

Gould School District

“Commitment & Accountability”

2003-2004 Student Handbook

Gould Elementary School

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Gould High School

**Gould School District
P. O. Box 639
Gould, Arkansas 71643**

**Mr. Ronald S. Laurent, Superintendent
Mr. Kent Broughton, Principal
Mr. Johnny Hendrix, Dean of Students**

Dear Parents and Students:

I would like to welcome you to the 2002-2003 School Year in the Gould School District. We are still in the midst of change, but change for the better. In the Gould School District, we are still committed to “Excellence in Education” and “Commitment and Accountability will be our means to achieve “Excellence in Education.”

In order to properly educate the total child, a school must have rules and regulations that promote the development of positive attitudes, high academic standards, and self-discipline. It is our desire to provide a school environment that is conducive to meeting this goal.

The policies outlined in this handbook are fair to all students, easily understood, and they encourage students to model self-discipline. This handbook also serves as a guide to be used by students to encourage respect for one another and to instill a sense of pride. Please be aware that there are some changes that address attendance and discipline in this year’s handbook. There is also a mandatory uniform policy in effect. I encourage you to read the handbook, so you will become familiar with the policies governing our students and the services that we will provide.

I look forward to seeing all of you. Students, parents, faculty, and staff must do their individual part to make this a successful school year. If we work together, our students will benefit from it.

Sincerely,

Kent Broughton, Principal

**2003–2004
Gould School District
School Board of Education**

Office	Name	Address	Phone
President	Alan Minor	Rt. 2 Box 902	263-4747 535-8000
Vice-President	Jerry Bailey	Rt. 2 Box 898	263-4087
Secretary	Mae Hawkins	P. O. Box 302	263-4163 263-4317
Member	Norvell Dixon	P. O. Box 6	263-4440 479-3030
Member	Lee Willie Dale	P. O. Box 169	263-4401
Superintendent of Schools	Ronald S. Laurent	P. O. Box 639	263-4715

Forward

The Gould School Commitment and Accountability Handbook has been developed for use by the community, students, parents, and all employees of the Gould School District. The primary purpose of this handbook is to clearly describe the standards of acceptable behavior established by school board policy, as well as federal and state statutes.

As members of a free society, students have responsibilities. The recognition of these responsibilities and the development of the personal strengths and self-discipline to meet these responsibilities are an essential part of each individual's growth and education. An educational climate is desired in which a student's rights and responsibilities are not only recognized, but are taught and accepted as values of the whole society.

It is hoped that this document will be useful to all who wish to support each student in his/her development toward self-discipline and responsibility.

Gould Special School District

Philosophy

A sound and comprehensive philosophy, based on the personal and educational needs of students, is essential to a viable and effective public school program. The Gould Special School District's statement of philosophy is hereby presented to promote a better understanding of and appreciation for the principles on which the present and future programs of the district are being developed.

The district's instructional and supportive programs should:

1. Be designed, organized, and implemented to provide all students with success-oriented comprehensive, and sequential educational opportunities.
2. Emphasize and continually reinforce the values of our democratic society, worthy citizenship and ethical behavior.
3. Provide each student with the opportunity for maximum intellectual and interpersonal development.
4. Reinforce positive goal-oriented learning; systematically recognizing and rewarding student success at all levels of achievement.
5. Place emphasis on an intra-competitive system of education wherein each student competes with his own potential to enhance internal motivation and positive self-image.
6. Present a diversified curriculum under the broad career education concept, to provide students with a maximum range of options in choosing careers.

Mission Statement

The mission of the Gould Special School District is to provide an educational program that enables each child to achieve his/her highest potential. The Gould Special School District will provide:

1. A program of basic education for all students;
2. Programs that address the special needs of students (emotional, physical, and mental); and
3. Enrichment opportunities such as videos, music, career education, higher education opportunities, and athletics.

Through an organized program of study, each student will experience academic success and will learn to appreciate responsibility and productive citizenship.

District Goals

The goals of the Gould Special School District are:

1. To increase educational achievement for all students with specific emphasis on student success on all standardized test.
2. To establish climates of excellence.
3. To enhance human relation skills for all school district employees.
4. To increase parental involvement within the district.
5. To involve all segments of the Gould community in supporting our schools and our students.

Superintendent

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations regarding policies relating to standards of academic performance and student behavior in the Gould School District.

Principals

The principal is expected to disseminate to all students at the beginning of the school year, and to each new student, upon registration, the rules and regulations currently in effect for that school. In developing rules and regulations, the principal is expected to involve representatives of the teaching staff, the student body, and patrons of the school. The principal is responsible for conducting continued in-service training for all personnel on a regular basis. To interpret and implement established policies. Each principal, or school designee, is authorized to assign students to detention, work details, to In School Suspension, and to suspend or to recommend the expulsion of students. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

Parents

Parents or guardians are responsible for nurturing and fostering a healthy student attitude. There may be occasions when the school will need to contact the parent for assistance in the discipline of their child. When this is necessary, please support the school in maintaining a healthy, viable, disciplined environment where all children have a right to learn and grow without chaos and disorder. Parents will be notified of student progress. Parents are encouraged to check on their child's progress often and when they feel it appropriate.

Students

Students have the responsibility to pursue their education in the Gould School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by aiding by rules and regulations established by the board of education and the school administrators, and by following attendance regulations. These rules and regulations will be implemented by teachers and school administrators, and they will be rigorously enforced. Each student is responsible for his/her own conduct at all times. **Zero Tolerance will be enforced.**

Entrance Requirements

Children who enroll in the Gould School District must have the following documents: an official birth certificate, verified social security number (card) and an up-to-date immunization record. Students whose documents are not valid will have thirty (30) days to provide valid documents, or they will not be allowed to attend school in the Gould School District. NOTE: Hospital record of birth is not an official birth certificate. **Students entering Kindergarten must have a complete physical.**

Student

Eligibility

1. A student who is at least five (5) years old and has not passed his/her twenty-first (21st) birthday, or graduated from high school, is eligible to attend the Gould Schools if his/her parent(s) or guardian lives within the limits of the district borders. Students must turn five (5) on or before September 15th of the school year.
2. A student's residence will be determined as follows:
 - a. The residence of the parent is considered the residence of the student unless the student has been legally adopted.
 - b. If a student is under eighteen (18) years of age, lives with someone other than a legal parent, the student may be considered a resident pupil if the person whom he or she lives files an affidavit with the superintendent indicating proof of guardianship.
 - c. Persons under the age of eighteen (18) who establish residence apart from parents/guardians must reside in the Gould School District for a primary purpose other than that of school attendance.
 - d. Persons eighteen (18) years of age or older will be considered legal residents for the purpose of school attendance.

Transfers

Any student who is expelled or is on suspension will be required to complete the suspension or expulsion before being enrolled in the Gould School District. The acceptance of students who are expelled or suspended from other school districts, must be approved by the Gould School Board prior to enrollment in the Gould School District.

Community/School Responsibilities

Every parent has the responsibility to:

1. Provide for the physical needs of the child.
2. Prepare the child emotionally and socially to be receptive to learning and discipline.
3. Have the child attend school regularly and on time.
4. Assist the child in developing proper habits.
5. Know school requirements and procedures.
6. Discuss problems with the appropriate persons to prevent misunderstandings.
7. Work for the success and improvement of public education in the Gould School District.
8. Expect the Gould staff and parents to conduct themselves in a respectful manner at all times.

Improper Use of Computers

The use of school computers are for class related activities only. Students are not to use them to play games or personal use. The use of the Internet is to assist students with assignments and to get a better understanding of the subject matter. Students may not use the Internet without

proper supervision from a teacher. Improper use of the Internet will be handled as a **Category 1 Discipline** issue and in accordance with Arkansas Law.

Gould District Internet Acceptable Use Policy

The internet will be used to enhance core curriculum instruction, develop student literacy and provide on-going professional staff development activities.

The Internet should be viewed as an educational tool similar to CD-ROMs, books, periodicals, and other sources. Because it is impossible to predict or control what information might be assessed, it is the responsibility of the students and staff to adhere to this policy. Failure to do so will result in restriction of access to the Internet and/or disciplinary actions.

1. The Internet at Gould School is to be used for RESEARCH ONLY!
2. The classroom teacher should approve all research topics.
3. Students should NOT enter Chat rooms.
4. Internet searches should not be used for games.
5. Students will be responsible for the sites they visit. If they inadvertently get into an inappropriate site, they should notify the teacher immediately.
6. No student will be allowed to use the Internet without a signed policy statement.
7. Intern use in the media center will be limited to scheduled times in order to insure proper supervision.
8. Student use of the Internet in the classroom must be monitored at all times.
9. ABUSE OF THE INTERNET POLICY WILL RESULT IN THE STUDENT BEING BANNED FROM THE USE OF THE INTERNET!

