

SALEM HIGH SCHOOL  
GREYHOUNDS



Student Handbook  
2024 - 2025

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Dear Parent/Guardian:

Your son/daughter has been provided with a student handbook which includes basic policies and penalties as they relate to the expected code of conduct of all students. Other informational items are also included.

Act 104 of 1983, School Laws of Arkansas, Section 1, Item D, requires that all school districts must document the parent/guardian and student receipt of such policies as retained in the aforementioned handbook. We are therefore compelled to require that each parent/guardian and student sign this form below, acknowledging that they have received a copy of the Salem High School Handbook. We must further ask that this form be returned to the office of the principal as soon as possible.

I have received a copy of the Salem High School Handbook, and I am aware of what is expected of my child and of what penalties my child will be subject to should he/she not conform as it relates to the code of conduct of all students.

---

Signature of parent/guardian

Date: \_\_\_\_\_

I have received a copy of the Salem High School Handbook to share with my parent/guardian, and I am aware of what is expected of me and of what penalties I will be subject to should I not conform as it relates to the code of conduct of all students.

---

Signature of student

Date: \_\_\_\_\_

## **FAMILY AND COMMUNITY ENGAGEMENT PLAN (TITLE I)**

Salem High School is a participant the Federal Title I program and has been assigned school wide status. This program requires us to keep a contract in all our children's records. Please sign the contract, have your child sign it and return it to the Principal's office. Thank you for your cooperation.

### **STUDENT/TEACHER/PARENT CONTRACT**

Date \_\_\_\_\_

#### **PARENT/GUARDIAN AGREEMENT:**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- \_\_\_ See that my child is punctual and attends school regularly.
- \_\_\_ Support the school in its efforts to maintain proper discipline.
- \_\_\_ Establish a time for homework and review it regularly.
- \_\_\_ Provide a quiet well lighted place for study.
- \_\_\_ Encourage my child's efforts and be available for questioning.
- \_\_\_ Stay aware of what my child is learning.
- \_\_\_ Provide a library card for my child.
- \_\_\_ Read with my child and let my child see me read.

Signature \_\_\_\_\_

#### **STUDENT AGREEMENT:**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- \*Attend school regularly.
- \*Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- \*Complete and return homework assignments.
- \*Observe regular study hours.
- \*Conform to rules of student conduct.

Signature \_\_\_\_\_

#### **TEACHER AGREEMENT:**

It is important that students achieve. Therefore, we shall strive to do the following:

- \*Provide homework assignments for students.
- \*Provide necessary assistance to parents so that they can help with the assignments.
- \*Encourage students and parents by providing information about student progress.
- \*Use special activities in the classroom to make learning enjoyable.

Signature \_\_\_\_\_

#### **PRINCIPAL AGREEMENT:**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- \*Provide an environment that allows for positive communication between the teacher, parent, and student.
- \*Encourage teachers to provide assignments that will reinforce classroom instruction.

Signature \_\_\_\_\_

## **ALMA MATER**

Dear Salem High,

We toast to thee

And raise our voices high,

We honor thee in loyalty

To thee old Salem High.

May all our sons

And daughters too

Lift up their voices high

And honor thee in loyalty,

To thee old Salem High.

SCHOOL COLORS: Black & Gold

SCHOOL MASCOT: Greyhound

## DEFINITIONS

1. **LICENSED EMPLOYEE:** An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which includes, but is not limited to, teachers, counselors, coaches, and administration.

2. **DISMISS:** Removal of a student from a specific classroom by a certified employee for that class period only.

3. **EXPULSION:** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) either until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit which action must be taken by the Board of Education only.

4. **PARENT:** The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district.

5. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.

6. **SUSPENSION:** Prohibition from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspension normally will not be longer than 10 school days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the Board of Education. Short-term suspensions (less than 10 days) will normally begin on the day after the cause of the suspension, depending on the severity. Any student who has been suspended from school will not be allowed to attend or participate in any school function including extra curricular activities during the time of the suspension. Suspension does not carry with it loss of credit and students will be allowed to make up missed work under the following condition:

Teachers will provide this make-up work only at the student's request and only during the first day of the student's return from the suspension.

**SALEM SCHOOL DISTRICT NO. 30**  
**Salem, Arkansas**

Members of the Board of Education

Jason Miller, President

Joey Hall, Vice President

Dr. Guy Smith, Member

Burton Yarnell, Secretary

Karen Coffman, Member

**SCHOOL LAWS OF ARKANSAS**

The Salem School District shall comply with School Laws of Arkansas as they apply to pupils attending, or eligible to attend Salem Schools.

**GRIEVANCE PROCEDURES**

The Salem School District uses the chain of authority for the processing of complaints, problems or grievances of parents concerning discipline and grades of their children. In order to satisfactorily alleviate the problem, the following procedures shall be followed.

1. In problems concerning grades or the discipline of a student in which a teacher is involved, the principal shall arrange a conference between the parent and the teacher concerned. In the teacher-parent conference, the teacher shall provide explanation, substantiate grades and provide the parent with methods and materials which may strengthen the student.
2. If the parent is not satisfied with the teacher's explanations, the parent may request to discuss the problem with the principal.
3. Parents who are not satisfied after the conference with the principal and others involved may request to have the problem brought before the superintendent.
4. Parents who are still not satisfied after the conference with the superintendent and others involved may request to have the problem brought before the Board for consideration.
5. Teachers are not required to talk either directly or by telephone to parents who are irate, abusive, threatening or using foul language. The parent should be referred to the principal. Letters or notes from parents with the same motive or attitude are not to be answered, other than to refer them to the principal.

**PUPIL AND SCHOOL POLICY INTRODUCTION**

This Policy was formulated by the Salem School Board in coordination with the School Administration and representatives of the Salem High School Teaching Staff. This policy was established and adopted to enhance the teaching-learning environment of this school system and is in compliance with and conforms to



the School Laws of Arkansas. It has been published and distributed in order that students, parents, and school staff shall be aware of the policy's existence and for convenience of reference by all interested personnel. Students and the school staff shall thoroughly familiarize themselves with the provisions of this handbook. Ignorance of specific provisions shall not be an acceptable excuse for non-compliance.

### **DISTRIBUTION-DISSEMINATION**

All students enrolled in grades 7-12 will receive a copy of this handbook prior to the commencement of classes. It is the students' responsibility to read the student handbook.

Students enrolled subsequent to the first day of school will be furnished and required to read a copy of this policy. Students are expected to take their handbook home to their parents/guardians for them to read. A form will be provided for parent/guardian signature as a statement of their acknowledgment that they have seen and read the handbook. These signed forms will be kept on file in the high school principal's office.

### **ADMISSION TO SALEM HIGH SCHOOL**

Prior to a child's admission to the Salem Schools, the school district will request the parent, guardian, or other responsible person to furnish the child's social security number and will inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education. Prior to admission, the parent, guardian, or other responsible person will provide the school district with one of the following documents indicating the child's age; (1) a birth certificate; (2) a statement by the local register or a county recorder certifying the child's date of birth; (3) an attested baptismal certificate; (4) passport; (5) an affidavit of the date and place of birth by the child's parent or guardian; or (6) previous school records; (7) United States military identification. Prior to admission, the parent, guardian, or other responsible person will indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding (6-18-208).

All students will meet immunization requirements established by the State Board of Education. All enrolling kindergarten students will furnish evidence of a comprehensive and developmental preschool examination within 30 days of enrollment.

1. Any student who has been expelled from another school district may not enroll as a student at Salem High School until the time of the student's expulsion from the previous district has expired. (Act 472 of 1995) The parents of the student may request a hearing before the school board at the time the student is seeking enrollment in the district.

2. A student transferring to the Salem School District from another school district (accredited or non-accredited) must present his report cards from his previous school, and other information reflecting his classification. The student's transcripts and cumulative folder will be requested by the school administration from the school formerly attended by the student.

3. A transfer student will be classified and enrolled on a temporary basis until confirmation of classification is received from the previous school.

4. The Salem School District reserves the right to evaluate any student in order to determine proper grade placement.

#### **TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS**

1. Students transferring to the Salem School from a school which is not accredited by the State Department of Education must present their report card and other information reflecting their classification from their previous school. Student transcripts and cumulative folders will be requested from the school from which the student transferred.

2. Any student transferring from a school which is not accredited by the State Department of Education shall be evaluated by the staff of this school to determine proper placement.

