACTIVITY:** Committing or participating in any criminal act not specified above.
- **DAMAGE OR THEFT** involving school and/or private property
- **Overt DISRESPECT FOR SCHOOL EMPLOYEES**
- **DISRUPTIVE ACTIVITY:** Aiding, encouraging or participation in a disruptive activity that in any way disturbs the educational process and impedes another's freedom to properly utilize school facilities and programs
- **EXTORTION:** Intimidating any student with the intent of obtaining money
- **FIREWORKS:** A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to anyone, that could cause damage to school property, or that could be disruptive to the learning climate of the school.
- **GAMBLING:** A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.
- **HAZING**



- **INSUBORDINATION:** Refusing to immediately carry out the direct and reasonable request of a school employee, including going to the office immediately when told
- **LASER POINTER:** Possession of a laser pointer (Act 1408 of 1999)
- **LEAVING CAMPUS** without permission (counted as truancy)
- **PARKING VIOLATIONS**
- Use of **PROFANE, VIOLENT, VULGAR OR INSULTING LANGUAGE**
- **PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF:** (Act 104 of 1983 Special Session 6-18-502) A student shall not cause or attempt to cause physical injury to a school employee, fellow student or any other individual.
- **THEFT:** Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.
- **THREATENING** others
- **TOBACCO:** Possession or use of **TOBACCO PRODUCTS**
- **TRUANCY** and **EXCESSIVE TARDIES**
- **WEAPONS POSSESSION:** Possessing (on person, in vehicle, or in locker) on school premises a gun, pistol, ice pick, switch blade knife or other harmful weapon or dangerous instrument. A student shall not possess, handle or store contraband materials while on school property or at school sponsored events. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon on the school campus.

The school district reserves the right to punish behavior which is not conducive to good order a in the schools, even if such behavior is not specified in the preceding written rules.

## **SUSPENSION AND EXPULSION PROCEDURES**

### SUSPENSION PROCEDURE

1. A teacher may temporarily dismiss any student from class for disciplinary reasons. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
2. The principal or designee shall determine whether to reinstate the student to class, to reassign the student, or to take other 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 suspension, 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. This is considered to be a hearing.
6. When the principal considers that a suspension is proper, the student will be sent home with a copy of the suspension notice. A student-parent-principal conference will be requested for the morning of the student's approved return to school if the suspension is more than one day.
7. Additionally the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may

be readmitted to school and the procedure for considering reinstatement.

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 of his or her suspension from school, he or she shall remain away from school until the principal or designee reinstates them, except that a suspended student may return to school when accompanied by their parent or guardian for a student-parent-principal conference.

10. If a student's parent or guardian wishes to appeal a suspension, a student-parent-principal conference should be requested by the parent or guardian. If no agreement is reached an appeal of the ruling can be made to the superintendent the request of the parent or guardian. 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.

11. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report.

12. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or the parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of their action. The board may revoke, terminate, alter or modify the suspension.

13. 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.

14. 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 as for expulsion.

15. If the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted, standard suspension or expulsion policies may not be in order. In other words, students may be suspended indefinitely without being given notice, a hearing, and without the other rights provided herein first being fully observed. This procedural exception 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.

### EXPULSION PROCEDURE

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. A student may be suspended during the time of this procedure.

1. If the superintendent concurs with the recommendation, he shall schedule a hearing before the school board.
2. 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, or when it finds that the student's continued attendance

- at school would be unacceptably disruptive to the educational program or would present unreasonable danger to other students and faculty members.
3. Permanent expulsion is appropriate for any felony committed on campus, as well as in instances in which serious bodily harm occurs to another person.
  4. The superintendent or designee shall give written notice to the parent if the student is a minor or to the student if he or she is an adult, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation. A hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
  5. The notice also will state charges against the student in clear and concise terms.
  6. 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 or 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.
  7. 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.
  8. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
  9. Members of the board may question any witness.
  10. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
  11. 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 without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.
  12. The president of the board or the presiding officer has the authority to limit unproductive, long, or irrelevant questioning by non-board members.

#### GROUP HEARINGS FOR SUSPENSION OR EXPULSION

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

13. No student will have their interest substantially prejudiced by a group hearing. If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for the student.
14. A group hearing will not likely result in confusion.