All students must sign an agreement to adhere to this Acceptable Use Policy prior to being granted Internet access. Student agreements must be co-signed by either parents or guardians.

INTERNET ACCEPTABLE USE POLICY AGREEMENT

I have read the above Acceptable Use Policy of the Gould School District, and I agree to adhere to the policy as stated.

_____ Student signature _____ Date

_____ Parent/Guardian Signature (if student is under 18)

_____ Date

Library Media Center Rules & Procedures

Books may be checked out for 2 weeks at a time; however, they may renewed for one more week (for a total of three weeks). A student is to have only two books charged out in his/her name at any given time. Books may be returned to the LMC at any time before or on the due date.

OVERDUE BOOKS

Overdue book notices, as well as overdue fine notices will be given to homeroom teachers for distribution to students. These notices are sent to remind students in plenty of time of library problems.

Students with overdue books will be charged a fine of five (5) cents per school day. There will be no charge for the days a student is absent from school or for days school is not in session.

A student with overdue books may return that book even though he/she is unable to pay the fine when the book is returned. The fine can be paid at a later date, thus, eliminating any further fines.

Lost Books, Damaged books, Damaged Unusable Books, Damaged Paperback Books

Lost Books

After six weeks a fine shall be charged for the full value of the lost book. At the end of the school year, students with books checked out to them and not returned will be billed for the full value of the book.

Damaged Book Charges:

Marking or defacing cover/pages	\$1.00
Writing on pages	\$.50
Pages torn out of book (usable)	\$2.00
Pages torn out of book (unusable)	Full price of book

Damaged unusable books:

Responsibility rests with the students checking the book out of the media center. This student will be charged the full value of the book.

Returned Lost Books:

Returned lost books already billed but not paid – Students shall be assessed fines for the days the book was overdue.

Returned lost books billed and paid for – The student will be refunded the money which exceeds the cost of the overdue fines. There will be no charge for the days school is not in session.

Damaged Paperback Books or Lost Paperback Books:

Responsibility rests with the student checking the book out of the media center. This student will be charged the full value of the book.

Students must have a permission form to check out books signed by their parent/guardian on file in the library.

Cafeteria Expectations

Students will:

- Enter the cafeteria quietly and orderly.
- Follow directions of school personnel.
- Walk and move in the lunch line without disturbing others.
- Remain seated until dismissed & clean up area.
- No walking around is permitted.
- Talk quietly during lunch.
- No food or drink is to be taken out of the cafeteria.
- No student will be allowed to return to the classroom without a note from the classroom teacher.
- Follow all directions of adults

Lockers (Grades 5-12)

Your locker is provided for storage of school supplies and personal items. Although they may seem a bit difficult to open when you are first learning, your homeroom teachers and other staff members will be able to help you until you reach the point where opening your locker is an “automatic” process. The type of lock required will be a combination lock that can also be opened with a key.

Please help us by following these locker rules:

- Opened containers of food and drink may not be kept in your locker.
- Lockers may not be shared with any other student (unless under the direction of your homeroom teacher).
- It is your responsibility to keep the inside of your locker clean.

School authorities may check a student’s locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to an individual locker check, a student shall be notified and given the opportunity to be present. **HOWEVER, where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare, and safety of students in the school, an individual student locker may be checked without prior warning.**

Students should remember that school lockers are considered school property. Because of this, they are subject to periodic school-wide inspection without prior notification.

Student Dress Code

In order to foster a healthy academic climate and provide students with a measure of self-esteem and self-governance the following rules will be enforced at the **elementary, middle, and high schools**.

- **Shirts must be tucked in at all times, regardless of the type of shirt worn.**
- **There will be NO sagging of pants. Students will not wear pants that sag below the waist.**
- **All pants worn by both males and females designed with belt loops, must be worn with a belt.**
- **Belts are not to be worn loose, and not properly fastened.**
- **Hats or head coverings will not be worn to school unless rain or cold weather requires them. These items must be removed when entering school premises.**
- **Gang related head wear (bandanas or do-rags) will not be allowed on campus. This includes the school bus.**
- **Combs, picks, hair rollers are not appropriate for school and must not be worn in hair.**
- **Hair must be combed and neatly arranged.**
- **Sunglasses are not allowed on campus.**
- **No ear piercing will be allowed for boys. No facial or ear adornments will be worn by boys. This includes a broom straw. Nose piercing, eye piercing, lip piercing, or tongue piercing are not allowed. Girls only will be allowed to wear earrings.**
- **Students must not wear or carry expensive jewelry to school. Teachers and administrators will not be responsible for the theft or loss of any amount of cash or personal items.**

Gould School Board Mandatory School Uniform Policy

Philosophy

After reviewing many studies on the subject, the Gould School Board has concluded that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere of greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

Schools Involved for 2002 – 2003 School Year

All of the Gould School District campuses will be subject to this policy in the 2002-2003 school year and each school year thereafter.

Gould School District K – 12 Student Uniform Selections & Requirements

STYLES

- Pants/Shorts **Colors** – Khaki, navy or black
Tailored – pleated or plain front, with or without cuffs; **No blue jeans or sweats.**
If pants have loops, black or brown belt is required.
- Jumpers: **Colors** - Khaki or navy
Tailored – pleated or straight
- Skirts: **Colors** – Khaki or navy
Tailored – pleated or plain fronts
- Skorts: **Colors** – Khaki, Navy, or Blue Plaid
- Shirts: **Styles** - Polo style shirt with collar, long or short sleeves; Oxford shirt with button down collar, long or short sleeves
Colors – white, light blue, burgundy, hunter green, orange, (navy will be allowed for Students in grades K – 8). White will be considered as an universal color for use as a turtle neck to be worn under the oxford or polo shirt for added warmth.
- Sweaters: **Colors** - Navy, White or burgundy in Cardigan style only
- Shoes: **Colors** - Brown or black oxfords or Penny loafer style; Tennis shoes should be solid black or white. (A small amount of color such as an emblem or logo will be accepted). **Any questions will be resolved at the principal’s discretion.**
- Winter Coats: **STARTER TEAM COATS & STARTER TEAM JACKETS WILL NOT BE ALLOWED. HOWEVER, PLAIN OVERCOATS AND JACKETS ARE PERMITTED.**

Dress Code: Current dress code applies to all uniform selections. Please consult your student’s handbook. **No items of uniform clothing may be worn with a logo or any other identifying label or brand name. No oversized clothing will be allowed.**

Uniform Requirement: Effective with the beginning of the 2002-2003 school year with no exceptions. **NOTE: See grade-level sections for uniform selections and requirements.**

New and Transfer Students

Parents of new students, or students who transfer to the schools within the District, will be given two (2) weeks from the date of enrollment to obtain the required uniform for said school.

Oversized/Extremely Tight Fitting or Sagging Uniform

The wearing of uniforms which are oversized, extremely tight fitting, or sagging is prohibited. The Principal of each school will determine if this provision has been violated. Violations to

this provision of this policy will lead to discipline as stated under the heading of consequences of violation.

Consequences of Violation for Failure to Wear Proper Uniform

First Offense: Contact parent or guardian and allow them the opportunity to bring the missing item(s) to school or allow them to bring the child home to dress them in the proper uniform. This time away from school will be unexcused. Meaning, class work or exams will not be made up. Tardy for class policy will also apply.

Second Offense: One (1) day suspension, with parent or guardian conference required for readmission. This can be done at the same time the student is suspended if the parent or guardian so chooses. A telephone conference may used by the administrator and the parent.

Third Offense: Three (3) day suspension, with parent or guardian conference required for readmission. This can be done at the same time the student is suspended if the parent or guardian so chooses. A telephone conference may used by the administrator and the parent.

Fourth Offense: Could result in recommended expulsion with notification to the courts for violation of the compulsory attendance law.

Repeated violations of this policy will result in appropriate action, including, but not limited to, referral to the courts for violation of the compulsory attendance leave.

Effective Date of This Policy

Parents are hereby notified that this policy will be effective upon the opening of the 2002-2003 school year to begin August 2002.

IMMORALITY

A student shall abstain from lewd, indecent and immoral acts. The wearing of one's pants below the waist as well as showing of undergarments, short skirts or extremely short pants is considered immoral.

STUDENT BEHAVIOR

All students in the Gould School District are expected to behave in an exemplary manner. Those students representing the school district on field trips, athletic events, or club-sponsored activities, must always be aware that their behavior will constantly under strict review. If the chaperone or sponsor of the event indicates that the student's behavior was unworthy of a student at Gould Schools, then that student will be removed immediately from all school sponsored activities here in the school district for the remainder of the school year. Students must remember that they are representing their parents, their community, and their school when out in public.

Behavior Not Covered

The school reserves the right to fix punishment on any unacceptable behavior not covered by the handbook on an individual basis.