#### **HOME SCHOOL STUDENT ADMISSION POLICY**

Realizing that home schooled students may have been working under varying curriculum requirements that may have enabled them to work at a different academic level than the public school students of their age group, it is necessary for Salem Schools to adopt procedures for the placement of these children. In accordance with Act 863 of 2017, these procedures will include the administration of placement tests and other academic indicators to determine the appropriate academic level placement for each home schooled student wishing to enroll or re-enroll in the Salem Schools. According to Act 1127 of 1999, parents or guardians desiring to provide a home school for their child must give written notice to the superintendent of their local school district of their intent to provide a home school for their child and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their child during the time that the parent chooses to home school. This notice must be submitted no later than August 15 for the fall semester or December 15 for the spring semester. Students may be eligible for home schooling after the above dates under certain circumstances if a request is submitted to the Superintendent and a fourteen day waiting period is observed. Students under disciplinary action or those students in violation of the attendance policy may not be eligible for home schooling.

#### **ACCIDENT AND ILLNESS AT SCHOOL**

1. Accidents to students on the school grounds or in school shall be reported immediately to the school administrative office.

2. Only first aid treatment will be given by school personnel. If it is a serious injury we will immediately notify the student's parents. When we cannot locate the student's parents we will call the family physician or another doctor.
3. The school assumes no responsibility for financial obligations incurred in medical treatment of students.
4. When students are injured or become ill, their parent/guardian should be notified and requested to take the student home, or for medical treatment, as appropriate.
5. The Salem School District has established policies and procedures which will minimize the risk of spreading infectious disease and insure the minimum disruption of the educational process. The policy is on file in the principal's office.

### **PHYSICAL EXAMINATION**

Any student who elects to participate in any inter school competitive athletics shall be required to submit to and pass a physical examination each year before being allowed to take part in such sports. Students should check with the coaching staff to obtain information on when and where to get a physical exam.

### **STUDENT MEDICINE OR MEDICATION**

The approved and accepted items used in First Aid may be given to students at the school when required. Students that have special needs (example: hyperactive, epileptic, asthmatic, etc.) may be given medication under the following conditions.

1. Written authorization must be furnished to the school administration by the parent/guardian which shall specify the name of the student, the name of medication, and the name of doctor. School personnel will not be responsible if undesired reactions occur.
2. All medication must be given in the original bottle and not mixed.
3. If there is need for the giving of medication on a long-range basis as for a convulsive disorder, hyperactivity, asthma, etc., a doctor's statement is necessary stating requirements for giving the medication during the school hours and any reaction that might occur.
4. Medicine will never be given to a student without written consent from the parents.
5. All medications must be brought to school by the parent/guardian. Under no circumstances should a student bring any form of medication to school.
6. Students are allowed to carry and use prescription asthma inhalers and auto

injectable epinephrine while in school and at all school sponsored activities. The parent or guardian of students who carry and use prescription asthma inhalers and auto-injectable epinephrine must provide the school with written authorization for the student to carry the inhaler or auto-injectable epinephrine. The written authorization will include: student's name, date of birth, age, ID number, parent's information, address, emergency contact information, name of medication, dosage, time to be administered, condition for prescription, possible side effects and their management, prescriber's name, number, signature, date of order, and parent's or guardian's signature to allow the school nurse to contact the prescriber. The written authorization is valid for the duration of the school year. Authorization must be resubmitted each school year. The asthma inhaler and auto-injectable epinephrine must be in the original container.

### **LOCKER AND PERSONAL SEARCHES**

School authorities may search a student's locker or make a personal search and seize any illegal or contraband material. Lockers belong to the school district; therefore, the locker and a student's property in the locker are subject to periodic administrative searches, and the school district reserves the authority to search lockers without the consent of the student, if necessary. Searches should be made under the following conditions:

#### **LOCKER SEARCHES:**

1. Students should be informed of the conditions governing the use of school lockers when locker assignments are made.
2. Searches should be made only by the building principal with a witness present. The search of a particular locker should be made only upon a reasonable assumption that the student is secreting evidence of an illegal act or contraband material.
3. Blanket searches of every locker should not be permitted except in unusual circumstances such as a bomb threat.
4. If practical, the student should be given the opportunity to be present when a search of his/her locker (or personal possessions) is conducted, and if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.

#### **PERSONAL SEARCHES:**

1. A search of a student's person should be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.
2. Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other item which maybe used will be taken from the student's possession and be reported and transmitted to

the proper authorities.

3. Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.

4. A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.

### **FRATERNITIES, SORORITIES, SECRET CLUBS**

These organizations, or similar organizations shall not be sponsored or permitted by the school.

Symbols, pins, jackets, etc., of this nature are not to be worn by students at school and membership of any students in such organization is not permitted. (Arkansas School Law, Act 171).

### **STUDENT VISITORS**

The purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is not permitted.

### **SALE OF ARTICLES ON CAMPUS**

There will be no selling of any product by students during school hours without permission from the principal's office.

### **SCHOOL HOURS**

The school day begins when the student enters the school bus enroute to school, or for those who walk or use private transportation, when they enter the school grounds. The school day ends when the student departs the school bus, or for those who do not ride the bus, when they leave the school grounds.

Once a student arrives at school, he/she must not leave school without checking out through the principal's office. The school operates under a CLOSED CAMPUS. This applies to every period of the day including the noon period.

Parents may come to the principal's office and sign out their child(ren) or a student may bring a written statement from his parents giving him permission to check out. Parents may also check their children out by telephone. If it becomes imperative for any student to leave school during regular hours, he/she MUST HAVE PERMISSION from the parent or guardian. The student then may sign out through the principal's office. LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION FROM THE PRINCIPAL (OR HIS DESIGNEE) WILL BE GROUNDS FOR SUSPENSION.

Student's that arrive to school late must sign in at the principal's office before going to class.

No student shall be taken from class or from school and sent on errands (either for

the individual teacher or school) away from the school grounds except by permission of the principal (or his designee) and consent of the student's parent or guardian.

### **MARRIED PUPILS**

Students who are married shall report their marriage to the school administration at the beginning of the school year or at the time of marriage if it occurs during the school year.

Married students shall have the same educational opportunities, curricular and extra curricular, as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

### **PREGNANCY**

A pregnant student has the legal right to continue school in regular classes unless there is evidence that her presence in the classroom or school does in fact, disrupt or impair the educational process for other students. In the event of a student pregnancy, the student will, as soon as the fact has been established, report this condition either to a teacher of her choice or directly to the school principal. The student shall then be counseled regarding her rights and the various options that are available to her.

### **LIBRARY**

Disturbances in the Library will not be tolerated at any time. It shall be the duty of the librarian and principal to see that this policy is enforced. It is also the duty of the librarian and library aides to see that students do not use the library as a loafing place. Teachers who take committees or classes to work in the library shall be responsible for the conduct of these groups along with the librarian. Students must pay for lost or damaged library books. Students that owe library fines or money for lost or damaged books will not be allowed to check out other materials from the library until the fines or charges have been paid.

### **LUNCHROOM**

The school lunch program provides a well balanced, sound and nourishing meal at a reasonable cost. All students are encouraged to avail themselves of this service.

The maximum number of lunchroom charges is five. After five charges, the household of the student will be notified of the balance. Students eating a second meal during the same dining period (breakfast or lunch) must pay cash. All charges must be paid two weeks before school is out.

Students should not be in the lunchroom at any time other than when scheduled to eat. If students stay in the lunchroom, they must remain seated at the table for the lunch period.

### **STUDENT RECORDS**

Public Law 93-380 provides authority to parents/guardians for access to their children's student records and the right to challenge for deletion or revision of any

data they consider to be unfair or unjust. This law also provides that no student records, or data contained thereon, except in certain instances when the student's name is not affixed to the data, shall be released to a third party without written consent of the parent/guardians. Further, it provides that these rights of access, control, modification, etc., shall pass from the parent to the student when the student attains the age of 18 years. It is not necessary for parents to sign a release when records are being passed from public school to public school. Federal Register, Thursday, June 17, 1976. Part II HEW Privacy Rights of Parents and Students. Final rule of Educational Records, Vol. 41 118024673. 9-31. Prior consent for disclosure not required.

### **PARENT NOTIFICATION OF STUDENT PROGRESS**

Direct communication between parents and teachers is an essential aspect of a student's education. The following steps will be taken to, inform parents of a problem with their child's education progress.