#### **AREAS OPEN TO STUDENTS BEFORE SCHOOL & DURING LUNCH**

Before school begins each morning, students may go to the cafeteria to eat breakfast, to the gym to sit in bleachers, or to the library to study. During lunch, students may eat in the cafeteria, may go to the gym to sit in bleachers, go to the library to work if they have a note from a teacher, attend club meetings. The Alford Street side of campus and area between the elementary school and cafeteria are not approved areas. The middle school hallway and the parking lot of the middle school

are not approved areas. All students grades nine through twelve must come directly from buses or cars to the high school campus. No students should be on the elementary campus except for walking to the high school campus. No students should be in any other building before the bell rings or during lunch.

### **PARKING**

Students who drive must park in the lot west of the agriculture building. All students driving to school must register their cars in the office and no one is permitted to return to the parking lot without permission from the office. All students must vacate their vehicles upon arriving at school.

### **CLOSED CAMPUS**

By School Board action, Flippin Public School has a closed campus. Students are not permitted to leave school upon arrival at school without permission from the office. Non-students are not permitted to visit campus. Students driving vehicles to school are to park them in the student parking area and stay out of the vehicle (includes motorcycles and bicycles) until school is dismissed.

### **SCHOOL MEALS**

1. Meal costs are as follows:

Breakfast	Full Price	\$1.00	Reduced	\$.30
Lunch	Full Price	\$2.25	Reduced	\$.40

2. Lunch money can be given to classroom teachers and the high school office.
3. Reduced and full priced lunches should be purchased at least in groups of five days.
4. Families may apply for free or reduced lunches. A separate application must be filed for each child in the family. A new application must be filed each year for every child.
5. Any questions should be directed to Pam Davidson at (870) 421-1806.

### **TELEPHONE USE**

The telephone in the office and all other school phones are for school business and emergency calls only. Students needing to use a phone must have permission from the office.

<h2><b>SERVICES</b></h2>
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### **LIBRARY**

The library shall be organized as a resource center of instructional material for the entire educational program. The following is a list of rules for the High School Library:

1. All books taken from the library must be checked out and have the book stamped with the due date.
2. Students who have overdue books and/or fines may not check out any additional library items until their debts are resolved.
3. Magazines are available for pleasure reading and may be used in the library only.
4. Do not write in books or magazines or deface them in any way.
5. Only librarians on duty are to be in the circulation office area.

6. Students who are asked to leave the library three times due to discipline will lose their library privilege for the semester. If library privileges are lost, the student may use the library only before school, after school, or during the lunch period.
7. The library will be open during the lunch period.
8. Printing services are available for student projects. The printing and copying fee is ten cents per page.
9. Charges or credit for library services will not be allowed.

### **LOCKERS**

Lockers will be assigned free to students with priority on assignment given from twelfth grade downward. Individual locks may be placed on hall lockers at the student's discretion. Lockers are to be used for the storing of school books and other personal items necessary for carrying on normal routines of the educational day.

### **SCHOOL STORE**

Pens, pencils, notebooks, note cards, highlighters, erasers, poster board, and computer disks can be purchased in the high school office **before school, during lunch, and after school.**

### **STUDENT TEXTBOOK/EQUIPMENT CHECK-OUT**

Textbooks and calculators are available from the school for check out to students. Each student is responsible for books/equipment checked out, and if school books/equipment are lost they will be paid for by the student. If a student loses a textbook in a class a second book may immediately be checked out. The student will be responsible for both texts at the end of the school year. If a third textbook is needed in a class, a report will be made to the office as the student will have to pay for at least one textbook before the third will be issued.

*All students in grades 9-12 will be issued iPads for classroom instruction. Refer to District Handbook, page 66, 91 and 94.*

### **MARRIED & PREGNANT STUDENTS**

Married or pregnant students shall be governed on the same basis as other students.

### **HEALTH AND WELLNESS**

In accordance with Act 1220 of 2005, Flippin High School will observe the following guidelines:

Parents may provide food only for their child. No food other than cafeteria food may be sold until at least 30 minutes after the high school lunch period. The vending machines may not be used from 7:45 a.m. until 30 minutes after the high school lunch period. Students may not bring food and share with other students.

# Flippin High School Campus