Discipline Guidelines

Discipline Procedures:

1. Student is **warned** of undesirable behavior by placing name on the board or making them aware of the behavior you want to stop.
2. If the behavior persists, student is sent to the office after the 3rd warning with a discipline referral, depending on behavior and a **parent conference** will be held
3. Student is given **corporal punishment** (Grades K-12) as an option, or **in-school suspension** (Grades K-12) if warranted by the principal.
4. If the behavior exhibited by the student warrants the students removal from class, the teacher must indicate this on a discipline referral and the student will face suspension.

Discipline of Handicapped

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures, unless otherwise indicated on their individual education plan (IEP). (See Special Education Guidelines)

Special Education Students

The Board of Education recognizes that there are times that a student with a handicapping condition will need to be disciplined as a result of undesirable and dangerous behavior which hinders his/her person or jeopardizes the educational welfare of others. The following criteria determines the discipline that student will receive:

- a. Students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as treatment does not abridge the right to a free and appropriate public education.
- b. The IEP team for the student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- c. Special Education students may be excluded from school, but only in emergency situations. When a student is excluded for the unacceptable behavior, or if he or she is endangering himself/herself or others, the need for exclusion should be carefully specified in writing.
- d. After an emergency suspension is imposed on the student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from exclusion. The IEP team should determine whether or not the misbehavior is related to the student's condition.
- e. In disciplining the student, it is necessary that due process procedures mandated by PL 94-142, Section 504 of the Rehabilitation Act, and Arkansas laws be followed.

Due Process Procedures

Suspension Length	Who Suspends	Due Process (Student Rights)
Short term (3-10 days)	The principal has the authority to suspend for 1-10 school days	1. Principal 2. Superintendent 3. Notice of charges
		4. Right to present your side
		5. Right to present evidence
Long-term (11 or more, up to a semester)	School Principal recommends to Superintendent, and the Superintendent to the Board of Directors	6. Right to impartial hearing 7. Right to be present at Board Hearing
		8. Right to counsel
		9. Right to observe evidence
		10. Right to question witness
		11. Right to present evidence
Expulsion balance of school year or permanently		12. Appeal to judicial system

Due Process Procedures Short-Term Suspensions

The Principal may suspend a student from school for a period of one to ten school days. When a short-term suspension is given, the following guidelines shall be followed:

1. Students must be given a written statement of the charges against them, and parents must be notified promptly in all cases of suspension.
2. Before leaving school, students must be provided an informal conference to give their side and to hear the evidence upon which the principal has based his/her decision for the suspension. If the student's conduct is too hostile or disruptive, the principal or his/her representatives may remove them immediately from school and have their informal conference later.
3. During the informal administrative suspension conference, students are not entitled to an attorney, to have witnesses on their behalf, or to cross-examine witnesses against them.
4. The written notice of suspension containing the written charges against the student shall be sent to their parent or legal guardian within 24 hours of the time they are suspended.
5. The notice must explain the procedure for the student's reinstatement.
6. If the student disagrees with the school's charges and evidence, they may appeal the suspension to the superintendent. If the student is under 18, a parent or legal

guardian must come with them to the conference.

After having imposed a short-term suspension in accordance with the above guidelines, the principal, when the offense warrants it, must within 24 hours, recommend to the superintendent that a long-term suspension or expulsion recommendation be considered.

Long-Term Suspension/Expulsion

In the event of recommendation for a long-term suspension or expulsion, an impartial hearing shall be provided by the superintendent after the informal hearing held at the building level.

The following guidelines shall be followed:

1. The student shall be informed in writing of the charges against him/her including a summary of the evidence upon which the charges are based.
2. A copy of the long-term suspension or expulsion recommendation shall be delivered or sent by certified mail to the parent or guardian within 24 hours following the hearing.
3. A prompt meeting shall be scheduled by the superintendent so that an appeal of the recommendation may be made at the request of the student and/or parent/legal guardian within 10 days. A formal hearing shall be provided to the student by the superintendent. The following guidelines must be adhered to:
 - a) A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing.
 - b) The superintendent will preside at the hearing. The student will have the factual basis for the alleged offense read to him/her by the superintendent and will be asked if the facts are true.
 - c) If the student admits to the truth of the factual allegations, the superintendent will proceed with the hearing for determination of any disciplinary action.
 - d) The student is entitled to representation by a lawyer or lay council. The student may present witnesses on his/her behalf.
 - e) At the hearing, the principal or his/her designee shall present evidence of the events and circumstances to support the recommendation for long-term suspension or expulsion. The presentation will include statements, documents, and other evidence by and on behalf of the school from people who witnessed the alleged offense and others involved.
 - f) Presentation of statements, documents, and other evidence by and on behalf of the student may be presented if the student desires. The student **may** testify and offer the statement of others. However, the student **may not be required to testify**. The superintendent may permit cross-examination, but limited, if the superintendent believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in the student's favor.
 - g) The superintendent may ask questions.
 - h) Based on the written and oral evidence, the superintendent determines the disciplinary action to be taken.
 - i) A record of the hearing is kept, and if a written request is made, the parent or legal guardian will be provided a record of the hearing.
 - j) The student will be advised of his/her right to appeal the decision to the Gould School District Board of Directors.

Long-Term Suspension/Expulsion Hearing Procedures
Board of Directors

1. The parent or legal guardian shall receive a letter by hand delivery or by certified U.S. mail, the recommendation for long-term suspension/expulsion and the reason for it. The letter will give the date, hour, and place where the school board will consider and act upon the recommendation.
2. The hearing shall be conducted within 10 school days following the date of the suspension or the superintendent's hearing, if one is held. In cases where both the parent and the district representative agree, the hearing may be held on a date not conforming to the time limit.
3. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student at the superintendent's office at least 24 hours prior to the hearing.
4. The president of the board of directors or his/her designee shall preside at the hearing. The student will have the factual basis for the alleged offense read to him/her by the presiding officer of the board or his/her designee and will be asked if the facts are true.
 - a) If the student denies the truth of the factual allegations or is not present, the board will proceed with the hearing for its factual determination.
 - b) If the student admits the truth of the factual allegations, then the board will proceed with the hearing for determination of any disciplinary action.
5. The student is entitled to representation by a lawyer or lay counsel.
6. At the hearing, the principal or his/her designee shall present evidence or circumstances (give reasons) for the recommendation for long-term suspension or expulsion. The procedure may include:
 - a) Presentation of statements, documents, and other evidence by and on behalf of the district from people who witnessed the alleged offense and others involved. Members of the board may ask questions.
 - b) Presentation of statements, documents, and other evidence by and on behalf of the student, if the student desires. Members of the board may ask questions.
 - c) The board votes on the question whether or not the student committed the specific offense and announces its decision. If the vote is affirmative, the procedure continues.
7. The student **may** testify and offer statement of others. The student **will not be required** to testify during the hearing.
8. The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of the hearing.
9. Factual determination by the board if any punitive action to be taken.
 - a) The student's records and disciplinary background can be made available to the board members.
 - b) The superintendent makes a recommendation to the board.
 - c) The student or his/her representative can make any desired statement

- d) The board votes on the recommendation from the superintendent and announces its decision.
10. A record of the hearing is kept, and if written request is made, a parent or legal guardian will be furnished a written record of the hearing.

Readmission From Expulsion or Long-Term Suspension

Long-Term Suspension – All students who receive a long-term suspension must be reinstated through the Superintendent. Parents are requested to call the Superintendent’s office to schedule a reinstatement conference prior to the beginning of the new semester or the school year in which the student is eligible to return. A letter of readmission must be presented at the time the student seeks a school assignment and/or school enrollment.

Expulsion – Expelled students must petition the Gould School District Board of Directors for reinstatement to the Gould School District at the end of the expulsion period. Students who desire to petition the Board for reinstatement must contact the Superintendent’s office to indicate that intent. A letter of readmission from the superintendent, following the board of director’s decision must be presented at the time the student seeks a school assignment and/or enrollment.

Readmission From Short-Term Suspension

A suspended student or his/her parent/guardian should contact the office of the principal, to make an appointment for a school reinstatement conference.

A student is automatically reinstated in his/her classes on that date which is specified in the letter of reinstatement from the office of the principal.

The student and/or parent/guardian always has the right to appeal a suspension decision to the Superintendent’s office.

Disciplinary Actions/Procedures

Definitions

Sent Home: A sent home is used to establish contact with a parent/guardian to resolve problems that do not require suspension. It is usually for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal. (Any days missed in excess of the 24 hour period will be counted as unexcused absences.)

Short-Term Suspension: A short-term suspension is used to exclude students from school attendance for a period of 1-10 days for violations of classroom or building rules. Attendance at school-related activities or visiting on another school campus is prohibited during a suspension.

Long-Term Suspension: A long-term suspension is the exclusion of a student from school attendance for serious violations of disciplinary policies for a period in excess of three school days. The student is also denied the right to take part in or attend any school function, program, or to appear on school district property during the course of the suspension.