1. Unsatisfactory work slips will be sent home at the end of the 4th week of each of the nine week grading periods to inform parents of potential problems.
2. Report cards will be given to the student at the end of each nine week grading period.
3. Parent-teacher conferences will be held at the end of the 1st and 3rd nine weeks. The academic standing and level of functioning of the student will be explained at this time.
4. When meeting with the parents, the teacher will suggest ways the parent can assist the student who is not performing to an expected level of ability. Supplementary materials may be provided to the parents for use at home.

### **SUPERVISION OF SCHOOL ACTIVITIES**

A teacher, or teachers, shall accompany students wherever students participate in school sponsored activities off campus during regular school hours or otherwise.

### **TRANSPORTATION**

The school district operates a fleet of buses to transport students to and from school. The Board establishes the bus routes, stops, and other transportation policies. Riding the school bus is a privilege and not an absolute right; therefore, it is subject to suspension for cause.

### **TRANSPORTATION POLICIES**

The bus driver may recommend to the school principal that the student's riding privileges be suspended, restricted, or withdrawn, but only the building principal has the authority to implement this action. In the interest of safety, the school board has directed all drivers to exercise discipline on their buses at all times. The

following specific procedures shall be adhered to by all persons riding the school buses either to or from school or when on extracurricular activity trips.

1. All passengers are under the supervision of the driver and must obey the driver at all times without question.
2. Be at the school bus stop at the scheduled time. Stand back about ten feet from the edge of the road and wait until the bus door is opened before approaching the bus. DO NOT play in the road while waiting on the bus.
3. When entering or leaving the bus, do so in an orderly manner. Students on the bus will not impede or hamper those students entering or leaving the bus.
4. Bus passengers will conduct themselves at all times in a manner which does not distract the attention of the driver or disturb other passengers. The driver shall be the judge of what constitutes proper conduct.
5. Every student shall be seated in a seat, designed by a manufacturer to be used as a seat, upon boarding the bus and remain seated until arrival at their destination. Students must be seated facing the front of the bus at all times.
6. Students shall not tamper with any of the bus equipment or controls.
7. Students shall not eat or drink on the school bus.
8. Do not place any part of your body or any object outside the bus.
9. Do not deface the bus in any manner or throw anything on the floor. Keep the aisle clear of all objects.
10. There will be no smoking, dipping or chewing tobacco while a passenger on a bus.
11. Each driver will maintain a seating chart with a copy filed in the transportation office and a copy filed on the bus. Students must sit only in the seat assigned by the school bus driver unless otherwise instructed by the driver.
12. If you must cross the highway to enter the bus, wait until the bus comes to a complete stop, then the driver will signal for you to cross in front of the bus. Stay in the driver's sight at all times.
13. If you must cross the highway after leaving the bus, go to a point on the edge of the road ten feet in front of the bus and wait until the driver has signaled you to cross in front of the bus. In addition to the driver's signal, and before stepping in front of the bus into the open highway, stop and make sure there are no vehicles moving toward the bus from either direction.



## **BUS RULES**

1. Students will follow directions at all times.
2. No moving from seat to seat while the bus is in motion.
3. Students will keep hands, feet, books, and other objects to themselves.
4. Keep all harmful objects (drugs, tobacco, alcohol, weapons) off the bus.
5. Do not litter, write on, or damage the bus in any way.
6. No cursing or loud talking.

## **CONSEQUENCES**

1. Student warned by the driver.
2. Student will be assigned to a new seat.
3. Conference with principal, who may suspend.
4. Three days suspension from riding the bus.
5. One week suspension from riding the bus.
6. Two week suspension from riding the bus.
7. Suspension from riding the bus for the remainder of the semester.
8. Severe clause: When a student behaves in a manner that might cause injury to self or others, or is acting in a manner inconsistent with school policy, then the school reserves the right to omit any or all of the first six steps and impose other disciplinary measures.

## **PRIVATE TRANSPORTATION**

Any student who desires to do so may utilize private transportation to and from school.

The movement and parking of private vehicles on school property will only be through and by permission of the school principal. The following procedures are established to regulate the bringing and parking of private vehicles on school property. Any single infraction or violation of these procedures shall automatically result in withdrawal of the privilege to bring a vehicle on the school grounds.

1. Students who wish to park their vehicles on school property must first bring the following information to the principal's office: (a) insurance policy number, (b)

license plate number, (c) driver's license.

2. Students authorized to bring a vehicle on the school grounds shall park the vehicle in the designated student parking area. Ignition keys shall be removed and the vehicle locked.

3. The vehicle shall remain parked until the end of the school day or until the driver has authorization to leave the school grounds. A student may leave only when he/she has checked out of school properly with permission from the parents and principal.

4. No student, or visitor shall sit in the student's vehicle during the school day.

5. The authority and permission to bring a vehicle on to school property also makes that vehicle subject to search at any time while on the school grounds by school officials or officers of the law.

6. Parents or legal guardians may bring their children to school and may pick them up, but must comply with vehicular policies used by the school. In accordance with Act 37 of 2011, handheld wireless telephones shall not be used in a school zone: during school hours, when children are present and outside, except for an emergency purpose. An emergency will be defined as when a person calls one of the following: 1) law enforcement personnel, 2) fire department personnel, 3) public safety personnel, 4) emergency medical personnel, or 5) a 911 public safety communication center.

### **COMPULSORY SCHOOL ATTENDANCE**

Act 570 of the School Laws of Arkansas established the following attendance requirements:

“Every parent, guardian, or other person residing within the State of Arkansas and having custody or charge of any child or children age five through seventeen years on or before August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide a home school environment and may do so between the ages of 5-21...” with exceptions as follows:

(1) Any child who has received a high school diploma, or its equivalent as determined by the State Board of Education, is not subject to attendance requirement.

(2) Any parent, guardian, or other person residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six on September 15 of that particular school year. If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the State Department of Education. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

(3) Any child enrolled in a postsecondary vocational or technical institution, a community college or a two-year or four-year institution of higher education, is not subject to this attendance requirement.

(4) The local school district may grant a waiver of this requirement with notice to the State Board of Education.

## **ATTENDANCE POLICY**

### **PARENT/GUARDIAN RESPONSIBILITY**

It is the responsibility of the parent or guardian to see that the student is in attendance at school and to contact the principal or designee when absence is to occur. Students are expected to be at school everyday school is in session. Salem High School does not sanction or approve skip days for any student or groups of students.

### **STUDENT RESPONSIBILITY**

It is the responsibility of the school officials to monitor student attendance. If school officials have reason to believe that a student is away from school without permission, they may make reasonable efforts (phone or letter) to contact the parents or guardian. It is also the responsibility of the school to contact the proper authorities when necessary.

### **STUDENT RESPONSIBILITY FOR MISSED WORK**

In the case of a missed test or assignment, the student must take the missed test or hand in the missed assignment on the day he or she returns to school, if the test or assignment was announced prior to the student's absence. Otherwise, missed tests, as well as other missed work must be completed and turned in within a "reasonable" time, depending on how many days have been missed. As an example of what is "reasonable", if a student missed one day, he or she will be given one additional day to turn in work; if two days are missed, the student will have two days to turn in work, and so on.

### **EXCESSIVE ABSENCES**

Salem High School believes that students should be in attendance every day school is in session. Establishing a good attendance record is an important aspect of building a responsible work ethic.

After a student has been absent five times in any class a letter will be mailed informing the parent or guardian of the number of absences and the adverse effect it may have on the student's academic achievement. It will also stress that more than ten absences will result in a student not receiving credit for classes in which he or she is enrolled and he or she will not be permitted to participate in or attend any school sponsored activities.

A student who has been absent nine times in any class will receive a letter by mail informing the student's parent or guardian of the number of absences. Before a

student accumulates the maximum number of absences allowed in a school district's student attendance policy, the student or the student's parent, guardian, or person in loco parentis may petition the school administration or school district administration for special arrangements to address the student's absences. If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

A student who has accumulated more than ten absences will not be permitted to check out at any time during the school day. An exception to this will be made only if the parent or guardian personally signs the student out at the principal's office.

Additional absences may be granted when the absence was due to one of the following reasons; the student's illness or the student's attendance could jeopardize the health of other students, death or serious illness in their immediate family, observance of recognized holidays observed by their faith, attendance at an appointment with a government agency, attendance at a medical appointment, exceptional circumstances with prior approval of the principal, participation in an FFA, FHA, 4-H, or parent voting sanctioned activity. Documentation for each of these absences will need to be presented to the high school principal once a student exceeds 10 absences.