In-School-Suspension: An alternative learning environment where students may serve a suspension for a violation of a disciplinary rule without being excluded from school attendance. Attendance at school-related activities or visiting another campus is prohibited during ISS.

Expulsion: An expulsion is the exclusion of a student from school attendance for extremely serious violations of district policy. Expulsions are issued by the Board of Directors for the duration of the current school year and until reinstated by the Board of Directors. The student is also denied the right to take part in or attend any school function during the expulsion until reinstated by the Gould District Board of Directors. Expulsions for handgun and weapons violations shall be for one calendar year.

School Detention: The principal or designee has the authority to assign students, with notification to the parent/guardian, to before and after school detention. Detention should not extend beyond (two) hours before or after school. Transportation for students to serve detention is the responsibility of the parent or guardian.

Corporal Punishment: Corporal punishment is permitted under Arkansas law. The Gould School Board permits corporal punishment by teachers in the presence of an administrator. An administrator must have a certified staff member or another administrator present when administering corporal punishment. Corporal punishment is used only after other alternatives have failed or in severe circumstances. The principal will be notified when corporal punishment is administered and a written report shall be filed. Parents will be notified by mail. Refusal to take corporal punishment may result in suspension or other disciplinary measures.

BEHAVIOR THAT WARRANTS SUSPENSION CATEGORY 1

Fireworks

Fireworks are not to be brought to school or school functions. Any student lighting or throwing fireworks shall be suspended for a minimum of three days. Possession of fireworks alone (cap pistols, or any toy gun) is grounds for disciplinary action. **Zero tolerance.**

Disturbances & Unauthorized Demonstration

Any student who provokes or contributes to deliberate disturbance and/or unauthorized demonstrations at school or school functions may be suspended for the remainder of the semester. Upon the second offense, the student may be expelled.

Cursing – Profane Language (Toward another student)

General abusive language, either verbal, written, or signaled, shall not be tolerated.

Consequences

Any of the above violations will be considered in combinations as multiple offenses. The punishment for the violations are listed below:

Offense	Elementary School	Middle School	High School
First	Corporal Punishment and conference with parent/guardian	5 Days In-School-Suspension and conference with parent/guardian	5 days In-School-suspension and conference with parent/guardian
Second	2 day suspension	10 days In-School Suspension	3 Day Suspension
Third	3 day suspension	3 day suspension	5 Day suspension
Fourth or More	5 day suspension	10 day suspension	10 day suspension and possible recommendation for long-term suspension

Category 2

Cursing – Profane Language (Directed To or About Faculty & Staff)

General abusive language, either verbal, written, or signaled, shall not be tolerated.

Assault

To recklessly engage in conduct which creates a risk of serious physical injury to another person such as a threatening or menacing gesture. To verbally threaten bodily harm or to threaten another person with a weapon. Police notification required by law.

Battery

To purposely and/or recklessly cause physical injury to another person by beating or striking either directly or with an object. Police notification required by law.

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Fighting

Mutual combat in which participants inflict intentional bodily injury to any person. All participants in a fight will be disciplined according to the degree of involvement by the participants.

Gang, Gang Signs, and Gang Activity

No student will use gang signs, write graffiti of any kind, or purport to be a member of any street gang, posse, set, secret sorority of society on school grounds.

Extortion

Any student obtaining money or property by violence or threat of violence, or by forcing someone to do something against his/her will by force or threat of force

Alcoholic Beverages

Any student who attends school or school functions using, possessing, under the influence of, offering for sale (or selling) alcoholic beverages, shall be suspended.

Fire Alarm

The activation of the school fire alarm by a student for any purpose other than its intended emergency purpose shall result in a suspension and criminal charges filed for turning in a false fire alarm.

Insubordination

Refusal to follow reasonable directives of a school staff member and to follow school rules and regulations.

Theft

Burglary and/or Larceny – to steal school property or property belonging to another person. Items stolen valued in excess of \$500.00 will require police notification. Any student guilty of stealing public or private property shall be suspended from school. Students shall make restitution for any property stolen by them. Any articles on campus that the student considers lost shall be left alone and reported to the nearest teacher. Students are not to have any item in their possession which they are not authorized to have.

Vandalism

To intentionally destroy property, cut, deface, or otherwise damage property belonging to another person or belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child. **Destroyed property has to be paid for. If a student is suspended, the cost must be paid before being reinstated in school.**

Consequences

Any of the above violations will be considered in combinations as multiple offenses. The punishment for above violations are listed below:

Offense	Elementary School	Middle School	High School
First	Corporal Punishment and conference with parent/guardian	3 Day Suspension and conference with parent/guardian	5 Day Suspension and conference with parent/guardian
Second	3 Day Suspension	5 Day Suspension	10 Day Suspension
Third	5 Day Suspension	10 Day Suspension	Recommend Long Term Suspension
Fourth or More	10 Day Suspension	Recommend Long Term Suspension	Recommend Expulsion

BEHAVIOR THAT WARRANTS EXPULSION

Students found guilty of the following offenses shall receive an expulsion recommendation. The Gould Police Department shall be immediately notified and violators will be prosecuted to the

fullest extent of the law. A calendar year expulsion is required by law, for firearm and weapons violations.

Tobacco

As a result of the 1987 legislative session, the Arkansas General Assembly has made it unlawful for any student to use or have in his/her possession any type of commercial tobacco on any public school campus in the state of Arkansas. Students violating this policy shall face the following consequences:

- A. First Offense: 3 days in-school suspension
- B. Second Offense: 3 days out of school suspension
- C. Third Offense: 5 days out of school suspension
- D. Fourth Offense: Expulsion

Possession of Firearms

The act of possessing a firearm, on school property or at a school related event, whether loaded or unloaded. **Expulsion shall be for a full calendar year.**

A firearm as defined by the U. S. Code means

- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosion or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into a destructive device may be readily assembled.

Use of Weapon

The act of using a weapon or firearm to cause injury or to threaten injury to another person. **Expulsion for a full calendar year is required by law.**

Possession of Weapon

The possession of a knife, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, black jack, unauthorized tools, sword, spear in a cane, billy club, sap or any other instrument that is specifically designed, made, adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school related activity. **Expulsion shall be for a full calendar year, as required by law. (Special considerations for students in K-2 will be made at the discretion of the school principal with advice from the superintendent and school board).**

Threats of Violence

The act of making verbal threats to commit bodily harm, cause serious injury or death, by any means to any student, faculty, or staff member is grounds to have the student arrested. Arkansas Law (Act 1555, 1999) requires the principal to notify the police immediately when such a threat is made. **All such threats will be considered a serious matter.**

In School Suspension Rules (ISS)

1. Students must bring all of their books and other school supplies (paper, pencil, pen, etc.)
2. Students must report to the ISS room no later than 8:05 a. m.
3. Students will not be allowed to leave the ISS room without an ISS supervisor, unless it is an

extreme emergency. Students will be under adult supervision at all times.

4. All rules covered in the Gould School District Handbook will be strictly enforced; **Zero Tolerance.**
5. All students in ISS will eat together at 11:00 a.m.
6. Students **will not talk** to other students.
7. Students will not be tardy to ISS.
8. No student will speak to the ISS Supervisor without first raising his/her hand and being called upon.
9. No one will move a chair or any other item without permission.
10. No sleeping or laying head on the desks.
11. Students will not be allowed out of his/her seat without permission from the ISS Supervisor.
12. Students will not be allowed to attend nor participate in any extracurricular activities (assemblies, basketball games, fieldtrips, etc.).
13. Students will be dismissed at 3:00 p. m. each day and leave the campus immediately.
14. Students will be expected to participate in group guidance sessions during their assignment to ISS.

Violations of these ISS rules will result in two (2) additional days or suspension from school. The ISS Supervisor has the authority to assign the additional days. Upon returning to school, the suspended student must complete the original requirements of the ISS placement. Suspended students must return to the ISS classroom upon being readmitted to school.

ACADEMICS

Instructional Programs Gifted and Talented Program

A program that offers additional challenges to students who have been identified as gifted and talented.

Identification Procedure

The identification process will be implemented as follows:

1st Stage: Nomination for the G/T program will be accepted from teachers, parents, or peers.

When nominated, the students must meet two of the following criteria to advance to stage 2.

1. 90% on SAT 9
2. Grade point average of 3.5
3. A score on the Raven's test compared to the norms for the local area (as compiled by G/T supervisor at the Coop)

2nd Stage: A screening committee appointed from teachers and administrative personnel will select the students for the G/T program from those who have advanced from stage 1. The following criteria will be reviewed by the committee:

1. Torrence's Test of Creativity
2. SAT 9 sub test scores
3. Renzulli-Hartmen Behavioral Rating Test
4. Standard Progressive Matrices (Raven's Test)
5. Slosson's IQ Test or Otis Lennon

3rd Stage: In borderline cases, final decisions for placement may be made by the screening committee by requesting information from the following sources.

1. Professional judgments
2. Student projects
3. Student auditions
4. Student interviews
5. Parent interviews
6. Case studies

Guidelines for Removal from G/T

Every attempt will be made to place those students whose special needs can be met by the Gifted and Talented Program. However, if it becomes necessary to remove a student from the Gifted and Talented Program, the following procedure will be used.

1. If parent/guardian request a student be removed from the G/T program, a conference with that parent/guardian will be requested before the student is removed. The conference will consist of the G/T teacher, G/T coordinator, counselor, parent/guardian, and student. If, after the conferences, the parent feels the program cannot meet the needs of the student he/she will be removed immediately from the program.
2. If a G/T teacher request a student be removed he/she must present the reason, in writing, to the G/T coordinator and the screening committee may recommend to the program coordinator that (1) the student remain in the G/T program, (2) the student be removed from the program, (3) the student remain and receive special provisions such as counseling for a specific length of time, after which a review will be made concerning removal. The final decision concerning removal or continuation will be the responsibility of the G/T coordinator. When the decision is made, the teacher and coordinator will meet with the parent/guardian to discuss the decision. If the student is to be removed the parent is informed of the reasons for removal and the right to appeal the decision.
3. If a student requests to be removed from the program, a conference will be held with the student, parent/guardian, G/T teacher, program coordinator, and counselor to discuss the reasons for the request. Timed decisions will be made as to adjustments or special provisions so that the student may continue in the program. The student and parent/guardian will make the final decision.

Special Education Requirements

1. The Gould School District shall follow due process procedures, as established by Act 102 of 1973, as amended, and Public Law 94-142; and shall evaluate each student referral that the committee deems appropriate.
2. The Gould School District shall make and keep current a list of all handicapped children tested and examined.
3. The Gould School District shall report annually to the Department of Education the extent to which it is providing services for handicapped children.

Section 504

The Gould School District does not discriminate in admissions or access to its educational program, nor in the treatment of its applicants for employment, nor in any of its programs and activities; nor does it use any unlawful criteria such as age, race, handicap, religion, or national origin, in dealing with employees, students, or the general public.

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

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking,

seeing, hearing, speaking, breathing, learning , and working.

2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

The Gould School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

Homework

School homework shall be both assigned and mandatory in nature. Assigned homework requires definite tasks on the part of the student. Reading a selection, working a definite number of problems, writing a report or essay are examples of assigned homework. Voluntary homework is optional. Homework is usually an extension of classroom activities which may be in the form of a report. Parents are encouraged to provide the student with a desirable environment in which to study. This should include a quiet place free from distractions. There should be a space with a desk or table with adequate lighting. Parents should set a specific time for their child to study when they can provide help and supervision (adequate amount of time to study per night, 3 hours) and materials which are needed to complete the assigned work. Parents should encourage the student to read and work exercises which are not assigned to help the student have a better understanding of skills and concepts. Parents, there should never be a night when your child comes home and says they don't have any homework. Reading, writing, and reinforcement of math concepts learned should always be a part of a child's homework. The homework assigned will be related to the school's aims of education and to meet specific objectives of the class. Homework should not be busy work, but should further the student's understanding of skills and concepts already gone over in class. Homework should be a factor in determining the grade the student receives in the subject or class. It is the responsibility of the teacher to check to see if the students understand the concepts and skills before assigning homework. Homework assignments will be checked by the teachers and returned to the students with comments and errors marked.

Grading and Reporting

Report cards are issued every 9 weeks. Progress reports go out during the fifth week of each 9 weeks. Parents are required to pick up report cards following the first and third grading period. A time will be allowed to discuss the progress of that child. No student will be allowed to pick up their report card.

If report cards are not picked up for a student that receives a "D" or "F," the following procedures will be followed:

1. **First Attempt** – Documented phone call by Counselor
2. **Second Attempt** – Written notification by Counselor

Honor Roll

Honor students' names will be published in the newspapers and appropriate awards will be given to students who earn this distinction on a quarterly basis. Selections include:

- (a) All A's (b) A's & B's (c) Merit List [A's, B's, and 1 C]

Policy on Cheating

Cheating is viewed as doing something to deceive or being dishonest. Students who are caught cheating will be subject to disciplinary action and will be dealt with accordingly. First offense: Student will receive a 0 on the test or work. Parent will be notified and a conference scheduled. Second offense: Student will be assigned in school suspension for 5 days. Third offense: Student will be suspended for 10 days. A student suspended from class for cheating will receive a zero for each day's work. The student will do the work in order not to get behind in his/her studies.

Grading Policies

Report cards are issued every nine weeks. The main purpose for report cards is to indicate to the parent(s) the child's achievement. Letter grades are assigned for every subject on the report card.

Tests, projects, oral reports, or other activities used to assess mastery **MUST** record a sufficient number of grades per nine weeks in each subject area to assess mastery.

Letter grades are assigned according to the percentage grading system on the report card. These percentages reflect achievement at the child's assigned instructional level. **ONLY** percentages should be entered in the Class Record Book, letter grades do not always accurately reflect the child's progress.

Grading Scale

90 – 100 percent (A)

80 – 89 percent (B)

70 – 79 percent (C)

60 – 69 percent (D)

59 – 0 percent (F)

Incomplete will be issued for lengthy excused absences. Also work habits and citizenship will be graded accordingly.

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

All students must maintain an average of 70 or above in all classes in order to participate in all school sponsored, extra-curricular activity programs. If a student is participating in a school sponsored activity and their grade falls below a 70, that student must enroll in the after school tutorial program provided by the teacher whose class they are failing. If a student refuses tutorial services, they will be removed from the extra-curricular activity.

Promotion/Failure

Grades K-8: Any student failing two (2) or more core subjects (math, science, English, and social studies) for the year will be retained. **Reading must be passed in order to be promoted.** Final decision as to promotion and retention is left to the discretion of principal and teacher. Students in grades 9 – 12 who have not passed or taken the required courses will not be promoted to the next classification (grade).

Graduation Requirements

Students in grades 9 – 12 must successfully complete a minimum of 21 units to graduate from Gould High School.

Academic Requirements

I. Common Core

English: 4 units

Oral Communications/Speech: .5 unit

Social Studies: 3 units (1 unit of World History; 1 unit of American History; ½ unit of Civics or Government)

Mathematics: 3 units (1 unit of Algebra or its equivalent and 1 unit of Geometry or its equivalent) ***(4 units for college bound students)**

Science: 3 units (1 unit of biology or its equivalent and 1 unit of physical science) ***(4 units for College bound students)**

Physical Education: .5 unit

Health and Safety: .5 unit

Fine Arts: .5 unit

Electives

Foreign Language: *2 units (of same foreign language)

Other electives to equal 21 units

All units must be earned in progression. A student may not drop back or take a lower level course.

A school seal will be attached to the transcript and diploma for all students with a 2.75 grade point average or above.

A special education diploma is offered with the same requirements as a regular diploma; however, some of the requirements may be completed in the special resource room.

***Note: Beginning with 2002 – 2003 school term, the college prep cluster requires an additional unit in science and math in addition to 2 units of a foreign language.**

**Arkansas Department of Education
Rules and Regulations Governing
Uniform Grading Scales for Public Secondary School And
For Optional Use in Public Elementary Schools**

Act 1121 and Act 1559

1.00 Uniform Grading Scales for Public Secondary Schools

1.01 These regulations shall be known as the Arkansas Department of Education's Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools and for Optional Use in Public Elementary Schools.

1.02 These rules and regulations are enacted pursuant to the State Board of Education's authority under Arkansas Code Ann. 6-11-105 and Ark. Code Ann. 6-15-902.

2.00 Purpose

- 2.01 These rules and regulations establish the uniform grading scales to be used by all public secondary schools in the state for regular courses, Advanced Placement courses, approved weighted honors courses and approved weighted concurrent credit college courses.
- 2.02 These rules and regulations establish the numeric value given to each letter grade for the purpose of determining grade average in all public secondary schools in the state for regular courses, Advanced Placement courses, approved weighted concurrent credit college courses and approved weighted honors courses.
- 2.03 These regulations provide an optional uniform grading scale for public elementary schools.

3.00 Definitions

- 3.01 For the purpose of these regulations a “secondary school” is any school containing one or more grades from 7 through 12 or any middle school having any combination of grades 5-8 with the exception of a school having only grade 5, grade 6, or the combination of grades 5-6.
- 3.02 An “elementary school” is a school having any combination of one or more grades from kindergarten through grade 6.
- 3.03 “Advanced Placement” courses are those courses taught following guidelines as provided for Advanced Placement by The College Board. Advanced Placement courses provide the opportunity for students to take a national examination through which they may qualify for college/university level credit.
- 3.04 “College Courses” are courses that are offered and taught under the direction of an accredited institution of higher education. Under separate Rules and Regulations students may qualify for concurrent credit for such courses. For a concurrent college course to receive a weighted grade, it must be approved through the process described in these rules and regulations.
- 3.05 “Honor Courses” are courses provided through an accredited high school that have been approved by a Department of Education Committee as honor courses. Honor courses must stress higher order learning and be offered in addition to curriculum offerings required by Standards for Accreditation, Arkansas Public Schools.
- 3.06 A student is designated as “special education” if he/she has been through the identification and selection process and has an approved Individualized Education Plan that guides placement in instruction.