#### EXCEPTION

If a special arrangements meeting has been held consisting of the parent/guardian, student, and principal or his designee, and the student has met the requirements of the special arrangements meeting, the student may be granted credit. Note: The burden of proof (doctor's notes, etc.) is the responsibility of the parent or guardian and student. It should also be stressed that it is the parent or guardian's responsibility to request a conference. The time will be determined by the principal or his designee. The presence of the parent or guardian and student is required. However, in the event that the principal or designee has prior knowledge of a student's absence (example: accident, death in family, etc.) and is able to document this appropriately the conference may be found to be unnecessary. In this event the parent or guardian will be notified that a conference is not required.

If loss of credit results and or excessive absence continues the proper authorities will be notified (example: Human Services, Prosecuting Attorney, etc.) as mandated by Arkansas Law.

A student who has exceeded the maximum number of absences allowable and has received an F in that class may continue to attend that class providing he/she does all work requested by the teacher, and follows directions of the teacher. Failure to follow these provisions will be reason to remove the student from class and placed in a study hall.

A student that misses ten (10) minutes of a class or study hall (any part of the class-beginning, middle, or end of the period) will be counted absent. A student that misses a class or study hall (less than ten (10) minutes) will be given a tardy. Three (3) tardies will be considered an absence.

The school day consists of seven class periods totaling 374 minutes and a 30 minute lunch. All students are expected to be in school the full day.

### **PROMOTION POLICY**

Seventh and eighth grade students will be promoted on the basis of passing three out of the four core curriculum classes they must take.

Determination of pass/fail for a class will be done on a yearly average based on the grading scale. The yearly average will be defined as the average of the two semester grades.

### **GUIDELINES FOR STUDENT PLACEMENT**

Students transferring from non-accredited institutions with grade placements of nine through twelve will be evaluated using standardized achievement test(s) scores whenever possible. Achievement test scores will only be used for academic areas and is not intended to indicate acceptance of credit in physical education, vocational, and business education courses. Successfully completed credits in these areas will be accepted from the sending institution. For the subjects in which credits are allowed, there will be no letter grade recorded, only a unit of credit. Grade point averages and class rank will be computed using only those grades earned in attendance at Salem High School. Credits for students transferring to Salem High School from other accredited schools where credit has been accepted in transfer from non-accredited schools will be accepted. Placement will then be determined by the total number of credits accumulated by the student, according to the regular classification procedures of Salem High School. Students who transfer credits from non-accredited institutions will not be eligible to compete for senior scholastic honors including class valedictorian and salutatorian. However, they will be eligible to compete for scholastic honors in classes in which they were enrolled at Salem High School. Graduation requirements shall be the same for the transfer student as for all other Salem High School students. Appeals for exceptions of this policy may be made to an evaluation committee consisting of the principal, counselor, and designated faculty members.

### **GRADUATION POLICY**

In accordance with Act 275 of 1997, any student who is enrolled in a public high school in Arkansas and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such credits are earned. They will be required to complete a minimum of four (4) solids each semester of their senior year.

A student who has not accumulated 22 credits cannot participate in graduation exercises.

Under no circumstances will a student be able to graduate from Salem High School or participate in the graduation ceremony until he/she has met all requirements as stated by state and local policy.

Any student who has previously been allowed to participate in a graduation ceremony without receiving a diploma will not be allowed to march with another graduating class even though the student may have met all requirements for graduation.

### **SCHEDULE CHANGES**

Dropping or withdrawing from any class after that class has met ten (10) times the first semester or the second semester will result in a failing grade for that class. Any exception to this policy will be for administrative purposes only.

### **SUPERINTENDENT'S AND PRINCIPAL'S LISTS**

It shall be the policy of the Salem High School District to be non-discriminatory regarding recognition of student grades. The honor roll consists of the Superintendent's and Principal's lists.

All students who have earned all A's in all classes represented by quarterly report card grades will be placed on the Superintendent's list for that respective quarter.

All students who have earned all A's and B's, or all B's, represented by quarterly report card grades will be placed on the Principal's list for that respective quarter.

Recognition for those students who qualify for the Superintendent's or Principal's list will consist of newspaper and radio coverage, and a general student assembly to present awards through the Renaissance program. Awards will generally vary as to the nature of individual and organization donations to this program.

### **HOMEWORK POLICY**

Homework is an essential element in the overall educational program. It not only reinforces and supplements classroom instruction, it also promotes self discipline and work ethic. These are characteristics that students will need to be successful both in and outside the educational environment. The student can expect the following from teachers at Salem High: 1. The teacher will provide feedback as quickly as possible on all assignments. The teacher will provide feedback within eight (8) school days of the assignment due date unless an extension is approved by the building principal. 2. Homework will never be assigned unless it is to be evaluated by the teacher. The teacher will expect all students to turn in all assignments on time.

### **CORRESPONDENCE COURSES**

High School correspondence courses may be applied toward graduation if a student meets one of the following requirements: (1) a student fails a course (2) due to a scheduling conflict, a student is unable to obtain a course necessary for graduation. All courses must be approved by the principal's office prior to enrollment and students must enroll in these courses through the Salem High counselor's office. Only two (2) units of correspondence credit may be counted toward graduation requirements.

### **GRADING SCALE**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given. The following grading scale shall be used by all public schools in the state for all courses, except advanced placement, pursuant to the State Board of Education's authority under Act 576 of 1993.

The letters A, B, C, D, and F will be employed as the marking system. In giving grades to students the following system will be used as a guide in grades 1-12.

A	90-100	Denotes superior work
B	80-89	Denotes above average work
C	70-79	Denotes average work
D	60-69	Denotes below average work
F	59 & below	Denotes failure

Advanced placement, international baccalaureate, ADE approved honors courses, or Career and Technical education courses approved by DCTE will be given a weighted grade. In order for a student to receive the weighted credit for advanced placement, international baccalaureate, or ADE approved honors courses, the teacher must have the appropriate training, and the student must take the appropriate exam. In order for the student to receive the weighted credit for approved DCTE weighted courses, the student must complete the relevant career and technical pathway and earn the high value industry credential aligned with the career and technical pathway. The weighted grading scale for advanced placement, international baccalaureate, ADE approved honors courses, or Career and Technical education courses approved by DCTE:

A	90-100 = 5 points
B	80-89 = 4 points
C	70-79 = 3 points
D	60-69 = 2 points
F	59 & below = 0 points

GPA will determine honors recognition for graduating seniors. No grade point value shall be assigned to any extra curricular activities.

### **FORMATIVE ASSESSMENTS**

Each course will conclude the quarter with a formative comprehensive assessment. The assessment will be worth one test grade valued at 100 points.

### **CONCURRENT CREDIT CLASSES**

It is the policy of the Salem School District to permit students in grades 9-12 to concurrently enroll in an accredited institution of higher learning. Concurrent credit will be given to students who successfully complete a course from an institution which is accredited according to the rules and regulations of the State Board of Education. Any student that wishes to use the concurrent course in place of a course required for graduation must fill out a concurrent credit form prior to enrolling in the college course. A decision as to whether credit will substitute for a required core course or will be used as an elective will be made by a committee. Students are strongly encouraged to see the principal and counselor before enrolling in concurrent credit courses off campus for high school credit.

Semester length college courses will be considered one high school credit. Upon request, a student may be granted release time from the normal school day to attend concurrent credit classes. Students that enroll in concurrent credit classes may do so at his/her own expense. The Salem School District assumes no responsibility for tuition, books, transportation or any other related expense. CLEP scores do not qualify for concurrent credit.

### **ASSERTIVE DISCIPLINE PLAN**

All students are required to obey the following assertive discipline rules.

1. Upon arrival students will go directly to their appropriate destination in an orderly manner and follow correct procedure.
2. Students will bring appropriate supplies to class. (Parents are responsible for providing appropriate supplies).
3. Students will keep hands, feet, books, and other objects to themselves.
4. Students will follow directions at all times.
5. SEVERE CLAUSE: When a student violates the following rules, he/she will immediately be disciplined by the principal or a teacher, and the parents will be notified
  1. Aggressive or abusive behavior toward self and others.
  2. Destruction or taking of property belonging to the school, teachers, or others.

### **STUDENT CONDUCT BEHAVIOR CODE**

All students are expected to conduct themselves in a manner that will reflect the best interest of the school system and not infringe upon the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, counseling, corporal punishment, and suspension



or expulsion from school. A violation of the rule may occur whether the conduct takes place on school grounds at any time; off school grounds at a school activity, function, or event; or enroute to and from school.

#### RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL.

No student shall:

1. Occupy any school buildings or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continuing functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
7. In any manner cause the disruption or obstruction of school or any school process by the use of violence, force, noise, coercion, threat, intimidating harassment, fear, passive resistance, or any other conduct that is judged by the principal to be a disruption or obstruction of the school process.
8. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.
9. Encourage other students to violate any rule or School Board policy.

#### RULE 2: DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents or guardians of any minor student under the age of 18 living with the parents or guardians may be liable for damages caused by said minor in an amount not in excess of \$2,000.00.

#### RULE 3: DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property.

**RULE 4: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE OR A PERSON NOT EMPLOYED BY THE SCHOOL.**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow employee, fellow student, or any other individual. Violence will not be tolerated under any circumstances.

**RULE 5: NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS.**

Using, offering for sale or selling beer, alcoholic beverages or other illicit drugs by students on school property (Act 104 of 1983 Special Session):

a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

b. A controlled substance may be used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist and the student must follow proper storage procedures in the school policy.

**RULE 6: WEAPONS, DANGEROUS INSTRUMENTS & CONTRABAND**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive or fireworks, pistol, rifle, shotgun, pellet gun, or any other object that reasonably can be considered a weapon, or dangerous instrument or any contraband materials.

**RULE 7: DISREGARD OF DIRECTIONS OR COMMANDS**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, or other authorized personnel.

**RULE 8: SMOKING AND SMOKELESS TOBACCO**

A student is not permitted to possess, smoke, or use any form of tobacco on school grounds. Act 1555 of 1999 requires that the following statute be posted “in a conspicuous location:” at the entrance to every building owned or leased by school districts and every school bus used to transport students:

Smoking or use of products containing tobacco in any form or on any property owned or leased by a public school district, including school buses, is prohibited.

Any person violating the provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$10.00 nor more than \$100.

#### **RULE 9: IMMORALITY**

A student shall refrain from indecent and immoral acts.

#### **RULE 10: GAMBLING**

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

#### **RULE 11: MENTAL ABUSE, HARASSMENT, OR COERCION**

A student shall not cause or attempt to cause mental injury or anguish to a school employee, fellow student, or any other individual by threats, coercion, intimidation, extortion, or similar act.

#### **RULE 12: BEHAVIOR NOT COVERED ABOVE**

The school district reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules.

### **DISCIPLINARY ACTIONS COMPOSITION & RANGE**

Disciplinary actions taken by the Salem School District are designed to indicate the inappropriateness and level of seriousness of misbehavior as well as the primary goal of behavior modification.

The following is a non-prioritized list of some specific actions that are used:

- (1) Counseling.
- (2) Detention-before school, during break, lunch, after school, etc.
- (3) Loss of privileges.
- (4) Work assignment-academic or other.
- (5) Corporal punishment.
- (6) Parent conferences.
- (7) Restitution.
- (8) Referral-school staff or other professional.
- (9) Suspension-in school and out-of-school.
- (10) Expulsion.
- (11) Other action as deemed appropriate.

The action(s) and/or range of actions selected are based upon the particular incident, the seriousness, and the appropriateness of the consequence with respect to other individual factors.

A student that violates any school rule will be subject to the minimum and maximum penalties listed above. Students will be suspended or expelled from school for extreme violations of school rules, regulations, and/or policies. Listed below are some behaviors that may cause a student to be suspended or expelled from school:

- (a.) Assaulting or threatening to assault or abuse a school employee or student. Act 888 of 1995 requires the principal to report all felonies or other violent criminal acts committed against a teacher or student to the appropriate local law enforcement agency.
- (b) Fighting
- (c) Truancy
- (d) Tobacco violations.
- (e) Defiant or hostile action.
- (f) Rude, disrespectful, disobedient, and disruptive behavior.
- (g) Firearms or other weapons. Students who possess a firearm or other weapon prohibited on school campus by law shall be expelled from school for not less than one (1) calendar year. (Act 567 of 1995) Act 1150 of 1999 states that school policy shall require parents, guardians, or other persons in loco parentis of a student that is expelled for possession of a firearm or weapon to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Such statement shall be signed by the parents/guardians/persons in loco parentis prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.
- (h) Gross misconduct.
- (i) Excessive rule violations. A student who has been sent to the office for disciplinary action a minimum of five times.
- (j) Drugs and alcohol. Students who possess and/or “use” (under the influence of drugs/alcohol) or drug paraphernalia will be penalized by a minimum of 10 days out-of-school suspension to a maximum of expulsion for 1 year. Students who sell or “distribute/push” drugs/alcohol will be penalized by a minimum of expulsion for the remainder of the school year to permanent expulsion. Proper authorities may be notified to conduct investigation matters relating to alcohol or drug offenses.
- (k) Willfully or intentionally damaging, destroying, or stealing school property.
- (l) Possession of a paging device, beeper, cellular phone, or similar electronic device.
- (m) If a student brings their own electronic device from home, it must be approved by the building principal, and then it must be inspected and deemed safe by the technology department.
- (n) It is unlawful for a person under eighteen (18) years of age to possess a hand-held laser pointer. (Act 1408 of 1999)

### **CELL PHONES**

Cell phones can be an asset to students after the school day. They can especially be beneficial to students when they call their parents after activities. For this reason, students can carry a cell phone to school. If a student does bring a cell phone to school, it is recommended that he/she keep the device with them at all times and not in a locker. A student’s cell phone is not the responsibility of the school, but it is the responsibility of the student to keep up with his/her own phone. Cell Phones may not be turned on at anytime during the school day. If a teacher sees a student’s phone, the teacher will take the phone. The teacher will then bring the phone to the high school office, and the student’s parent/guardian will have to pick up the phone.

More than two infractions of the cell phone policy may result in suspension. If a student has his/her phone taken by a teacher or posts on any site from the school day, he/she may lose the privilege of carrying a cell phone to school. Students may possess a smart watch, but using the smart watch for communication during the school day would result in a phone infraction and the watch and phone will be turned into the office.

### **SURVEILLANCE CAMERAS**

Parents and students should be aware that cameras may be in use in school buildings, on school grounds, and in school vehicles.

### **ANTI-BULLYING POLICY**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

Physical harm to a public school employee or student or damage to the public school employee’s or student’s property;

Substantial interference with a student’s education or with a public school employee’s role in education

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

### **CORPORAL PUNISHMENT**

In accordance with Act 333 of 1995, the Salem School District authorizes the use of corporal punishment. The punishment should be administered only for cause, be reasonable, follow warnings that the misbehavior will not be tolerated, and be administered by an administrator in the presence of a licensed staff member.

The punishment will also be administered according to the following guidelines:

1. This method may be used as an alternative to counseling and other means of behavior modification.
2. It will be administered in the presence of at least one authorized employee in addition to the person dispensing it. This witness will be of the same sex as the student receiving corporal punishment.
3. It will not be administered in the presence of other students nor in a spirit of malice or anger, nor will it be excessive.
4. Before corporal punishment is administered, the student must be advised, in the presence of a witness, of the rule and infraction for which the student is being punished. If the student claims innocence, the certified employee will permit the student to state his/her position, which shall be considered prior to the administration of the corporal punishment.
5. Refusal to take the corporal punishment may result in suspension or other disciplinary measures being taken.
6. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

7. Corporal punishment shall not be used as a form of discipline for a student who is Intellectually disabled, non-ambulatory, non-verbal, or Autistic. It is the responsibility of the parent or guardian to notify the district if the student meets the criteria in the previous statement.

### **DUE PROCESS PROCEDURE**

1. Prior to any disciplinary action, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation
2. The pupil will be given an opportunity at that time to explain his/her version of the facts to the school administrator.
3. Parent/Guardian notification of a suspension will be made by one of the following means, listed in order of priority:
  - (a) In person, (b) a primary call number: The contact may be by voice, voice mail, or text message, (c) An e-mail address, (d) A regular first class letter to the last known mailing address.
4. Any parent(s) or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

### **SUSPENSION**

#### **WHO MAY SUSPEND:**

The principal of any school or designee is authorized to suspend students for disciplinary reasons.

Students may be suspended up to 10 school days, including the day on which the suspension was initially imposed. A LONG-TERM suspension is one not amounting to an expulsion for the remainder of the semester but is one that is longer than 10 days. This long-term suspension, however, shall only be authorized after the student has been afforded notice, opportunity for a hearing, and is given the same procedural rights as for an expulsion.

#### **PROCEDURE PRIOR TO SUSPENSION:**

Prior to suspension, the principal or designee shall inform the student either orally or in writing what the student has been accused of doing. The principal shall explain the evidence which forms the basis of the charges and shall permit the student to present his/her side of the story.