4.00 Grading scale and numerical values

- 4.01 The following scale is to be the Uniform Grading Scale and numeric values for

secondary schools and the optional Uniform Grading Scale for elementary schools. Grades earned in college courses will be assigned the following numerical values when such courses are used to compute student grade point average.

A 90-100 = 4 points

D 60 – 69 = 1 point

B 80-89 = 3 points

F 0 – 59 = 0 points

C 70-79 = 2 points

4.02 The following scale is to be the Uniform Grading Scale and numeric values for advanced placement courses and approved honor courses.

A 90 – 100 = 5 points

B 80 – 89 = 4 points

C 70 – 79 = 3 points

D 60 – 69 = 2 points

F 0 – 59 = 0 points

5.00 Special Education Notation

5.01 No notation of the special education nature of a class or course is recommended or required

5.02 Student transcripts that indicate enrollment in special education classes outside the regular classroom are limited to the following notation:
“Placement in the class was based on the student’s individualized education plan.

6.00 Approval of weighted honors courses and/or weighted concurrent credit college courses

6.01 A local school district may apply to the Department of Education for approval of courses to be designated as weighted “honors courses”

6.02 The local school board may decide whether or not to adopt a local policy to allow high school students in the district to take college courses for weighted credit equal to the numeric grade awarded in Advanced Placement and Arkansas Department of Education approved honors classes.

6.03 If a local school board adopts such a policy, the district must apply to the Department of Education for approval of “concurrent enrollment college courses” to be designated as a weighted course. The application shall be reviewed for approval to assign a numeric grade value, which may include weighted credit.

6.04 Applications for weighted honors courses and/or weighted concurrent college courses will be reviewed for approval based on the following criteria:

1. Letter from the superintendent or principal describing how the course exceeds expectations for coursework required under the Standards for Accreditation, Arkansas Public Schools.
2. Grade level(s) of students who will be enrolled in the course.
3. Statement of learner outcomes, objectives, and/or learning expectations based on revised curriculum frameworks where appropriate.
4. Listing of unit topics to be included in the course.
5. Description of instructional strategies demonstrating problem solving, critical thinking, and higher order learning processes. This description should include at least one exemplary lesson.
6. Description of performance based assessment strategies to be implemented in the classroom.
7. Clear evidence that the concurrent credit course is substantially the same as Advanced Placement Course.

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Anti-Bullying Policy

The Gould School District has an obligation to and is committed to providing a safe learning environment for each of its students. The Gould School District will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior. **Bullying is defined as any written or verbal expression or physical act or gesture, or pattern there of, that is intended to cause distress or fear upon one or more students.**

Attendance Policy and Procedures

Students may make up work missed for one unexcused absence per semester. The conditions on requesting make-up work for those absences are the same as excused absences. **For any other unexcused absences or absences due to suspensions or sent home notices, students may not make up work. The student shall receive a zero for assignments missed due to other unexcused absences, suspensions, or sent home notices.** If a student is absent for medical reasons, family emergencies (death or serious illness to an immediate family member), an excuse and documentation to validate the reason (doctor's note, funeral program, etc.) must be provided to the attendance secretary on the day that the student returns, prior going to a class.

Penalties and Notification Procedures

1. When a student has three or more unexcused absences in any class during one semester, the school attendance secretary shall attempt to notify the student's parents or guardian of the absences via mail.
2. When a student has six or more unexcused absences in any class during one semester, the school attendance secretary shall again attempt to notify the student's parents or guardian via mail of the number of absences. Also the student's building-level administrator may schedule a conference with the student and his or her parent or guardian to discuss the student's absence pattern and its effects together with appropriate interventions. The administrator shall explain during the conference that

course credit will be denied if the student receives thirteen absences (excused or unexcused) in a semester.

3. On the tenth unexcused absence, the parent/guardian shall be notified that a referral to the Lincoln County Juvenile Court has been made in accordance with Act 1308, adopted by the Arkansas Legislature, March 1997.
4. When a student has missed thirteen or more absences (excused or unexcused) in any class during a semester, the school's absence secretary shall attempt to notify the parent or guardian by mail. The student's building level administrator shall schedule a student/parent/administrator conference, in person or by phone as soon as practicable. Course credit will not be denied if a student/parent/administrator conference is not held or if appropriate documentation of the student's absences has not been forwarded to the parent. However, a parent's failure to attend a conference will not circumvent the loss of course credit for the student.
5. Course credit shall be denied for each class in which a student has more than thirteen absences (unexcused) during one semester and when the administrative conference has been held, unless the Principal or Assistant Principal finds that there are extenuating circumstances of such that to deny credit would be unfair. An extended physical illness is an extenuation circumstance of which credit should not be denied provided medical documentation is on file at the school.
6. If the Principal or Assistant Principal denies course credit, the student may appeal the course credit denial to the Superintendent. The student must request in writing within 24 hours to appeal the Principal or Assistant Principal's final decision to deny course credit.

The Board of Education also recognizes that special education students who have completed the 8th grade or who are over the age of 17 may have problems with non-attendance. Before a special education student is dropped from school for non-attendance, the following should be done:

- a. The I. E. P. team for the student should consider whether or not the non-attendance is a result of an inappropriate placement. If so, the I. E. P. should be revised.
- b. Attempts to keep the student in school should be documented.

WARNING: STUDENTS EXCEEDING THE STATE AND DISTRICT LIMIT (13 DAYS) WILL NOT BE GIVEN CREDIT FOR COURSE WORK. The district will count absences from 4 or more classes as a full day absence.

Tardies

Promptness to class is very important. Students are to be in their seats and ready to work when the (2nd) tardy bell rings. Once a student has arrived to school, tardiness is unacceptable. No student will be allowed out of class until after the first 10 minutes of class time, unless an emergency arises. If your child is tardy to school, a telephone call from the parent must be done for the student. If your parent does not call with the reason for the tardiness, the tardy will be considered unexcused. After the third (3rd) tardy, appropriate disciplinary action will be taken. Tardies will not start over after three, but continue throughout the semester. Tardies will start over each semester.

Middle School and High School Only

First Offense (3rd tardy): 3 days in ISS

Second Offense (4th tardy): 5 days in ISS & letter sent home

Third Offense (5th tardy): 10 days in ISS

Fourth Offense (6th tardy): 3 days suspension

Truancy

Students guilty of truancy will be sent to in-school suspension for 3 days, losing all privileges. Students will be expected to stay on schedule during the school day. If a student skips a class or goes somewhere other than his or her assigned scheduled class without proper authorization, it will be treated the same as truancy.

Check-Ins/Check-Outs

Once a student reports to school, he/she cannot leave the campus without checking out through the principal's office. In order to check-out during the day, a student must bring a note from home with a phone number so that the parent can be called. The note must be brought to the office before 7:55 a. m. When a student is checking out due to sickness or other justifiable reasons, the parent/guardian or an authorized person must personally sign the student out before that student may leave the campus.

Students may also be signed-out in the office by their parent/guardian if they are picked up at school. Students returning to school must bring a note from their parent or doctor and check-in through the principal's office to receive an admittance slip.

When a student checks out and returns the same day, he/she must sign-in through the office to receive an admittance slip. Students who fail to check-out properly shall be considered truant and dealt with accordingly.

Extra-Curricular Activities Policy

The Board of Education sanctions extra-curricular activities and believes that they are an important element of the total school curriculum, yet should be considered secondary to academics. These activities should be based on well-defined purposes and designed primarily to serve the needs of the students, with participation and membership governed by democratic principles. Students' activities are a practical extension of the school curriculum providing students with avenues for relevant expression and experience. However, these activities **should not be considered a "right" by students, but a "privilege"**.

The Gould School District supports and maintains a comprehensive extracurricular activities program, which includes intramural and interscholastic athletics. These activities are for students who are legally enrolled in the district's schools and, generally, not offered for academic credit.

All students who meet established eligibility requirements have an equal opportunity to participate in all activities. Eligibility for every activity is based upon scholastic performance, conduct, interest, and demonstrated performance in competition established for the activity.

Academic Eligibility Requirements

Students who wish to participate in extra curricular activities (basketball, cheerleading, etc.) must either: (1) have a cumulative grade point average (GPA) of 2.0 or (2) have a 2.0 average for the semester preceding the semester in which they participate in athletics and other extra curricular activities.

No more than two correspondence courses may be used on a student's entire transcript for GPA computation purposes.

Students transferring in from other districts must bring their eligibility status (2.0 GPA) with them. We will then use their first full nine-weeks grades in the Gould School District to meet GPA requirements.

Physical Fitness

The Director of Athletics shall develop, maintain, and monitor a schedule by which all students interested in participating in athletic activities will receive a physical examination by a licensed health professional. The nature and degree of student participation will depend on the student's physical fitness.

Field Trips

All field trips must be cleared through the principal at least five (5) days in advance. Sponsors of clubs or classroom teachers are responsible for the planning and organization of the field trips. They are also delegate authorities to other chaperones. Permission for student(s) to leave the group or change from the schedule must be given to the sponsor of the club or classroom teacher in charge. Students are under all school rules even though they are not on the Gould School Campus and are subject to the same disciplinary action. Any student that chooses not to follow the above rules, may lose all other field trip privileges for the remainder of the year and may be disciplined accordingly.

The following are Field Trip procedures for the **2002 – 2003 School Year:**

1. Each classroom teacher may take their class on educational related and one fun activity field trip per school year. The educational related field trips must tie into a subject area that you are teaching (documented on a lesson plan). Clubs and organizations are allowed to take only one field trip per year and it must be related to the club/organizations designated function.
2. All field trip requests must be approved by the district principal.
3. Teachers are required to get parents to assist them as chaperones on field trips. **Other district personnel may not be used as a chaperone, unless they take leave (sick day or personal day).**
4. **The senior class sponsor must request in writing the inclusive dates and location of the Senior trip by the last Monday in January.** This trip must be paid for by the Senior Class members. The names of the parent chaperones must be submitted no later than two weeks before the start of the Senior trip.
5. **Field trips may not be taken during the SAT 9 and spring Benchmark testing periods. Field trips may not be taken during semester examinations and homecoming week.**
6. Field trips for educational related programs and activities that are sent to the district from other agencies will be handled by the administrators.

Field trips are encouraged, because they expose our students to many things that help make the subject matter relevant to their lives. However, cost factors to the district will be considered. Therefore, each field trip request will be considered on a case by case basis.

Reward Trips

Reward trips are taken at the end of each 9-weeks period. Students with no discipline problems will be permitted to attend these activities. No student may participate unless a signed parent permission slip for the specific event is on file with the principal. The form provided by the school must be dated and will be enforced. **Field trip requests must be filled out and approved by the superintendent.**

School Functions

Students are subjected to school authority at school functions both on and off the Gould School campus. All applicable rules shall apply. **Only one dance (Homecoming dance) and the Prom** will be held during the school year. **The dance may be attended by students of the Gould School District only in grades 5 – 12.** Parents and district staff are welcome to attend as chaperones. Attendance at the prom is for eligible students in the junior and senior classes and their date, invited guest (parents of juniors and seniors), district staff, administrator, and board members. Sophomore students may be used as servers, but they must be approved by the principal no later than two weeks prior to the prom.

Fund Raisers

Food sales will include selling candy at school. The sales will be conducted after lunch and after school. There will be **NO SELLING** during classes. Sale of school supplies will be handled in the office only and those funds will be for incentives offered by the principal. Selling for personal needs is not allowed.

Each club/class will sign up for its selling period during the first two weeks of school. Priority will be given to clubs/classes in the order assigned by the principal.

Priority: The Junior class has district wide priority from August through November for the raising of funds for the prom.

Solicitation

No items will be sold on the school campus without permission from the principal. This also includes on the bus or after school hours.

Destruction of School Property

Students who destroy school property will be required to pay for the item they destroyed. If the student is suspended, he/she must pay the price charged before being reinstated.

Candy – Gum – Soft Drinks

Due to the damage caused by candy, gum, soft drinks, and similar items to carpet, desks, etc., they are not permitted in the classroom buildings without the consent of the teacher. Any student violating this rule shall be subjected to ISS or possible campus clean-up. The repeated violation of this rule shall result in more severe punishment and possible suspension.

School Organizations

Student clubs that provide group activities which conform with the educational objectives of the school system are encouraged to the extent that they contribute to the training and development of the students. Such clubs will be under the direction and supervision of regular school

personnel and in conformity with the policies of the Gould School Board. Any new organization must be approved by the principal.

School Publication

Any school newspaper or unofficial publications must be approved by the principal and must be supervised by a teacher. Students are entitled to express in writing their personal opinions.

Written expressions which are distributed must be signed by the authors. Libelous and obscene matter and personal attacks are prohibited in all publications. Unauthorized commercial solicitations will not be allowed on school property at any time.

Search and Seizure

If there is probable cause that a student is concealing evidence of an illegal act, contraband, or has violated a school rule, he or she may be given a pat down search by a school official of the same sex with an adult witness present. Students found to have in their possession any illegal drugs or contraband will be released to the proper authorities.

Interviews of Students

The district strongly discourages police interviews with students at school during school hours. The police should have ample opportunity to talk to a student away from school or before or after school. Police interviews of students should be conducted at school during school hours only where: (1) requested by a school administrator or the Superintendent; (2) other reasonable attempts to locate and interview a student have failed; or (3) circumstances where the health, life or safety of the student would be a risk if the interview were conducted at home, e.g. an investigation into allegations of child abuse by a parent.

Where a police interview with a student must be conducted at school during school hours, the police should first report to the Principal's office. The principal should then attempt to contact the student's parent or guardian unless the interview relates to an investigation of the parent or guardian. If not the subject of the investigation, the parent or guardian should be given the opportunity to come to the school before the interview begins.

All reasonable measures should be taken to avoid embarrassing the student and disrupting the educational program of the student and the school. The interview should be conducted in a private room removed from observation by other students and school personnel. Where practicable, the interview should be conducted by the school administrator. During a police interview, a student is not obliged to answer questions which might incriminate him/her. If the police wish to take a student from school before the parent or guardian can be notified, he/she should give the principal appropriate personal identification. This will enable the principal to properly inform the parent of the situation and the whereabouts of the child.

A student may be questioned by the police, but he/she is not obliged to answer questions which might incriminate him/her. The parent and/or principal should be present during questioning by police.

Loitering in Restrooms

There is to be no loitering in the restrooms at any time. Students gathering in restrooms and harassing others shall be disciplined.

Headsets and Radios

There will be no wearing of head sets, carrying of radios, tape players, beepers, gigapets, etc., on school campus or at any school-sponsored activity. **This includes fieldtrips.** Students violating this rule will face the removal of headset and player for one (1) month and equipment returned to parent.

Lockers and Desks

Students' lockers and desks are school property and are at all times subject to random and periodic general inspections by school officials without notice to or the consent of the student. Students will be held responsible for the contents of their locker or desks. Students are to keep their textbooks and personal belongings in their desk.

Fire and Tornado Drills

Fire and tornado drill procedures are posted in each classroom. Drills are held periodically to acquaint the students with the exit procedures. Students are to take these drills seriously. **IT MAY SAVE YOUR LIFE.**

Telephone

Students will not be called from classes to answer the telephone except in the case of an emergency. Students will not be allowed to use the telephone except to call a parent/guardian when the student is ill. Under no other circumstance will the student be allowed to use the telephone.

Hall Regulation

Movement through the halls during breaks should be done in an orderly manner. Always walk to the right side. Avoid blocking other students from moving by and excessive talking.

Visitors on Campus

All visitors to a campus in the Gould School district **must report directly to the principal's office to secure a visitor's pass.** The visitors pass must be returned after completing school business. The Principal or his/her designee has the right to ask for identification of anyone on campus and may ask individuals to leave school premises if the individuals have no legitimate business at school. A person

who has no legitimate business at school and who refuses to leave school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas Law.

Students are not allowed to bring guests with them to school. Only authorized visitors are allowed on campus during the day. Persons coming on campus are to come directly to the principal's office to secure a visitor pass. Students from other schools are not allowed to attend classes with students. **Students under suspension or expulsion are prohibited from coming on the campus or attending any school related activity.**

Closed Campus

All students shall remain on campus from the time of arrival in the morning until school is dismissed in the afternoon. Students' vehicles must be parked on the parking lot and left unoccupied until school is dismissed. A parent/guardian or an authorized person must personally come to the school to sign a student out during the school day. Students who leave campus without proper authorization will be considered truant. The speed limit on campus is 15 MPH.

Work Permits

Work permits will be issued to students in grades 11 and 12 who meet the following criteria:

- a. Be in good standing on the number of credits required in order to graduate (5 credits for sophomores, 10 for juniors, and 15 for seniors).
- b. An approved work permit is on file. This must include the following information: proof of employment with the name of employer, hours of day worked and phone number of employer.
- c. Hours of employment must be after school hours.