#### **PARENTAL ROLE IN SUSPENSION PROCEDURE:**

If the principal considers that a suspension is proper, the principal may request a student-parent-principal conference. It is the parents' or guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

(1) In person, (2) A primary call number: The contact may be by voice, voice mail, or text message, (3) An email address, (4) A regular first class letter to the last known mailing address.

#### CONDITIONS OF SUSPENSION:

A student who has been notified that he/she has been suspended from school must remain away from school premises until reinstated. The only time a suspended student will be permitted on the school premises is, when accompanied by a parent or guardian, to attend a student-parent-principal conference.

#### STUDENT-PARENT-PRINCIPAL CONFERENCE:

If, in the conference, no decision is reached by the principal for reinstatement of the student, then the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools a full report of the suspension within a period of 5 school days from the request. The parent or guardian of a student, or a student of majority age, may also request a hearing before the superintendent of the school.

#### THE SUPERINTENDENT'S ROLE IN THE SUSPENSION PROCEDURE:

The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his action in this regard within 10 school days from receiving the principal's report. The superintendent will notify the parent or student of his actions.

#### EMERGENCY SUSPENSION:

Notwithstanding the policy concerning suspension and expulsion procedures, students may be suspended indefinitely without notice; hearing, and afforded the other rights provided herein when the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and Board to consider the case under their usual time restrictions. In all such cases, notice, hearings, and other rights shall be provided in accordance with normal provisions at the earliest practical date that restoration of order permits.

### **EXPULSION**

Expulsion is the prohibition of a student from entering the school or school grounds for a prearranged conference with an administrator. The Salem Board of Education may expel a student for conduct it deems to be of such seriousness that the student's continued attendance would be disruptive to the educational process or endanger other students or staff members. The length of the expulsion will be determined by the seriousness of the offense and may, in some cases, be permanent.

#### WHO MAY RECOMMEND EXPULSION:

The principal of a school may recommend that a student be expelled from school with



loss of credit and shall make said recommendation to the superintendent in a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board.

#### SCHEDULED HEARING:

The superintendent or designee shall give written notice to a student of majority age or to the parent or guardian of a minor, scheduling a hearing before the School Board. This notice must be made within 10 school days of the alleged incident. Such hearings will be conducted not earlier than 3 school days following the date of the notice nor later than 10 school days. The notice will state charges against the student in clear and concise terms, the name of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.

#### REPRESENTATION:

In every case of a hearing held by a School Board regarding the expulsion of a student, the president of the board, or in his/her absence, another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or legal counsel. The superintendent or designee shall present evidence and may present witnesses or statements from those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation.

#### CROSS-EXAMINATION:

The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If during the course of the hearing, the Board determines the credibility of any of the witnesses is an issue, then it will permit cross examination by the student and the superintendent or their representatives. Such cross examination should ordinarily be limited to the question or questions specifically related to the credibility of the witness. Opportunity shall be afforded the student to observe all evidence offered against him/her. Members of the Board may question any witness.

#### DECISION:

At the conclusion of the hearing, the Board may discuss the matter and decide on it by vote. If the Board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions, such as a long-term suspension, which may be with or without an opportunity for make-up of school work. The Board shall briefly state its findings in writing within 10 school days after the hearing.

#### RECORD OF THE HEARING:

The board shall record the evidence gathered at the proceedings by use of either a court reporter and/or a tape recorder. If the student so desires, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.

## RESPONSIBILITIES:

The school administration has the responsibility to present the evidence to the Board and the administration is entitled to open and conclude. The President of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by such non-board members.

## GROUP HEARINGS:

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

1. A single hearing will not likely result in confusion, and
2. No student will have his/her interest substantially prejudiced by a group hearing.

If during the hearing the President finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

## PROCEDURES TO APPEAL A DISCIPLINARY RULING

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling they must follow the following procedures:

1. State their complaint in writing to the school principal, asking that the ruling be changed:

a. The principal shall have 5 school days from receipt of the written notice to render a decision.

b. The principal's decision shall be given to the complainant in writing in such time that the complainant should reasonably be expected to receive not longer than 7 school days after receipt of the complaint by the principal.

2. If dissatisfied with the principal's decision, the student and/or parent may appeal to the superintendent:

a. Such an appeal shall be delivered to the superintendent before the end of the 5th day following receipt of the principal's decision.

b. The appeal should detail the complaint and the principal's response along with reasons for disagreeing with the principal's decision.

c. The superintendent shall rule on the appeal no later than the end of 5 school days following receipt of the complaint/appeal. Such ruling shall be delivered in writing in such time and manner that the complainant can reasonably expect receipt of the appeal by the superintendent.

## APPEAL TO THE SCHOOL BOARD OF DIRECTORS

An aggrieved party may appeal the superintendent's ruling to the Board of Directors.

a. Appeal must be submitted in writing to the Board of Directors no later than the end of the 5th day following receipt of the superintendent's ruling.

b. The Board of Directors must rule on the appeal and deliver a written ruling to

the aggrieved party not later than the end of 5 school days following receipt of the appeal from the aggrieved party unless the Board of Directors or the aggrieved party requests a hearing.

c. Such a hearing shall be scheduled on a date mutually agreeable and within 7 school days following such a request.

### **INTERNET USE**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work.)

Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation.

Example: A student sends a threatening E-mail message to another student.

This student would be in violation of misusing technology as well as threatening another student.

### **STUDENT INTERNET USE AGREEMENT**

The Salem School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding by this agreement. No student may use the district’s access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to the following:

- a) using the Internet for other than educational purposes;
- b) gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
- c) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d) making unauthorized copies of computer software;
- e) accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f) using abusive or profane language in private messages on the system, or using the system to harass, insult, or verbally attack others;
- g) posting anonymous messages on the system;
- h) using encryption software;
- i) wasteful use of limited resources provided by the school including paper;
- j) causing congestion of the network through lengthy downloads of files;
- k) vandalizing data of another user;
- l) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m) gaining or attempting to gain unauthorized access to resources or files;
- n) identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- o) invading the privacy of individuals;
- p) divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail. Personally identifying information includes full names, address, and phone number.
- q) using the network for financial or commercial gain without district permission;
- r) theft or vandalism of data, equipment or intellectual property;
- s) attempting to gain access or gaining access to student records, grades, or files;
- t) introducing a virus to, or otherwise improperly tampering with the system;
- u) degrading or disrupting equipment or system performance;
- v) creating a web page or associating a web page with the school or school district without proper authorization;
- w) providing access to the District’s Internet Access to unauthorized individuals;
- x) failing to obey school or classroom Internet use rules; or
- y) taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

5. Liability for debts: Students and their co-signers shall be liable for any and all costs (debts) incurred through their use of the District’s computers or the Internet including penalties for copyright violations,

6. No Expectation of Privacy: The Student and parent/guardian signing below agrees that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may

also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

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

8. Signatures: Signature on page i of student handbook indicates that the student and parent have read this agreement and agree to be bound by the terms and conditions of this agreement.

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (1)) requires districts to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

### **TARDIES**

Students are expected to be in class on time. Because of the short duration of time between most classes it is reasonable to assume that a student may arrive at class, on occasion, after the tardy bell has rung. If a student is excessively tardy in any one class or a combination of all classes, then that student will be subject to disciplinary action after determination for cause of tardiness. It will be the decision of the individual teacher to determine if the student will be sent to the office for a tardy slip before admitting that student to class. Three (3) tardies will be considered an absence.

Excessive tardiness (ten or more in one class or a combination of classes) may result in out of school suspension.

### **PUPIL DRESS**

The general standards of appearance for students are that they be clean, neat, and properly dressed. They shall observe modes of dress, style of hair, and standards of personal grooming which are in conformity with the studious atmosphere necessary in the learning process.

It is the responsibility of each teacher to encourage the proper dress and proper appearance of all students and to see that the dress of no student shall be extreme to the point of creating a disturbance of class discipline.

The wearing of clothes that have beer or tobacco advertisement will not be allowed. The hem of any type of clothing must be of an appropriate length. An appropriate length shall be: When standing, with arms at side, fingertip shall not exceed the length of the garment. Leggings must be covered by clothing that is of an appropriate length as well. Cut-off shorts are not allowed. All pants or shorts

must fit appropriately at the waist. Shirts and blouses that are sleeveless must have straps that are at least one (1) inch wide. They must not be open under the arm or in the back. Students are prohibited from wearing clothing that exposes underwear, buttocks, breasts, or midriff while they are on the grounds of a public school or at a school sponsored activity or event. These rules apply to all school sponsored activities.