HEALTH AND SAFETY

The school nurse is on duty on Mondays and Fridays during school hours. She is available to students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Feel free to contact her with any questions or comments regarding the health and safety of your child. Please do not send sick or injured children to school with the intention that they will be diagnosed and treated by the nurse. Because the majority of your child's waking hours are spent at school, it is imperative that we have as much health history on your child as possible as well as emergency contact phone numbers. **Please update these with the school office or school nurse throughout the year if changes occur.**

Injuries and Illness

Students with minor injuries occurring at school will be treated and returned to class. First aid treatments and preparations used are in accordance with Red Cross First Aid as recommended by the Arkansas State Board of Education, School Health Services Program.

ADMINISTRATION OF MEDICATION

Parents are often unaware that all nurses, including school nurses, are prohibited from giving any medication – prescription or nonprescription – that is not ordered by a licensed physician. To protect the

safety of all children from the misuse of medication, the policy of the Gould School District for administering medication is as follows:

Other than medication used in first aid, approved school personnel shall give medication to children only when prescribed by a physician or dentist and a written request signed by a parent/guardian along with the medication is supplied to the school.

The appropriate Health Care forms must be completed by the parent/guardian before any medication or procedures will be administered. (Example: Medication for asthma, epilepsy, ADD/ADHD or medication/procedures used in treatment of diabetes.) These forms may be obtained from the school nurse and must be updated at least annually.

Medication to be given by school personnel shall be brought to the school by the parent/guardian and should be picked up by the parent/guardian at the time it is discontinued. No medication will be returned to a student to transport home. A separate properly label to leave at school may be obtained from your pharmacy. Medication will not be kept from one school year to another and will be destroyed if not picked up by the last day of the school year.

Parents should monitor their child's medication and supply additional medication to the school when necessary. It is the responsibility of the parent/guardian to provide the school with properly labeled medication containers each time there is a change in medication, dosage, or time of administration. The instructions on the bottle must match the physician's order exactly or the medication cannot be given.

Prescription Medication must be supplied to the school in the container dispensed by the pharmacy which contains the name of the prescribing physician or dentist, the child's name, name of medication, dosage, and time to be given. The pharmacy label is acceptable as the physician's order. The prescription must be current. A signed parent's request must accompany the medication.

OVER-THE COUNTER MEDICATION must be supplied to the school in the container in which it was purchased. The current physician's written order with signature and the parent's signed request must accompany the over-the-counter medications. (Example: cough syrup, Tylenol)

Secondary students (grades 7 – 12) can be responsible for taking his/her own medication without supervision by school personnel. To do this the student must have authorization of the physician and parent. It is understood that the school bears no responsibility for assuring that the medication is taken. Medication must be kept in the nurse's office at all times.

MEDICATION ON FIELD TRIPS will be given by an approved school official. Self administration of medication by intermediate students is not allowed. All medication will be kept in and dispensed from the school nurse's office. No prescription or over-the-counter medication is to be in student's possession at any time other than the exceptions stated below.

LIFE THREATENING MEDICAL CONDITIONS

If your child has been diagnosed with asthma or any other life threatening medical condition please provide the appropriate medication as prescribed by your child's physician to be kept at school for such emergencies. Minutes matter in a situation of this severity and having your child's medication immediately available could prevent a tragedy. Plan of Care forms to be filled out and signed by your child's physician and Medication Administration forms to be completed and signed by the child's parent are available in the school nurse's office.

In rare instances where life threatening medical conditions exists, a student may need to carry his/her own medication. In these instances, a parent must also provide to the nurse a written request for the student to carry his/her medication. Duplicate medication should be kept in the nurse's office for possible emergency situations.

This policy was approved, in regular session, of the Gould School Board on _____.

**GOULD SCHOOL DISTRICT
MEDICATION ADMINISTRATION RELEASE FORM**

I, _____, parent or guardian of _____, hereby authorize the school nurse, health aide, school principal, or person(s) designated by the principal, to administer medication which I am providing for my child. I am aware that the school assumes no responsibility for the results of administering the medication.

I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital, should he/she have a reaction to the medication.

I have read the medication policy and guidelines and I am aware that medication sent to the school must be in the current original container from the pharmacy, and will only be administered according to the doctor's directions on the container.

Parent or Guardian's signature (Home Phone #) (Work Phone #)

DATE _____

Student's Full Name _____ Grade _____ Teacher _____

Student's Birth Date _____

Name of Medication _____

Dosage _____ Time(s) to be taken _____

Reason for Medication _____

Doctor _____ Phone number _____

In case of emergency call _____ Phone number _____

Hospital to be called _____ Phone number _____

MEDICATION POLICY

1. Medication must be in the original container from the pharmacy with the child's name on the prescription.
2. No medication to be given three (3) times daily or less will be administered at school unless there is a specific order by the doctor with the time noted.
3. No over-the-counter drugs will be given at school unless ordered by a physician as school personnel are not trained to determine when medications are needed and this is a form of prescribing.
4. The consent form must be signed before any medication will be given at school. **Handwritten notes are not acceptable.**
5. Permission for long-term medication must be renewed at the beginning of each semester.
6. **Medication is to be brought to school by parent or guardian. Medication is not to be sent to school with the student (Grades K- 6).**

**GOULD SCHOOL DISTRICT
MEDICATION POLICY FOR
SECONDARY STUDENTS (GRADES 7 – 12)**

Secondary students (grades 7 – 12) can be responsible for taking his/her own medication without supervision by school personnel. To do this, the student must have authorization of the physician and parent. It is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken.

Student's Full Name _____ Grade _____

Student's Birth Date _____

Name of medication _____

Dosage _____ Time to be taken _____

Doctor _____ Phone number _____

To whom it may concern:

My child, _____, has my permission and the consent of his/her physician to take the above medication at school without the supervision by school personnel. I understand the school bears no responsibility for safeguarding the medication or assuring that it is taken.

(Signature of parent or guardian)

Date

Immunization

No child will be admitted to Gould Elementary irrespective of grade or transfer, who has not been immunized or is not in the process of being immunized. The only proof of immunization will be accepted is a certificate signed by a licensed physician, a local Health Department or the Military Service, acknowledging the same.

Required immunizations are:

1. 3 DPT (Diphtheria, Pertussis (Whooping Cough) and Tetanus)
2. 3 Polio
3. 1 MMR (Measles, Mumps and Rubella)

The last dose of DPT and Polio must have been administered after the child's fourth birthday. The MMR must have been administered after the child's first birthday. A maximum of 30 calendar days will be given to new students to bring immunization records into compliance with Arkansas State Law.

CONTAGIOUS DISEASE, HEAD LICE, AND INFESTATIONS

If a student has symptoms of a contagious illness or disease the parent will be notified and asked to remove the student from school until a doctor or the county health nurse gives written permission for the student to return to school. The statement should indicate that the disease or illness is no longer contagious or poses a threat to the health or well-being of the other students.

Because of a world wide problem with head lice or pediculous, we ask your cooperation in helping to control this condition. There is no disgrace in having lice – it does not mean your child is dirty. Remind your children to never use or wear other children's comb, brush, personal articles, and clothing.

It is good practice to check your child's hair periodically and especially if he complains of itching. You should look on the hair shafts for very small white or grayish particles which stick to the shaft of the hair. They resemble dandruff but do not fall off when touched. Children will be checked at school periodically for head lice. If it is determined that a child has head lice, the parent will be asked to come to the school, pick up the child and treat him/her before sending them back to school. Parents must send a receipt and the box top from the medication to show evidence of treatment. When a child is found to have head lice the 2nd time, the parents will be told verbally and by letter that the Health Department or Social Services will be called if the child is found with head lice the 3rd time in one school year.

Student Insurance

Accident insurance will be offered to each student at the beginning of school. The school in no way profits from this insurance, but it is sold for the protection of the student.

Athletics: Students who participate in athletics are required to have accident insurance except in cases where the parents sign a waiver indicating they have accident coverage. NOTE: Athletics and cheerleaders are not automatically covered.

When students covered by insurance are injured, they should pick up claim forms from the office as soon as possible so that their claim can be processed. Accidents must be reported within twenty (20) days and claims must be submitted within ninety (90) days of the accident.

Signature Page

Dear Parent/Guardian:

This form acknowledges that you have received and read this handbook and must be **signed and returned to school within five (5) days**. If not signed and returned within five days, your child(ren) will be dropped from the roll and not allowed to attend school until a conference is held.

Please sign this page acknowledging that you received a copy of this handbook.

Signature of Parent/Guardian Date

To the student:

I understand that it is my responsibility to be familiar with and to obey to the best of my ability the guidelines of this handbook. {If more than one child attends school in this district, please have each student in the household sign below. }

I have received a copy of the 2002 – 2003 Gould School District Student Handbook:

Signature _____ Grade _____

Signature _____ Grade _____

Signature _____ Grade _____

Signature _____ Grade _____

Signature _____ Grade _____

Signature _____ Grade _____