The school board assigns to the school principal the responsibility for determining what constitutes proper dress whenever a debatable issue is raised between the teacher and student. Further, he has the authority to require that students correct unacceptable modes of dress or personal appearance.

### **DANCE CODE**

The principal of the school must approve the dance and the organization sponsoring the dance. Supervision of the dance will be left to the discretion of the approving administrator.

The secondary school may hold the following dances: Homecoming, and one other dance approved by the building principal, and the Junior Senior Prom. All dances shall be held on Friday or Saturday, and shall be completed by 12:00 midnight.

Guest of students must be approved by the principal at least two days prior to the date of the dances. All students must sign their name and their guest's name on a register list in the principal's office.

Dances other than the Junior Senior Prom will be for students in grades seven through twelve and their dates. Dates of the students for the above dances may be no older than twenty years of age. Spouses of married students will be exempted from age restriction. Junior and Senior prom is limited to students who are in the grades 9-12, or if a student's date has already graduated, the age limit is twenty years of age.

The Junior Senior Prom shall be for student's in the eleventh and twelfth grades and their dates only. Those students and guests attending any of the dances must sign in and sign out when leaving. When students and guests sign out, they must leave the campus immediately. Students must be neat and properly dressed. Dance participants are expected to behave in a manner consistent with current school policies.

### **EXTRACURRICULAR ACTIVITIES**

#### **ABSENCE FROM INSTRUCTION**

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district. Occasionally, however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when scheduling of that activity has been approved by the school administrator and advance provisions have been

made for the make-up of class work missed during the approved absence.

### **SPORTSMANSHIP**

Salem High School is a member of the Arkansas Activities Association. Each student, faculty member, parent, and fan is responsible for abiding by Arkansas Activities Association and Salem High School rules and regulations while attending school activities. Sportsmanship is encouraged by participants and fans at all times and is a true measure of our school and our extracurricular activities.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement or receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### **TRAVEL TO AND FROM EXTRACURRICULAR EVENTS OR CONTESTS**

All players participating in athletic contests are required to ride the bus to the event unless they have prior approval from the administration due to an extreme hardship.

Students who ride the bus to an athletic event must ride the bus on the return trip unless the student's parent or guardian has signed a release. Students will not be released to anyone other than a parent or guardian unless because of hardship conditions the parent or guardian has made prior arrangements with the coaching staff.

### **ELIGIBILITY REQUIREMENTS FOR JUNIOR HIGH**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth grade and the first semester ninth grade student meet the scholarship requirements for junior high if he has successfully passed four academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. Ninth-grade students must meet the requirements of the senior high scholarship rules by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year. Student promotions at the seventh and eighth grades meet scholarship requirements for participation in competitive interscholastic activities.

### **ELIGIBILITY REQUIREMENTS FOR SENIOR HIGH**

In order to remain eligible for competitive interscholastic activity, a student must have passed four academic courses the previous semester and either:

- a. Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester, or
- b. Have met the "proficiency standard" as defined by the State Board of Education on the state criterion-referenced tests, including both the mathematics and literacy tests, for twelfth-grade eligibility, or

c. Have achieved at or above the 50th percentile on the Bask Badery on the norm-referenced test administered by the state, for tenth-and eleventh-grade eligibility, or  
d. Participate in the Supplemental Instruction Program as set up by Salem High School and approved by the Arkansas Department of Education.

If a student is declared ineligible at the end of the fall semester and only participates in interscholastic competitive activities during the fall semester, he/she must be placed in the supplemental instruction program and meet the requirements during the spring semester in order to be considered for eligibility the following fall. The same requirement applies to a student who only participates in spring semester activities. He/she must be placed in the supplemental instruction program and meet the requirements during the next fall semester in order to be considered for eligibility in the following spring.

## **CURRICULUM REQUIREMENTS ARKANSAS SMART CORE/CORE CURRICULUMS**

At least a total of twenty-two (22) units of credit earned in grades nine (9) through twelve (12) shall be required for high school graduation. Students will complete four years of English and Mathematics. A student may be allowed to forgo the 4th year rule for Math or English if the following conditions are met: 1) By December of the student's Junior year, the student must have a completed plan of graduation that has been approved by the principal and counselor 2) The student must take a summer Concurrent Credit (CC) Math or English course after July 1 of their senior year. 3) The student must enroll in (and complete) an AP or CC course their senior year which will benefit them regarding preparation and preparedness in their college or career pathway. \*\*\*If the student, at any time, drops the high level courses, they will be required to take the 4th year Math or English in fulfillment of the rule.\*\*\* Students may not choose this option to lighten the academic rigor and load of their senior year, or to help allow them to graduate early. For Example: A student may take college algebra in the summer after July 1, and enroll in the nursing courses at ASUMH their senior year; rather than completed the 4th year of Math or English, the student may opt to take an AP/CC Biology or equivalent AP/CC course. Only one (1) of these units may be in physical education. Each student shall follow either the Arkansas smart core or common core curriculum. Students in grades 9-12 must be enrolled in no fewer than three hundred sixty (360) minutes of planned instructional time each day as a requirement for graduation. Enrollment and attendance in vocational education training courses, college courses and other Department of Education sanctioned educational programs may be used to satisfy the three hundred sixty (360) minute requirement, even if the program is not located at the Salem campus.

## **THE ARKANSAS CORE CURRICULUM REQUIRED FOR GRADUATION**

4 units of English

3 units of Social Studies (1 unit of World History, 1 unit of U.S. History,

.5 units of Civics or Government, .5 units of Economics) 4 units Mathematics (1 unit of Algebra or its equivalent\* and 1 unit of Geometry or its equivalent\*.)



3 units Science (at least 1 unit of Biology integrated and 1 unit of a Physical Science integrated)  
.5 unit Oral Communication  
.5 unit Physical education  
.5 unit Health and Safety  
.5 unit Fine Arts  
6 unit electives  
22 Total

All students must pass the test approved by the ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Beginning with the freshman class of 2017-2018 every student must complete a course that includes specific personal finance standards in either grade 10, 11 or 12.

### **SMART CORE**

Students and their parents will be notified about the smart core and core curriculums at the end of their sixth grade school year. Students and parents will choose the smart core or core to be the student's curriculum. Parents will receive the smart core waiver form and a letter concerning smart core requirements in the mail. Parents will sign the informed consent document and return it to the high school office. The informed consent document will be attached to the student's permanent transcript. Parents can change the curriculum by submitting a smart core waiver form at any time while the student is in high school, however, it becomes increasingly more difficult to change curriculums at higher grade levels due to curriculum requirements. Smart core forms will be sent with the student's transcript if the student transfers.

#### Smart Core Courses of Study

English- 4 Units

English 9th grade  
English 10th grade  
English 11th grade  
English 12th grade

Mathematics- 4 units

Algebra I  
Geometry  
Algebra II  
Fourth Math- Choice of: Quantitative Literacy, Pre-Calculus, Trigonometry, Algebra III, Computer Science & Mathematics, or Advanced Placement mathematics

Natural Science- 3 units with lab experience chosen from:

Physical Science Integrated  
Biology Integrated  
Chemistry Integrated

Social Studies- 3 units

Civics or Government- ½ unit

Economics-½ unit

World History- 1 unit

U.S. History- 1 unit

½ unit of all of the following courses:

Oral Communications

Physical Education

Health and Safety

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

Fine Arts

Career Focus

6 units required

Beginning with the class of 2026, students will also have the requirement to earn one unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Beginning with the class of 2027, students will earn 75 clock hours of community service that is certified by the service agency or organization where the student volunteers. The student must receive at least the following documented clock hours of community service each year:

15 hours for students in grade 9

20 hours for students in grade 10

20 hours for students in grade 11

20 hours for students in grade 12

### **SPECIAL CLASSES**

Special Education, Gifted and Talented, and Speech Therapy classes will follow the guidelines recommended by the state department of education with screening and testing to determine those eligible to be served by these classes.

### **GRADUATION**

The High School Graduation date will be listed on the school calendar. This date will be set by the Salem School Board. The School Board will reserve the right to change the graduation date if inclement weather causes numerous days to be missed. The graduation ceremony at Salem High will be a traditional ceremony that includes and is limited to the following events: Welcome, Introductions by the Superintendent, Presentation of Honor Graduates and Distinguished Honor Graduates, and Citizenship Awards, Presentation of Diplomas. Songs, poems, or other performances will not be included in the Salem High graduation ceremony. The only attire to be worn during the ceremony, in addition to the cap and gown, are academic achievement awards that are provided by the high school principal. Those awards are obtained for GPA and Honors (cords and sashes).

### **BOMB THREAT PROCEDURE**

WHEN SCHOOL IS NOT IN SESSION:

Upon notice of a bomb threat the county sheriff's office shall be notified immediately and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent then shall be notified. The county sheriff's department shall search the building or buildings involved with their personnel or with personnel designated and supervised by the sheriff's department.

The schools shall not be opened to the students until the building or parts thereof are approved for occupancy by the police officer in charge of the search and by the principal of the school building involved.

#### WHEN SCHOOL IS IN SESSION:

Upon receipt of a bomb threat the fire drill procedure will be followed and all personnel will be evacuated from the building or buildings included in the threat.

After activating evacuation procedures, the county sheriff's office and the local fire department shall be notified and shall be given a complete description of the threat and any supporting evidence that may be available. The superintendent then shall be notified.

The county sheriff's department shall search the building or buildings involved with their personnel or with personnel designated and supervised by the sheriff's office. The sheriff's office personnel may be requested to search the gymnasium and adjoining facilities first in order that students may be returned to these rooms, upon the approval of the police officer in charge of the search and the principal of the school involved, prior to the search of the remainder of the buildings.

Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

After the entire building is approved for occupancy by the police officer in charge of the search and the principal of the building, the school day shall be resumed.

#### SCHOOL PERSONNEL PROCEDURE:

1. Evacuate and call roll in the designated area.
2. After notification from the principal, teachers may have to move their students to a more secure area. The area will be specified by the principal or his designee.

#### PENALTY

A student who calls in or writes a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (AR State. 41-2911, 49-2912)

Any false bomb threats may be punished to the maximum penalty as provided by law. (\$5000.00 and five years imprisonment in the state penitentiary) (School Laws of Arkansas 211-4611).

## **HAZING POLICY**

Hazing, harassment, or initiation ceremonies of any kind which are intended to belittle, degrade, make fun of, or harm in any way will not take place at any time on school property, during any school sponsored or supervised activity including extracurricular activities and sports programs.

Punishment for hazing will be administered by the principal as he deems appropriate and which is consistent with the student handbook and other school policies.

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

Research and the experience of students, faculty, and administrators indicate that students taking a solid high school core of courses have better test scores and greater success in institutions of higher education. To increase your chances of success, the following minimum core of high school courses is recommended:

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

Natural Science -Three units with laboratories. In Biology Integrated, Chemistry Integrated, Physical Science Integrated.

Mathematics -Four units, including Algebra I & II, and Geometry.

Social Studies -Three units, including one of American History, one of World History, and at least one-half unit of Civics or American Government (not to include courses in practical arts).

Foreign Language -Two units in one Foreign Language.

In addition to the writing and computational skills that students should gain through the sequences of English and Mathematics courses in the minimum core, students should also develop the following basic skills:

Reading -Verified skills at or above the 11th grade reading skill level.

Computer Usage -Skills in computer usage for instruction, word processing, spread sheets, and similar applications.

Keyboarding/Typing skills at a level to facilitate computer usage and word processing of papers and reports.

Oral Communication -The ability to influence others through oral discourse. This may be through public speaking, one-to-one conversation, or in small and large groups.

The following courses beyond the minimum core are recommended to enhance the student's preparation for higher education.

Natural Science -A fourth unit with laboratory. Chosen from Biology Integrated, Advanced Placement Biology, Environmental Science, Chemistry, Physics, or Physical Science.

Mathematics -A fourth unit of mathematics at a higher level than Algebra II.

Speech -One-half unit of study devoted to speech making, oral reports, or small group presentations and problem-solving.

Fine Arts -One unit chosen from the performing and visual arts.

Interpretive Comments:

Arkansas needs a greater portion of its young people to attend institutions of higher education. These recommendations are presented to provide students and parents with information on preparation and to encourage students to attend. It is not intended that applicants without these courses will be refused admission and, indeed, open admission on at least a conditional basis is expected at many state institutions. However, students entering universities or two-year institutions to begin bachelor's degree programs should expect to need the background provided by the minimum core, and they should expect to take additional coursework to develop that background if it is not accomplished in high school. The social studies recommendation provides high school the alternative of either a full unit or a half unit of Civics or American government.

These recommendations are made by the State Board of Higher Education in consultation with the State Board of Education as provided by Act 98 of 1989. The legislation requires the State Board to communicate this information at least once each year to each public school superintendent, who is required to make copies available each year to all public school students in grades seven through twelve.

**QUALIFICATIONS FOR  
VALEDICTORIAN & SALUTATORIAN  
AND HONOR GRADUATES**

ACT 980 of 1991

“AN ACT TO ESTABLISH QUALIFICATIONS FOR VALEDICTORIAN AND SALUTATORIAN, DISTINCTION AS AN HONOR GRADUATE OF A HIGH SCHOOL AND MEMBERSHIP IN THE NATIONAL HONOR SOCIETY OR ITS EQUIVALENT, AND FOR OTHER PURPOSES.”

Section 1. (a) Beginning with the 1993-94 school year, only a student who has successfully completed a minimum core of high school courses recommended for a preparation for post-secondary education or a more rigorous program of vocational study shall be eligible for distinction as an honor graduate of a senior class in a high school in this state.

(b) Beginning with the 1993-94 school year, only a student who has successfully completed the minimum core of high school courses recommended for preparation for post-secondary education or a more rigorous program of vocational study with a minimum grade point established by the school district or its equivalent shall be eligible for distinction as an honor graduate of a senior class in a high school in this state.

All grade point average will be based on ACT 980 and calculated on a four (4) point system through eight semesters. Class rank will determine Valedictorian

and Salutatorian.

Salem Schools will not recognize a Valedictorian or Salutatorian beginning with the 2016-2017 school year.

### **Honor Graduate Requirements for the Class of 2017**

To be eligible for honor graduate status, students must meet requirements that are in addition to those graduation requirements that the state and local district impose. These requirements will begin with the ninth grade class of the 2013-2014 school year and with the graduating class of 2017

### **Honor Graduate Requirements**

1. Students must successfully complete the minimum core of courses recommended by the state board of higher education and the state board of education as set forth by Act 980 of 1991 (as amended by 977 of 1997) by the General Assembly of the state of Arkansas.
2. Students must complete a minimum of eight (8) credits in the following classes (Concurrent Credit semester courses including technical programs are worth one half honor credit).

Pre-AP Pre-Calculus/Trigonometry	Biology Integrated and Chemistry Integrated
Algebra I	Anatomy and Physiology
Algebra II	Physics
Algebra III	Spanish II
Geometry	English Composition I, II
AP U.S. History	AP Biology
AP English I, II	Concurrent Credit Public Speaking
AP Calculus AB	Concurrent Credit World Civ.
Art Appreciation	Concurrent Credit Micro-Computer Applications
Concurrent Credit U.S. History	
Computer Science and Mathematics	
U.S. Government	

### **Honor Graduate Grade Point Average**

Students must have a cumulative grade point average of 3.5 based on a 4.0 scale.

### **Distinguished Honor Graduate Grade Point Average**

Distinguished Honor Graduates must have a cumulative grade point average of 4.0 or higher based on a 4.0 scale (beginning in the school year 2016-2017).

### **PARENT'S RIGHT TO KNOW**

According to the No Child Left Behind Act of 2001, parents/guardians are entitled to know whether a teacher is certified and qualified to teach a particular subject and grade level. Parents/guardians are also entitled to information about the teacher's college degree and major. If the parent/guardian's child receives any services from a paraprofessional, the school is required to provide that qualification information, as well. Requests for information must be made at the superintendent's office.

### **HOMELESS CHILDREN**

According to McKinney-Vento Homeless Education Act of 2001, any child determined to be homeless is entitled to services to ensure the education of the child. Any child suspected of being in a homeless situation should be reported to the elementary or high school principal in order to properly identify the status of the child and make available appropriate services.

### **SCHOOL INSURANCE**

The Salem School District no longer provides a basic insurance policy for students. Any student wishing to purchase insurance coverage will be able to do so on a voluntary basis. All students that participate in athletics must have insurance coverage and will be required to submit proof of coverage to the athletic director. No athlete will be allowed to participate in practices or games until proof of coverage has been established.

# NOTES:



# NOTES: