

ALMA HIGH SCHOOL
DIGITAL/ELECTRONIC STUDENT HANDBOOK
ACKNOWLEDGEMENT PAGE
2018-19

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____

THE ALMA HIGH SCHOOL STUDENT HANDBOOK IS AVAILABLE ONLINE IN BOTH ELECTRONIC AND PRINT VERSIONS. SCHOOL PROCEDURES AND POLICIES INCLUDING DISCIPLINE, ATTENDANCE, HOMEWORK, ETC. ARE INCLUDED IN THIS HANDBOOK. IT IS IMPORTANT THAT PARENT/GUARDIANS READ THIS INFORMATION. TO VIEW HANDBOOK...GO TO THE ALMA HIGH SCHOOL WEBSITE>CLICK ON STUDENTS>CLICK ON STUDENT HANDBOOK. PRINT VERSIONS ARE AVAILABLE IN THE OFFICE.

PARENTS/GUARDIANS: PLEASE SIGN EACH LINE TO INDICATE YOUR PARENTAL CONSENT.

I acknowledge that the Alma High School Student Handbook has been made available to me online or in print:

Parent/Guardian Signature _____

I understand if I choose for my child's FERPA Directory information (examples are Honor Roll, Team rosters, Yearbook & other published information) to not be released on my child, my written request must be submitted to the Alma High School Principal within two (2) weeks of receipt of this form.

Parent/Guardian Signature _____

_____ (Grade) _____ (Date)

Return to Your Second Period Teacher

ALMA HIGH SCHOOL

101 EAST MAIN STREET

P.O. BOX 2139

Alma, AR 72921

<http://almasd.net>

Phone: 479-632-2162

Fax: 479-632-5070

Office Hours: Monday - Friday 7:45 A.M. - 4:15 P.M.

Mascot: Airedale

Colors: Green and Gold



ALMA HIGH SCHOOL PHONE NUMBERS

Alma Opportunity School	632-4717
Band/Choir	632-2128
Counseling Center	632-2162
Field House	632-2195
Gym	632-2194
High School Office	632-2162
NJROTC	632-2174
Performing Arts Center	632-2129

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A IS FOR AIREDALE & ACADEMICS



FOREWORD

TO THE STUDENTS OF ALMA HIGH SCHOOL:

On behalf of the faculty, we are happy to welcome you to Alma High School. You are now entering, or have already entered one of the most important phases of your life — your high school career. During these years, you will learn many new things and have many new experiences, all of which will help you to become a most useful American citizen. You will decide what vocations you are best fitted for, develop new loyalties, and make friendships.

This booklet has been prepared to enable you to get better acquainted with your school, its policies and general regulations. We, as teachers, have the utmost confidence in Alma students' loyalty, integrity, and honesty. We need to continue abiding by and promoting this program of confidence, happiness, and fair play so necessary for the success of any institution.

Students and faculty, during the past several years, have developed some fine traditions. May you apply yourself seriously to your studies, enter wholeheartedly into student activities, make many friends, and help make Alma High School one of the happiest of schools. High school pupils are expected to take pride in the buildings. We would appreciate your help in keeping them clean and neat.

THE STUDENT COUNCIL AND FACULTY

SECTION I: GENERAL SCHOOL INFORMATION

PHILOSOPHY OF AHS

It is the responsibility of the school to prepare the students of this community to function in our present society as well as be able to adapt and function successfully in an ever-changing world. A large number of our graduates will further their academic education in college, others will seek immediate entry into the workforce, and some will pursue specialized training. This diversity of student goals necessitates a varied and flexible curriculum.

In a world made small by mass media communications, it is necessary and desirable to give our students the opportunity to learn about other cultures and foster an appreciation for the unique features of our own culture. With the advent of the technological revolution and the trend toward service-oriented industries, the school must make a strong commitment to accept these challenges with a curriculum that is designed to adapt to the needs of our students. To supplement this curriculum a guidance program and a diverse media center are essential.

Emphasis upon good health, rewarding leisure activities, interesting hobbies, and development of personal talents are important to the overall school program. The community, the school, and the students must work together through open communications and cooperation to attain these goals. Our school involves all parts of the community in the educational process as well as in clubs and various school activities. This spirit of cooperation enhances the success of our program.

1.

2. ACCREDITATION

Alma High School is fully accredited by the State Department of Education and AdvancEd, the North Central Association of Secondary Schools and Colleges. This is the highest possible rating a high school can attain. To be a member of AdvancEd means that very high standards must be maintained so that you as a student will have the satisfaction of knowing that your high school credits will be accepted anywhere in the United States.

3. NONDISCRIMINATION NOTICE

In compliance with federal nondiscrimination laws, (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education amendments of 1972, The Age Discrimination Act of 1975), the Alma School District does not discriminate in employment and education practices relative to race, color, national origin, sex, age, religion, or disability. The contact person for all of the above civil rights areas is the Deputy Superintendent of the Alma School District, Box 2359, Alma, AR 72921, phone 479-632-4791.

4. DAILY SCHEDULE

8:17 – 9:10	First Period
9:15 – 10:10	Second Period
10:15 – 11:10	Third Period
11:15 – 12:45	Fourth Period
A Lunch 11:15 – 11:45	
B Lunch 11:45 – 12:15	
C Lunch 12:15 – 12:45	
12:50 – 1:40	Fifth Period
1:45 – 2:35	Sixth Period
2:40 – 3:30	Seventh Period

5. RECEIPT OF DIGITAL/ELECTRONIC HANDBOOK

Each student will return the signed acknowledgement page for the student handbook verifying the student and parents have read and understand the discipline policies and other policies contained within the Alma High School Student Handbook.

6. CONTACT INFORMATION AND RESOLUTION OF CONCERNS

- a) Parents are encouraged to be a full partner in the decisions that affect his or her children and family. It is essential for the school and parents to work together to resolve parental concerns, define problems, and determine whom to approach and how solutions will be developed.
- b) Should you have a problem with a situation at our school that you feel has not been resolved by the school's personnel, follow the process outlined below. Please remember it is very important you include your child's teacher in this process.
- c) Always start with the teacher or employee with whom you have a concern. Every teacher has a scheduled conference period each day. You may also contact the school counselor for advice on the matter.
- d) If the problem or conflict is not resolved, the next step is to contact the school principal or assistant principal.

- e) If the issue cannot be solved at the school, the school principal will refer you to the Alma District Office where your concern will be assigned to an appropriate staff person.
- f) School patrons are urged to contact the following persons when questions arise:
- | | |
|---|----------|
| Superintendent | 632-4791 |
| High School | 632-2162 |
| Middle School | 632-2168 |
| Intermediate School | 632-2166 |
| Primary School | 632-5100 |
| Title One Coordinator (Federal Program) | 632-4791 |
| Title Nine Coordinator (Sex Discrimination) | 632-4791 |
| Special Education Director | 632-4717 |
| Section 504 | 632-4794 |
| Technology Director | 632-4717 |
| Athletic Director | 632-4791 |
| Transportation Director | 632-4794 |

7. SCHOOL CALENDAR

ALMA SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019

Professional Development Activities	Monday-Tuesday	August 6-14
First Day of School	Wednesday	August 15
Labor Day Holiday	Monday	September 3
Homecoming	Friday	October 12
End of First Quarter (44 days)	Friday	October 12
Parent/Teacher Conf. / Report Cards	Thursday	October 25
Fall Break (No School)	Friday	October 26
Thanksgiving Holidays	Wednesday-Friday	November 21-23
Semester Exams (dismiss @ 2:30 p.m.)	Tuesday-Wednesday	December 18-19
End of Second Quarter (44 days)	Wednesday	December 19
Christmas Break Begins @ End of School Day	Wednesday	December 19
Professional Development (No Students)	Monday	January 7
Classes Resume	Tuesday	January 8
Second Quarter Report Cards	Thursday	January 17
Martin Luther King Holiday	Monday	January 21
End of Third Quarter (48 days)	Friday	March 15
Spring Break Begins @ End of School Day	Friday	March 15
Classes Resume	Monday	March 25
Third Quarter Report Cards	Thursday	March 28
Parent-Teacher Conferences -Dismiss @ 1:30 p.m.	Thursday	March 28
Baccalaureate	Sunday	May 12
Commencement	Saturday	May 18
Memorial Day (No School)	Monday	May 27
Semester Exams (dismiss at 2:30 p.m.)*	Thurs-Friday	May 30-31
End of Fourth Quarter (49 days)*	Friday	May 31

**Will be adjusted depending on the number of days that are missed due to inclement weather
Three (3) days are built into this calendar.*

Teacher contracts are 193 days. This includes:

- 180 days of School
- 10 days of Professional Development - 5 days in summer, 4 days in August, & 1 day in January
- 3 days of Classroom Preparation in August

8. SCHOOL ALMA MATER AND FIGHT SONG

ALMA MATER

*We've found A place boys
Where hearts are true.
Best of them all boys - One that will do.
Our Alma High School
Sacred is She
Guard and protect HER ETERNALLY.*

FIGHT SONG

*SO WHEN THOSE ALMA AIREDALES FALL IN LINE
WE'RE GONNA WIN THIS GAME OR DIE AND TRY
IT'S FOR THOSE ALMA AIREDALES SO WE YELL!
IT'S FOR THOSE ALMA AIREDALES SO
WE YELL! WE YELL!
WE'RE GONNA FIGHT! FIGHT! FIGHT!
FOR EVERY YARD
WE'LL CIRCLE IN AND OUT AND ON THE GUARD
WE'RE GONNA ROLL THOSE (_____)
ON THE SIDE - OUT THE SIDE
ALMA SENIOR HIGH!! GO DOGS!!*

SECTION II: ENROLLMENT AND ACADEMICS

9. ADMISSION TO AND WITHDRAWAL FROM SCHOOL

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1 — RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth
 - c. An attested baptismal certificate
 - d. A passport
 - e. An affidavit of the date and place of birth by the child's parent or guardian
 - f. United States military identification
 - g. Previous school records

Students who consider withdrawing from school should visit with the counselor several days in advance. A parental contact must be made with a counselor before a student will be withdrawn.

10. HOME-SCHOOLED ADMISSION & GRADE PLACEMENT

Home Schooling legislation provides students the legal right to receive instruction through home schooling. However, if a former homeschool student request admission to a public school the local school district has the responsibility of determining proper grade placement and/or credit toward graduation.

1. Alma School District shall have the authority to assess any home-schooled student who enrolls or re-enrolls in the district in order to determine proper educational placement.
2. The Alma School District shall utilize, among other means of assessment, the norm-referenced test approved by the state board of education to assess the student and shall determine placement in the appropriate grade level as indicated by the test results.

11. SMART CORE/CORE CURRICULUM

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

English – 4 units
<ul style="list-style-type: none">• English 9th grade• English 10th grade• English 11th grade• English 12th grade or Transitional English 12
Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.
<ul style="list-style-type: none">• Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)• Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)• Algebra II• fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.
Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)
<ul style="list-style-type: none">• Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)• Physical Science, Chemistry, or Physics – 2 units
Social Studies – 3 units
<ul style="list-style-type: none">• Civics - ½ unit• World History - 1 unit• U.S. History - 1 unit• other social studies - ½ unit
Oral Communications – ½ unit
Physical Education – ½ unit
Health and Safety – ½ unit
Economics – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ unit
Career Focus – 6 units

12. CLASSIFICATION OF STUDENTS

Students are classified according to the grade level obtained at the time of their enrollment and then the grade level will be updated each year. Students must be within one unit of graduation requirements in order to participate in commencement.

13. GRADUATION REQUIREMENTS

I. Requirements for Regular Diploma

A. Four units of English

Three units of Science (Physical Science, Biology, 3rd required Science course)

Four units of Mathematics (Algebra I, Geometry, Algebra II, 4th required Math course)

Three units of Social Studies (Civics/Economics, World History, United States History)

One/half unit of Physical Education

One/half unit of Health

- One/half unit of Fine Arts
- One/half unit of Oral Communication (meets digital learning requirement)
- B. Twenty-four units in grades 9-12 (only three of which may be in Physical Education)
- C. Nineteen units in courses other than Band, Choir, P.E.
- D. Six units of career focus courses.
- II. **Requirements for Honors Diploma**
 - A. Four units of English
 - Three units of Science (Physical Science, Biology, Chemistry or Physics)
 - Four units of Mathematics (Algebra I, Geometry, Algebra II, Math beyond Algebra II)
 - Three units of Social Studies (Civics/Economics, World History, United States History)
 - One/half unit of Physical Education
 - One/half unit of Health
 - One/half unit of Fine Arts
 - One/half unit of Oral Communication (meets digital learning requirement)
 - Two units of the same Foreign Language (required for Class of 2019)
 - B. Twenty-six units in grades 9-12
 - C. Twenty units in courses other than Band, Choir, P.E.
 - D. Six units of career focus courses.
 - E. Eleven units of Honors courses, with a Cumulative GPA of 4.0 or above.
 - 1. Students who wish to be High Honors graduates must complete four Advanced Placement courses, with a Cumulative GPA of 4.2 or above.
 - 2. Students who wish to be Honors graduates must complete four concurrent credit courses or a combination of four concurrent credit or Advanced Placement courses.
 - F. Completion of Smart Core curriculum

HONORS DIPLOMA COURSE OFFERINGS

In determining grade point average, grades in these Honors Courses will be assigned the following values:

5.0 Scale: A=5, B=4, C=3, D=2, F=0

- AP Biology, AP Calculus, AP Chemistry, AP European History, AP Language and Composition, AP Literature and Composition, AP Music Theory, AP Physics, AP US History, and other College Board AP classes.

In determining grade point average, grades in these Honors Courses will be assigned the following values:

4.5 Scale: A=4.5, B=3.5, C=2.5, D=1.5, F=0

- Pre-AP English 9, Pre-AP English 10, Pre-AP Physical Science, Pre-AP Biology, Pre-AP Chemistry, Pre-AP Geometry, Pre-AP Algebra II, Pre-Calculus, Pre-AP Civics/Economics, Pre-AP World History, Honors French III, Honors Spanish III
- Concurrent: Composition I/II, College Biology, College Math/College Algebra, World Civilizations I/II, Computer Information Science Concepts, Foundations of Programming, and other Concurrent classes taught on AHS campus.

III. Additional Graduation Requirements

- A. Attendance at Alma High School one semester of the senior year. At least two units must be earned at Alma High School.
- B. Not more than one unit of correspondence will be accepted without administrative approval. Correspondence courses will not substitute for a required course without administrative approval.
- C. All official transcripts from other high schools must be recorded in the principal's office.
- D. Seniors should check with the senior counselor at the beginning of each semester to be sure requirements for graduation are being met.
- E. College courses will not substitute for a core curriculum class unless approved by the principal.
- F. All indebtedness to the school must be paid and all school property must be returned.

14. COURSE OFFERINGS

All courses require 2 semesters of work and carry 1 unit unless otherwise indicated. Semester courses - denoted by () equals 1 semester or ½ unit. Each student must enroll in seven class periods unless administrative approval has been obtained.

ENGLISH

English 9 or Pre-AP
 English 10 or Pre-AP
 English 11
 AP Language & Comp.
 English 12
 AP Literature & Comp
 Concurrent Composition I/II
 Journalism – I, II, III, IV

SOCIAL STUDIES

Civics/Economics or Pre-AP
 World History or Pre-AP
 United States History
 AP United States History
 AP European History
 (American Government)
 (Sociology)/(Psychology)
 (Arkansas History)

(Oral Communications)(digital learning req.) (World Geography)
Concurrent World Civilizations I/II
Orientation to Teaching I/II

ACTIVITIES- PE CREDIT

Boys Fitness – PE
Girls Fitness – PE
Cheer – Jr. & Sr. High
Dance Team
Team Sports I, II, III, IV
NJROTC I, II, III, IV

MATHEMATICS

Algebra I
Geometry or Pre-AP
Algebra II or Pre-AP
Bridge to Algebra II
Quantitative Literacy
Algebra III
Pre-Calculus
AP Calculus
Concurrent College Math/College Algebra

SCIENCE & HEALTH

Sports Medicine I, II
(Health)
Physical Science or Pre-AP
Biology or Pre-AP
Chemistry or Pre-AP
Physics
AP Biology
AP Physics
AP Chemistry & Laboratory
Environmental Science
Anatomy & Physiology
Intro to Engineering Design
Principles of Engineering
Concurrent College Biology
Concurrent Cyber Systems
Computer Science I/II

FAMILY & CONSUMER SCIENCE

Family & Consumer Science
(Nutrition and Wellness)
(Foods & Nutrition)
(Child Development)
(Parenting)
Community Service Learning

SPECIAL COURSES

Resource Language I, II, III, IV
Resource Math I, II, III, IV
Alternate Assessments (Math, Science, Language)
Speech Therapy
Partially Self-Contained
Dyslexia Therapy

BUSINESS AND MARKETING

Computer Business Applications
Community Service Learning
(Financial Literacy)
Marketing
Marketing Leadership
Marketing Work
Small Business Operations
Social Media and Communications
(Computer Apps II)
Broadcast Journalism I, II, III

FINE ARTS

Crafts
Drawing I & II
Visual Art
Band I, II, III, IV
AP Music Theory
Concert Choir I, II, III, IV
Advanced Vocal Music II, III, IV
Chamber Choir II, III, IV
Acting Me, II, III
Stagecraft Design I, II, III
Theatre Production
Dance I, II, III, IV
(Dance Appreciation)

FOREIGN LANGUAGE

French I, II, III
Spanish I, II, III

WATC AT THE UNIVERSITY OF ARKANSAS FORT SMITH

Juniors and seniors who meet eligibility criteria can elect to take courses through the Western Arkansas Technical Center in various programs. Students who pass these courses will receive concurrent credit through the University of Arkansas at Fort Smith.

ADVANCED PLACEMENT COURSES

Students may choose to take College Board Advanced Placement Courses. The student must sign an AP contract prior to placement in the course. Weighted credit for AP courses will be contingent upon the teacher completing training as required by

the ADE and the student earning credit both semester of the course and taking the AP exam. Students who drop or fail an AP may be subject to exam fees.

15. CLASS RANK AND HIGH HONOR GRADUATES

The student who receives a high honors diploma and has the highest mathematical GPA, will be ranked number one in their class. Seniors who have made all A's and have received a high honors diploma will also be ranked number one. A student must have been in attendance four semesters at Alma High School in order to be ranked number one in their class. Grade point average and Class Rank are calculated based upon all credit courses taken by a student in grades 9-12. Classes with a 900000 code are not calculated in the GPA. Academic Improvement classes are non-credit and will also not calculate in the GPA. Only one PE subject per semester can be calculated in the GPA. Only AP courses in which the student passes both semesters and takes the AP exam can count for weighted credit - if the student fails one semester or doesn't take the exam, the credit will become non-weighted. After the number one ranking is determined, the mathematical process will be used to continue the rank in class. Students who receive an honors diploma and have a minimum GPA of 4.2 will be considered a high honors graduate.

16. GRADING SYSTEM & REPORT CARDS

Grades may be viewed by students and parents through Blackboard. Report cards will be given to students at the end of each nine (9) week period. Mid-term reports (approximately 4 ½ weeks) are also provided. Parents may access grades through the Blackboard website. A Blackboard account may be set up through the school media specialist. The Grading scale for all schools in the district shall be as follows:

A = 100-90	NC = No Credit
B = 89-80	I = Incomplete Work
C = 79-70	
D = 69-60	
F = 59 and below	

17. HONOR ROLL REQUIREMENTS

In accordance with A.C.A. 6-18-101 an honor roll is compiled each semester. To be eligible for the honor roll, a student must have earned a "B" average or 3.0 GPA. The Honor Roll will be published to recognize and reward students for their achievement. Students wishing to be excluded from the publication must file a notice with the school principal.

18. HOMEWORK POLICY

Alma High School understands the importance of homework and the significant role it plays in the educational process. Homework is the instrument used to enhance and enrich the learning experiences initiated in the classroom environment. Due to the diversity of coursework and curriculum requirements, the teacher will determine the amount and frequency of homework assignments. Because of the individual differences and needs of students, it is unsound to require or expect all students to experience the same kind of homework in connection with their school instruction. Homework will be assigned for the following purposes:

- a. Drill and additional practice to strengthen new skills introduced in the classroom.
- b. Complete unfinished classroom assignments.
- c. Work on short-term or long-term projects.
- d. Participation in research activities in locating facts and data.
- e. Expanded reading for pleasure and enjoyment.
- f. Guided reading of library books.
- G. Students are responsible for securing homework or other missed assignments due to an absence, college day or school activity.

19. MAKE-UP WORK

Students returning to school with an excused absence will be permitted one day plus the number of days missed to complete make-up work for credit. It is the responsibility of the student to make arrangements with the teacher to make-up work or a test. Students choosing not to make arrangements with the teacher for missed work or who do not complete their work in the time allowed, may not receive credit for their work. If a student receives an incomplete on the report card, the work must be made up in a time frame specified by the principal.

20. ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP

The Arkansas Academic Challenge Scholarship is available for Arkansas residents who will be attending an ADHE approved Arkansas college or university. Eligibility requirements include a 19 on the ACT and a 2.5 cumulative GPA in core courses. This scholarship program is funded by the Arkansas Lottery and is sometimes referred to as the "Lottery Scholarship".

21. ALMA GIFTED PROGRAM

The Alma School District is committed to providing an instructional program that recognizes the unique needs and talents of each student and equal opportunities are provided all students to develop to their fullest potential. The Alma Gifted Program is directed by the district gifted and talented coordinator

Who supervises the program on each campus? The needs of the gifted student are met through various means, which may include placement of students in advanced classes, fine arts, and enrichment classes, specific extracurricular or special programs and other areas depending upon building assignment. Students are identified for the program through the use of recognized assessment programs required by the Arkansas Department of Education, grades earned by students, and recommendations for inclusion. Parents may nominate their child by contacting the district program coordinator, who may also be contacted in instances when a parent wishes to submit an appeal of a placement decision.

SECTION III: STUDENT BEHAVIOR AND EXPECTATIONS

22. RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

Alma High School is a community and the rules and regulations of a school are laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal and assistant principal are authorized to suspend students for cause. The teacher has the authorization to discipline students for cause. The Board of Education has the authority to expel students for cause. The following rules, regulations, and procedures are designed to protect all members of the Alma High School community in the exercise of their rights and duties:

1. COOPERATION WITH SCHOOL PERSONNEL—Students must obey the reasonable instructions of school district personnel.
2. DISRUPTIVE CONDUCT—Conduct which materially and substantially interferes with the educational process is prohibited.
3. ATTENDANCE—Daily attendance is required of all students under the age of 18 in accordance with state law and school board rules.
4. DRESS AND APPEARANCE—Dress and appearance must not present health and safety hazards or cause disruption of the educational process.
5. USE OF TOBACCO—it is against state law and school rules to possess tobacco on school property. Students may not possess or use any electronic cigarette device. Students may receive a legal citation.
6. OFF-CAMPUS EVENTS—Students at school sponsored, off campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instruction of school district personnel shall result in loss of eligibility to attend school sponsored, off campus events and may result in disciplinary action applicable under the regular school program.
7. REQUIREMENT TO IDENTIFY SELF—all persons must, upon request identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
8. FREEDOM OF SPEECH AND ASSEMBLY
 - a. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the rights of others, the conduct of the classroom, or with the educational process. The use of obscenities is prohibited.
 - b. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
 - c. Students have the freedom to assemble peacefully. There are appropriate times and place for such assembly and for the expression of opinions and beliefs. The conduct of or participation in demonstrations which interfere with the operation of school or classroom is inappropriate and prohibited.
9. FREEDOM TO PUBLISH
 - a. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. A student who desires to distribute written material should submit it to the principal in the form in which it is to be

distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution. The principal shall within 24 hours thereafter either accept or reject said material for distribution in writing.

- b. Students who edit, publish or distribute handwritten - printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
- c. Libelous and obscene matter is prohibited in all publications.
- d. Unauthorized commercial solicitation will not be allowed on school property at any time. No signs or advertisements may be posted without prior approval of the principal.

10. SEARCH AND SEIZURE

- a. In the assignment of school property (locker, desk, etc.) to a specific student, the school retains ownership of such property and the right to inspect or reclaim it.
- b. General searches of school property may be conducted at any time.
- c. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

11. **ABNORMAL OR IRRATIONAL BEHAVIOR**—any student whose actions are abnormal or irrational shall be temporarily suspended from class by the teacher and/or from the school by the principal or other person in charge.

12. **CRIMINAL ACTS**—the commission of, or participation in, criminal acts in school buildings, on school property, or at school sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the Laws of the State of Arkansas; however, criminal activities are not limited to this list below.

ACT 567—The Communication Of A False Alarm

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that is likely. Communicating a false alarm is a Class D felony.

ACT 1408—It is unlawful for students to possess laser pointers on school property

ARSON—the intentional setting of fire.

ASSAULT AND BATTERY—Threat or physical harm to a person.

BURGLARY AND LARCENY—stealing of school or personal property.

POSSESSION OF KNIVES—Knives or other items which may be used as weapons are not permitted on school property.

EXTORTION, BLACKMAIL, OR COERCION—Obtaining money or property by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of force.

POSSESSION OF FIREARMS—Firearms are prohibited on school property or at school-sponsored events. Possession may result in a one year expulsion from school.

LARCENY—Theft.

MALICIOUS MISCHIEF—Willful destruction of property. **ROBBERY**—Taking property from an individual by force or threat of force.

SALE, USE OR POSSESSION OF ALCOHOLIC BEVERAGES OR OF ILLEGAL DRUGS.

DISTURBING THE PEACE

- a. By violent, abusive, obscene or profane language addressed to a teacher or student.
- b. By threatening to fight, or challenging to fight, or fighting a teacher or a student.
- c. By the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public generally. **USE OF PROFANE, VIOLENT, VULGAR OR INSULTING LANGUAGE**—The use of profane, violent, vulgar or insulting language toward any person in his presence or hearing, which language in its common acceptation is calculated to arouse to anger the person to whom it is spoken.

13. Electronic equipment such as instruments, music players (radio, compact discs, cassettes, MP3, IPODs, headphones, etc.) are not allowed to be used between the hours of 8:24 and 3:30. An exception is made for Band, Choir or other appropriate classes. Students may use this electronic equipment during their lunch period inside the student union and during passing periods. The above will be confiscated and kept in the office, until picked up by a parent or guardian.

14. Skateboards are not allowed to be used on school property. If used for transportation to/from school, permission may be granted to store the skateboard in a suitable location.

15. Cards & dice used for gambling are prohibited. They will be confiscated and kept in the office, until picked up by a parent or guardian.

16. Students are not allowed to have mace, pepper spray, or any types of ammunition, fireworks or explosive materials on campus.

17. **Act 1333** – At the beginning of each school day, students shall stand and recite the Pledge of Allegiance. Students will face the United States flag with their right hand over their heart or in appropriate salute if in uniform. Students who object for religious, philosophical, or other grounds may receive permission to stand or sit quietly during the pledge.

18. **Bullying Policy- Act 681 of 2003 and Act 907 of 2011**

The General Assembly finds that every public school student in this state has the right to receive his or her public education in a public school educational environment that is reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student. The Alma School district will not tolerate bullying on school campuses, school buses, bus stops or at school sponsored activities. Bullying is repeated, persistent and aggressive behavior by a student where (a) the behavior is intended to cause harm, fear or distress to another student, and (b) the behavior occurs in a context where there is a real or perceived power imbalance between the two students based on such factors as size, strength, age social status, gender, race or socioeconomic status. There is also an underlying concept of the repetition or continued threat of further aggression which creates a hostile environment at school and substantially disrupts the educational process. **Act 115** strictly prohibits cyber bullying which includes electronic communication or image transmitted by means of a device including telephone, cell phone, wireless communication device, computer or pager. This includes acts whether or not it originated on school property or with school equipment if the electronic act 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.

Students at AHS must report any verbal or physical confrontation between students. Person(s) who file a complaint will not be subject to retaliation or reprisal in any form.

Students who are having conflicts with peers should go immediately to a teacher, counselor or administrator to get help in resolving the conflict. Teachers or other school employees who have witnessed or are reliably informed that a student has been a victim of behavior they consider bullying, shall report the incident(s) to the principal.

Students found to be in violation of the bullying policy shall be subject to disciplinary action. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook and school rules.

19. Additional Student Responsibilities:

- o Follow directions of teachers and administrators
- o Public display of affection is limited to holding hands
- o No vulgar or offensive language or gestures (written or verbal)
- o Bottled drinks in the building must be plastic and have a lid on them.
- o Disruptions to the learning environment are prohibited.

Students report to the Student Union during their assigned lunch period.

23. DRUG AND ALCOHOL USE

This policy applies to any student who is on school property, attending a school-sponsored activity or in a vehicle being used to transport students for the Alma School District. It shall be a violation of this policy for any student to possess, sell or give, or attempt to possess, sell or give any person any of the substances listed in this policy. It shall be a violation of this policy to purchase, attempt to use or consume any of the substances listed in this policy. It shall be a violation of this policy to be under the influence of (legal intoxication not required) any of the substances listed in this policy. Prohibited substances shall include narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas.

Any person, whether a student or not, in violation of this policy shall be subject to immediate removal from school property and subject to prosecution in accordance with the provisions of the Laws of the State of Arkansas. Students of Alma School District #30 who are found to be in violation of this policy will be subject to disciplinary action which may include suspension or expulsion. Any student found to be in violation of this policy may be required to seek professional counseling at the student's expense prior to readmission to school.

Students cannot dispense or sell prescription, counterfeit drugs, or over the counter medications. Students are not allowed to possess drug paraphernalia.

24. DRUG DOG USE

In order to help insure a safe environment at school, the Alma School District shall use every means available to prevent, discourage and eliminate the use or possession of drugs and/or alcohol at school. In order to help achieve this goal the use of drug "sniff" dogs shall be allowed. These dogs must be accompanied by police or certified trainers, the dogs themselves must be certified, and they shall be used to search school property, lockers, and vehicles parked on school property. They will not be allowed to search students.

25. SEARCHES

On occasion, school officials may find it necessary to search a student's person and/or personal property, including vehicles. These searches should be based on reasonable suspicions of violation of school policy or criminal law and justified at their inception. Whenever possible, the search should be conducted by the principal/or assistant principal with one other adult employee of the school present. For any search other than of outer clothing, belongings, or vehicles, the adult employees shall be of the same sex as the student. The principal or assistant principal may designate other adult employees to conduct the search if necessary to fulfill the same-sex requirement.

26. ATTENDANCE POLICY

I. Residence Requirements

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

II. Absences

When a student has 5 unexcused absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable unexcused absences for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 10 unexcused and/or 15 total absences in a course in a semester may not receive credit for that course or may not be promoted to the next grade. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student. Students may be required to submit medical documentation at the discretion of the Building Principal.

Students having excessive absences due to illness, accident, or other unavoidable reason may be given assistance in obtaining credit for their courses. At any time prior to when a student exceeds the number of allowable unexcused absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as, but not limited to, visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency.

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

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

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

III. Compulsory Attendance Requirements

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

The minimum age for enrollment is on or before August 1. The age for attending public school is 5-21. Attendance is primarily the responsibility of the student and his/her parents. Learning responsibility is a goal for students set forth by Alma High School. Accepting responsibility for one's attendance is a means of achieving that goal. It is the responsibility of the parent/guardian to provide working phone numbers where they can be contacted. Upon returning to school after an absence, students will have a three (3) day grace period to provide written documentation to change an unexcused absence to an excused absence. Student absences will be classified into two categories: (1) Excused and (2) Unexcused. Semester test exemptions and denial of credit is based on attendance for the current semester.

A. **Excused Absences – Students are allowed to makeup work and receive credit provided Attendance policy and Makeup Work policy are met.** Parents must call the school (632-2162) before 3:00 p.m. the day of their child's absence

1. Illness of the student (absences over 5 days per semester must be verified by a written statement from a doctor.)

2. Court Appearances
 3. Medical appointments
 4. Death or serious illness of immediate family
 5. College Day – Seniors may apply for three and Juniors for one
 - o Application must be submitted 5 school days prior to event
 - o Parents contact office on the day of the visit
 - o Student has less than 3 unexcused absences
 - o College days must be taken prior to May 1
 - o Junior College Day must be sponsored by a College/University
 6. Other reason if approval from the principal is obtained in advance
- B. Unexcused Absences - Students may not receive academic credit for work missed during the absence:**
1. Absent from school without parental knowledge and/or permission
 2. Absent from school without acceptable cause which includes out of school suspension
 - o Students, who have five (5) unexcused or fifteen (15) total absences in a semester, may not receive credit in those classes (A.C.A. 6-18-209).
 - o Students fourteen (14) years of age or older who are no longer in school, may be reported to the Dpt. of Finance and Administration for suspension of their driver's license (A.C.A. 6-18-222).
 - o The Juvenile Probation Department may be notified of excessive absences which may result in a court penalty (A.C.A. 6-18-222).
 - o If credit is denied due to excessive absences, parents may appeal to the assistant principal for an extension on absences. Proper documentation must accompany the written appeal.

27. TARDIES

Students are expected to be in their seat when the tardy bell rings. Parents will be contacted on the third tardy and students will be referred to the office upon their fourth tardy. Habitual tardiness may result in lunch, after school or morning detention, Saturday school, SDC, or possibly suspension.

28. SEMESTER TEST EXEMPTIONS

Students who are exempt from tests will have their grade figured without semester test grades. Exemption or Non-exemption is based on the following:

1. Perfect Attendance - Exempt from exam
2. A Average - Exempt by course (No unexcused absence allowed)
3. B Average - 1 absence per semester (No unexcused absence allowed)
4. An "Out of School Suspension" will count as an unexcused absence.
5. Students who accumulate 4 or more of the same class period in SDC cannot be exempt from semester tests.
6. A total of 4 tardies will count as an unexcused absence for determining exemptions from a semester test. Students must be in class 45 minutes in order to be counted present.

29. CORPORAL PUNISHMENT

The Alma School Board policies provide for corporal punishment. The policy is on file in the principal's office

30. DISCIPLINE – CLASSROOM MANAGEMENT POLICY

CLASSROOM RULES

1. Be in assigned seat ready to work when tardy bell rings
2. Bring paper, pencil, books, & completed assignments every day to class
3. Keep hands, feet, books and objects to yourself
4. Students will answer adults with "yes", "no", "yes sir" or "no mam" not "yeah", "huh", etc...
5. Follow all directions.

Teachers may have additional rules specific for their classroom.

CONSEQUENCES

1st Time - Warning

2nd Time - Extra Assignment

3rd Time - Teacher Contact Parent

4th Time - Send to Principal

Severe Clause - On any serious disruption students will be sent to the Principal for a Principal-Student conference and/or additional actions

Consequences may range from a minimum of a conference to a maximum of expulsion.

31. SUSPENSION OF STUDENTS

SECTION 1: The term “suspended” and variations thereof as used herein refer to exclusion from school attendance of shorter duration than the balance of the school term.

SECTION 2: The term “expel” and variations thereof used herein refer to exclusion from school attendance for the balance of the school term.

SECTION 3: The superintendent and principals, assistant principals, or other persons in charge are authorized to suspend any student or students from school under any of the following circumstances.

- a. When the presence or conduct of such student or students is impairing or disrupting the discipline of the school;
- b. When the presence or conduct of the student or students is creating an immediate risk of harm to the student, other students, or school personnel;
- c. When suspension is necessary to restore or maintain the learning atmosphere of a school;
- d. When suspension is necessary to protect the students, or other school personnel from harm;
- e. When suspension is necessary as a disciplinary measure to deter unacceptable conduct in the future.

SECTION 4: Suspensions under SECTION 3 are contemplated as suspensions which shall become necessary during the school day or at some school sponsored activity and the same may be made, in the discretion of the suspending superintendent, principal, or other school official in charge, without prior notice to the parents. However, a reasonable effort shall be made by the suspending superintendent, principal or other school official in charge, or by some other member of the school staff in his behalf, to provide notice to at least one of the parents or guardians as soon as is reasonably possible after the suspension.

SECTION 5: A teacher has the authority to remove a student from class. The teacher shall refer the student to the principal and shall file with the principal a written statement or reasons for the student’s suspension from class. The principal shall determine whether to reinstate the student to class, reassign him/her, or take other disciplinary action.

SECTION 6: Students and parents have the right to due process regarding discipline, suspension and expulsion including appeal to the Superintendent and Board of Education.

SECTION 7: When a student has been notified that he is suspended from school he shall leave the building and the grounds immediately and shall remain away from school premises for the duration of the suspension, or if the principal has required a student-parent-principal conference as a condition of reinstatement, such student shall remain away from school premises until a parent or guardian returns with him for the student-parent-principal conference.

SECTION 8: If the principal requires a student-parent-principal conference as a condition for reinstatement he shall schedule the same for a definite time and place and shall notify at least one of the parents or guardian or other person having custody of the student. The principal may make and retain a record of the conference. The principal may decide to reinstate the student unconditionally or upon certain specified conditions or may conclude to extend the suspension further.

SECTION 9: If in the conference no decision is reached for re-instatement of the student or if the parent(s) express feelings that the principal is unfair, then the principal shall furnish the superintendent with a full report on the situation. The superintendent shall then review the decision of the principal and may either confirm it or make such changes as he thinks are appropriate.

SECTION 10: When the principal decides to recommend that a student be expelled he shall make such recommendation to the superintendent along with a written statement of the charge or charges against the student. The superintendent shall then schedule a hearing at the next regular board meeting. The student and at least one of his parents having custody or guardian or other person having custody shall be notified either by the superintendent, the principal, or the secretary of the school board. Such notice shall include a copy of the written statement prepared by the principal, a statement of conduct or condition of which the student stands accused, the date or dates on which it is alleged to have occurred or existed, the names and addresses of persons who will testify in support of the charge or charges and the time and place at which the hearing by the Board will be conducted. The notice shall further state that the student and his parents are invited to attend the hearing and may be represented by legal counsel and may present evidence to refute the charges. Such notice shall be delivered at least 24 hours prior to the hearing and the hearing shall be conducted at the regular meeting place of the Board unless some different location is agreed to by the student or by at least one of his parents or by his legal counsel. The student and his parents may waive a hearing scheduled for this purpose.

32. STUDENT DETENTION CENTER

Student detention is an alternative to suspension. Students are not counted absent and may do their classwork in the detention center.

SDC RULES

1. Be in your seat when the tardy bell rings.
2. Bring all of your books and other materials with you when you report to class.
3. SDC begins at 8:24 and ends at 3:30.
4. Do not ask to leave the room for any reason. Restroom breaks will be taken in the morning and in the afternoon.
5. There will be no talking, sleeping, or any other disruptions allowed.
6. Failure to follow any of these rules may result in suspension from school.
7. Students assigned to 4 of the same class period(s) per semester of SDC will not be exempt from semester tests.

33. PUBLIC DISPLAY OF AFFECTION

Public displays of affection more than holding hands are in poor taste and embarrassing to other students. This includes such things as putting your arms around each other and any other such act. Such actions are, therefore, strictly forbidden on the A.H.S. campus or at any school related function. This rule is not for the purpose of making things difficult for any student. The school area is not the place for open displays of affection. Breaking of this rule will be followed by disciplinary action deemed appropriate.

34. DRESS CODE

In order to establish high standards for Alma High School, it is important to maintain **neatness, cleanliness, and decency** in the dress of all students. This includes student possessions such as backpacks, books, purses, etc. The discretion of the principals will be supreme in deciding cases where a question is involved. Pupils will at all times dress and be groomed so as to present a respectable appearance. Student dress will not disrupt the learning process for the individual student, other students, or the learning climate of the school. Students who miss class due to a dress code violation will receive an UNEXCUSED absence in accordance with the attendance policy for time missed. The following are considered unacceptable:

1. Clothing which is revealing to the point of distraction and/or clothing that exposes underwear, buttocks (sagging), or the breast of a student.
2. Strapless tops or clothing which reveals the torso from under the armpits. This includes sheer or mesh material, cut out shirts, cut off sleeves, or loosely woven material/fabric and holes in jeans or clothing. Holes in clothing cannot occur above extended fingertips.
3. All shorts, skirts, dresses, etc., must extend to the tips of fingers with the arms extended to the side and with shoulders relaxed.
4. Hats, head coverings, sunglasses, gloves, exposed undergarments.
5. Items of clothing or possessions which advertise alcoholic beverages, tobacco products, drug, or which have vulgar, obscene, suggestive or offensive messages will not be allowed. Items of clothing considered to be gang related will not be allowed.
6. Piercings which are potentially dangerous to self or others and/or cause distractions.
7. Chains on pants/shorts are not to be worn, carried or visible inside the building.
8. Undergarments must be covered with clothing. Shirts must cover the midriff/abdomen and shirt straps must be at least 2 fingers in width.

35. PHONES-CELL & OTHER TECHNOLOGICAL DEVICES

School officials may give a student permission to use a school phone or a technical device. Students may use technical devices during their assigned lunch period inside the student union and during passing periods. Unauthorized use of a technical instrument – including cameras, phones, IPODS, laptops, PDA, and other devices – are prohibited.

Students receiving calls at school during the day will be contacted by the office and sent to receive the call if the urgency of the situation justifies the action; otherwise the caller's name and number will be recorded and the student will be notified at a more opportune time to place a call and receive the message.

Devices confiscated due to a rules violation may be picked up by the parent after 3:30 p.m.

36. MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money or valuables to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES**

37. COMPUTER CODE & USAGE

Computing resources are provided by the Alma Public Schools to enhance teaching, research, service and the activities which support them. Alma Public Schools is committed to a computing system which effectively meets the needs of users.

Individuals who are granted computing accounts or use computing resources at the Alma Public Schools accept responsibility with such access. Each user is expected to use accounts or resources within the District approved educational, research or administrative purposes for which they are granted. **ACTIVITIES BEYOND THESE STATED PURPOSES ARE STRICTLY PROHIBITED.**

A code of computing practices for the District is stated below. Violations of this code will be reviewed by District personnel and could result in restriction from these resources. Improper behavior may also be handled by administration in each school building.

- Users shall use proper etiquette when on-line, refraining from obscenity and vulgarity.
- Users shall use only those computer accounts which have been authorized for their use.

- Users are responsible for the use of their computer accounts. They should take advantage of protection measures provided such as passwords, changing of passwords, Log Out of network, and other precautions against others obtaining access to their computer resources.
- Users shall use accounts for the purposes originally agreed. For example, accounts shall not be used for private consulting or personal gain.
- Those users who have access to privileged or sensitive information may not disclose that information for any purpose other than official District business.
- Users should follow established procedures for accessing the computing system.
- Users shall not attempt to access, copy, or destroy programs or files that belong to other users or to the District without prior authorization. Also, programs acquired at other computer sites must not be used at the Alma Public Schools unless they are public domain or permission to use them at the District is granted.
- Users of microcomputer software owned by the Alma Public Schools must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user's responsibility to become familiar with the specific copyright and licensing agreements for each product before using it. It is illegal to copy most software products. If other arrangements are made with a vendor, users must abide by stated provisions.
- Users should minimize the impact of their work upon the work of others. One should not encroach on others' use of the facilities or deprive them of system resources.
- Users shall not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means is a serious offense.
- Users shall not subvert restrictions associated with their accounts.

The previous list does not cover every situation that pertains to proper, improper, use of the computing resources at the Alma School District, but it does suggest some of the responsibilities that you accept if you choose to use an Alma School District computing resource or the international network access that the Alma School District provides. This code is to work for the benefit of all system users by encouraging responsible use of scarce computing resources.

38. LEAVING THE CAMPUS

Students will not be allowed to leave the campus for any reason unless a parent contacts the school office. Students who are ill must see the School Nurse. Students checking out during a class must pick up a "check-out slip" at the office before the period begins and give to the teacher at the beginning of class. Classes will only be interrupted the first 5 minutes or the last 5 minutes to check students out for any non-emergency situation. Students who arrive after 8:55 a.m. must check in at the office. Students not following these procedures are considered to be truant.

39. DISMISSAL

Seniors may be considered for dismissal from school if their schedule allows and approval is given.

The following conditions must be met:

1. The student must leave the campus immediately after his/her last class and will not be allowed to ride the bus home.
2. If the student needs to be on campus during the time of dismissal he/she must receive permission from an administrator.
3. The student is not to transport any students who belong in class away from the campus when leaving.
4. Students must review their transcript with a counselor to determine progress toward graduation.

40. CLOSED CAMPUS

Alma High School operates as a closed campus. Students are not to be checked out for lunch from 11:12-12:42 without prior approval from a principal. In order to do so, a parent must sign the student out and sign the student in through the school office. All students are required to report to the Student Union during their assigned lunch period. Food deliveries are not allowed.

41. VISITORS TO THE SCHOOL

All visitors to the school must report to the office to receive a visitors pass and permission before going to any classroom, the Union or elsewhere on campus. Those who wish to tour the campus must receive permission from an administrator.

42. LEAVING THE CLASSROOM

Students are not to leave the classroom for any reason unless the teacher gives permission. The student agenda Hallway Passport must be signed by the teacher in order for the student to be present in the hallway.

43. CORRIDOR PASSES

If a student is held by a teacher or office personnel, the responsible teacher/staff will write a corridor pass for admittance to class, and the student will not be counted tardy to the class. Students are not to disturb class while in session. If a student requests to leave the classroom, the Hallway Passport in the agenda must be signed by the teacher.

44. ILLNESS

If a student becomes ill at school he/she should report immediately to the school nurse. Students will need to use a school phone in order to contact a parent or guardian, or with staff permission may use a cell phone. Students not attending class must check out through the office or nurse.

45. MESSAGES & DELIVERIES

If messages are of an emergency nature, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and deliver messages without interrupting classes and interfering with the learning environment. Students should ask friends and employers to leave messages at their homes, not the school. All items delivered to the school for students must be brought to the office. The students will be notified by office personnel of the delivery. Students are not allowed to have food delivered to school. Balloons delivered to school are not allowed on school busses.

46. CHANGE IN COURSES/SCHEDULE CHANGE

The daily schedule of each student is recorded in the principal's office. Students will not change from one class to another without receiving a new schedule based on a Change of Schedule Request or administrative need. If the change is permissible a new schedule will be given to the student to notify all teachers affected by the change. Students should visit with the counselor who will work out a tentative change, subject to final approval by the principal. Students who do not report to the classes shown on schedule will be counted absent. Schedules will not be changed after five days in the first semester. Schedule changes for the 2nd semester will be made only during the month of December. Some changes made for administrative reasons may occur during the semester.

47. FEES & FINES

AHS students assume responsibility for books and equipment upon receipt of items issued by the school. Students are expected to pay fees & fines in a timely manner and by the end of the last of school.

Locker rental - \$2.00

SECTION IV: SCHOOL TRANSPORTATION

48. BUS TRANSPORTATION FOR ALL ALMA SCHOOLS

The Alma School District will provide the best transportation program possible for the greatest number of students. All students will be assigned a seat or section of the bus in which to sit beginning with Primary Students in the first rows, followed by Intermediate Students, Middle School Students, and High School Students in that order. The first row of the bus may be used to assign seats to students requiring close supervision from any school.

GENERAL RULES FOR RIDING THE SCHOOL BUS

1. Be at your stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
2. Do not play on the roadways while waiting for the bus.
3. Wait until the bus stops and the driver signals that it is safe to approach or cross in front of the bus.
4. Always cross the road in front of the bus in groups where the driver can see you. Never cross the road behind the bus.
5. Wait until the bus leaves the area before checking the mail.
6. Enter and leave the bus quickly and orderly, younger students in the front.
7. The school bus is an extension of the classroom and all classroom rules of conduct apply.
8. Any student who needs to ride a different bus than their own for any specific reason or students who do not ride a bus regularly and need to ride a bus for any specific reason must have a written note signed by the parent or guardian and signed by the school office of that student before he/she will be allowed on a bus other than their regular bus.
9. Please plan on picking up or taking your student when he/she has balloons, any large objects or pets as they will not be allowed on the bus.

WHILE RIDING THE BUS

1. All students are to follow the directions of the bus driver at all times.
2. Respect your driver, Act 814 of 1997 makes it unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.
3. Respect the rights of other riders, no harassment or intimidation of other riders.
4. Find your seat and remain seated and facing forward while the bus is moving.
5. Keep bus aisle clear of books, bags, feet, legs, etc. at all times.
6. Speak softly, no loud or distracting noises are allowed.

7. Any act that jeopardizes the safety of students on the bus is prohibited.
8. No food, drinks, candy, or gum will be allowed to be consumed/used on the bus.
9. Do not put hands, arms, or head out of the windows.
10. Do not throw objects in the bus or out of the windows of the bus.
11. Do not bring laser pointers, rubber bands, or any shooting devices on the bus.
12. No drugs, alcohol or tobacco products of any kind are allowed on the bus.
13. No matches, lighters, or other flammable materials are allowed on the bus.
14. Do not tamper with emergency windows, doors and other safety equipment on the bus.
15. No vandalism to school or personal property is allowed. Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5000.00.

DISCIPLINARY PROCEDURE for BUS PROBLEMS

Students causing problems on the bus will be reported by the driver, through the Director of Transportation, to the student's Assistant Principal.

49. PARKING RULES AND MOTOR TRAFFIC GUIDELINES

The Alma School Board, concerned with the safety and well-being of ALL Alma High School students, adopted the following policy. We solicit the cooperation of all parents and students in making this policy effective.

Motor Vehicle Policy:

1. A student who wishes to drive a motor vehicle to school must have a permit/license to drive and a properly signed form filed in the principal's office.
2. A student who drives a motor vehicle to school will park the vehicle in a designated student parking space. Student parking lines are white.
3. Students will not sit in or drive cars during the school day (including the lunch period).
4. Students will not enter or allow others to enter cars during the school day.
5. In case of emergency, the student will report to the principal's office and may be given permission to use his or her vehicle.
6. Students are to operate motor vehicles in a lawful and safe manner.
7. Students violating the above will not be allowed to bring cars on campus.
8. Only licensed motor vehicles intended for transportation are allowed on school property.
9. The main parking lot will be closed to thru traffic from 3:25 – 4:00 p.m. to allow for bus transportation only. Faculty, students and guests must remain parked or not enter into the parking lot during this time period.

SECTION V: SCHOOL SERVICES

50. LIBRARY USE

1. Students using the library must have assignments to work on if they are not reading magazines or checking out a book.
2. Each student using the library must have a signed agenda or a pass from a teacher.
3. If you must talk to a classmate, do so quietly. Talk in a regular tone is not permitted.
4. Books may be checked out for 2 weeks. A fine of 15¢ per day will be charged for overdue books. The maximum fine for each book will be \$10.00. Lost or damaged books and/or fines must be paid before students may check out additional books.
5. Three books will be the total a student may have checked out to him/her at any time.
6. No drinks or food will be allowed in the library.
7. Magazines and newspaper must be read in the library. They cannot be checked out.
8. Four students will be the most that can be seated at the reading tables.
9. Book bags and/or backpacks are to be placed out of the way on the floor next to the chair.
10. Before leaving the library, push your chair up to the table and pick up papers, pencils, etc. Return materials you have used to their proper place.
11. The library is for your use. It is not a play area or loafing area. If you do not choose to abide by the rules of the library; you will be asked to leave. Those students who continually fail to abide by the rules are subject to losing library privileges.
12. The Media Center in each building shall develop guidelines for the selection, challenging, removal, and retention of materials. The Building Principal shall be the final authority in addressing materials whose inclusion is challenged.

51. MEDICINES AND MEDICAL INTERVENTION

If a doctor prescribes medicine for a student that is to be taken during the school day, the following procedure must be followed. The medication **MUST** be in the original bottle or container with the child's name on it and the dosage, as prescribed, by the physician. Only the dosage prescribed will be dispensed to the student. Medicine **WILL NOT** be given if it is sent in unlabeled containers, aluminum foil, or unlabeled envelopes. Parents should label all medications with the child's name, medications, and time to be given. Parents may request a "school size" bottle when prescriptions are filled.

If a student is to continue a non-prescription drug for over one week, a doctor's statement on the necessity of the medication must be sent to school. This policy applies to all over the counter medication, including pain relief medications. Medications that are prescribed for three times a day will not be given at school, as they may be given before school, after school and at bedtime. All medications, including prescription and over-the-counter are to be brought to the school nurse as soon as the student arrives on campus. Medication is not to be kept by the individual student. Inhalers and Epi-pens may be kept by a student who has filed a prescription record with the school nurse. Medications such as Tylenol, cough drops, etc., are not provided by the school.

52. LOCKERS

Lockers will be rented for \$2.00 & assigned by the secretary in the Counseling Center. The content of lockers must be arranged to allow the door to remain closed. Lockers are the property of Alma High School and AHS is not responsible for any item stolen or missing from lockers. Damages will be charged against the student. Lockers are not to be shared. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

53. TEXTBOOKS

Textbooks are checked out to students for the duration of a course. Students must not mark on the books except in the place designated for the name. The student is responsible for the book while it is checked out to him/her. If the book is lost the student will be charged with the cost of replacement. If the book is damaged, the student will be fined an appropriate amount. State books must last a minimum of five years, so they should be treated carefully.

54. SCHOOL COUNSELING SERVICES

School counseling services are offered to all students in grades nine through twelve. Students are encouraged to visit the Counseling Center to receive assistance with academic or personal issues or for career planning. Services provided include academic advisement, high school and college planning, dissemination of career information, and referral to outside community resources. Of particular importance to college-bound juniors and seniors are the college entrance exams required for college admission throughout the United States. Students may contact the counseling center for testing information.

55. TRANSCRIPTS & OTHER OFFICIAL RECORDS

Students may request Transcripts, report cards and other official records from the Counseling Center. Records will be made available within two school days (48 hours) of the written request, providing the student does not have an outstanding fine or fee.

56. STUDENT UNION AND MEAL PRE-PAY

All students are required to report to the Student Union during their assigned lunch period. MealPayPlus.com is a secure payment center that is available to parents of students. Parents will need to know the child's personal identification number (PIN) in order to access the account. Payments may be made by credit card or by an electronic transfer from a checking account. The system is set up so that parents may be notified by email when the balance is low. Parents determine what "low" is and the notice will be sent to by email. There is also an auto-replenish feature that will email a notice a few days in advance that the account will be drafted and the money applied to the student's account, if parents choose to use it. In addition to paying for meals, the balance may be checked and purchases may be viewed. There is a 30 day account history for purchases. MealPayPlus.com is a VISA certified safe website.

57. DRIVING PERMIT APPLICATION

Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. Such person shall present proof of a "C" average for the previous semester or grading period in order to be issued a license. Act 876 of 1991 requires each school to notify the Department of Finance and Administration whenever a student fourteen years of age or older is no longer in school. Students may obtain a Driver's Permit Form from the Counseling Center by signing the appropriate request. Forms will be made available within two school days (48 hours) of the written request.

58. INSURANCE FOR STUDENTS

The Superintendent of Alma Schools regularly contracts with an insurance agent to insure any or all of the students in the Alma School System. The company will insure against accidental injury according to a schedule of medical and surgical costs. This insurance is provided at no cost to the student. Alma School System will assume no liability for injury incurred during the school day or at school events. School insurance is a supplemental policy.

59. PARENTAL INVOLVEMENT

Alma High School recognizes that parents play an integral role in the education of their child. A Parental Center is located in the school library. Information is provided in the Parent Center on ways for parents to become active in AHS programs.

60. FERPA- PARENT NOTIFICATION OF RIGHTS – FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FERPA affords parent/guardians certain rights with respect to a student's education records. These include certain rights of inspection, review, and disclosure of the individual student's records under a variety of conditions and regulations. Copies of this act are available for review in each school office. Certain directory information may be released without parental consent such as lists or new releases of honor roll students, rosters of clubs or teams, award-winners, and information is also released to agencies for the purpose of use in the yearbook, Project Graduation, school photographer, etc. If a parent/guardian does not wish to allow their child's name in any such directory information to be released, they must notify the school in writing within 2 weeks of receipt of this handbook.

SECTION VI: SCHOOL ACTIVITIES AND DRUG TESTING POLICIES

61. CLUB ORGANIZATION

Clubs will be organized and sponsors provided when there is enough interest from the students to justify scheduling time for the club to meet. Students interested in organizing a club should contact the principal. All school clubs must be faculty sponsored.

62. CLUBS-PROHIBITION OF GANGS, SECRET SOCIETIES, & OTHER PROHIBITED CLUBS

The state laws of Arkansas specifically prohibit student participation in any secret organization, sororities or fraternities. Students shall not belong to or participate in secret societies, secret organizations or subversive groups of any kind. Gangs or similar groups, whether organized in the community or in other settings are prohibited on school grounds or at any school activity. Clothing, outerwear, pins, symbols or insignia of such organizations shall not be worn to school or at any school-related activity.

63. ELIGIBILITY FOR COMPETITION

Any student participating in inter-school athletics, band, cheer, choir, dance, etc. must conform to the rules of eligibility as formulated by the Arkansas Athletic Association.

64. CLUB DESCRIPTIONS

Student Council—The Alma High School Council provides “learning experiences for students through participation in directed activities. Its principal contribution to learning is the development of good citizenship which is one of the cardinal objectives of the schools. A second purpose is to prove within the school, a climate conducive to the intellectual, physical, social, and moral development of every member of the student body.” (From the Ark. Assoc. of Student Councils' Handbook.)

Students who desire membership and/or officer candidacy in the Student Council must nominate themselves by carrying a petition for signatures from their fellow students; have a C + (2.5 out of a possible 4.0) grade average in academic subjects for the semester immediately preceding nomination; be of excellent character and good standing in the school. Officers must also have previously served on the council for at least one semester.

Class Officer Qualifications—Students desiring to run for an elective office of their class must have a 2.0 cumulative grade point at the time of election. Nomination procedures are the same as for Student Council.

National Honor Society—The Alma High School Chapter of the National Honor Society strives to promote recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

To be eligible for membership in the Alma Chapter of the National Honor Society, a student must be a member of the sophomore class and must have a grade point average of 3.50 or above (on full credit courses). A student must also successfully complete a minimum of one Advanced, Honors, or Advanced Placement course per school year. They should therefore have completed and/or be enrolled in a minimum of two of these classes by their sophomore year. The names of the students who meet these requirements are submitted to a Faculty Council who selects students for membership, judging them on their character, service, and leadership. Students selected for membership in the National Honor Society must maintain the 3.50 grade point average and continue completing a minimum of one Advanced, Honors, or Advanced Placement course per school year, for a minimum total of four of these courses completed by the end of their senior year. Grade point average and course enrollment will be reviewed every semester for members. Students who have met NHS qualifications and did not submit their name for membership may become a member of NHS by participating in community service projects.

The Alma Chapter of National Honor Society is involved in several service activities each school year. A report is made each year to the national office of the National Honor Society in Reston, Virginia. The report includes the names of all members of the Alma Chapter and a description of the group's activities. National Honor Society is sponsored by the National Association of Secondary School Principals.

Art Club – A club designed for students who are interested in art. Art field trips, guest artists, art videos and “hands on” projects will be explored. You do not have to be enrolled in an art class or be an artist in order to join.

DECA – DECA is an association of Marketing Students. It is a co-curricular club made up of over 190,000 students in all 50 states, Guam, Puerto Rico, the District of Columbia, Canada, Mexico and Germany. All DECA activities further student development in one or more of the following areas: leadership development, social intelligence, vocational understanding and civic consciousness. Members have the opportunity to attend conferences, to participate in community service activities, to gain recognition at the local, state and national level, to earn scholarships, and to make memories that will last a lifetime.

First Priority – is a Christian organization offering fellowship and discipleship. Local youth pastors frequently attend meetings and often share messages of encouragement. Students lead discussions and share testimonies from their daily lives and challenge one another to be passionate Christian leaders at AHS. First Priority meets before school.

Science Club—To be eligible to belong to the club one must have completed one or more science courses. He or she will also be required to create a science project during the year.

Family Career Community Leaders of America—FCCLA is for girls and boys who are taking home economics courses or who have had at least one semester of home ec. This organization is a state and national organization and fees are paid to affiliate members on local, state, and national levels. Our local FCCLA has at least 1 community project during the year.

F.C.A.—The Fellowship of Christian Athletes is open to all boys and girls who are out for athletics. Its purpose is to promote Christianity through sports.

Food For Friends - A community service based club where the main goal is to provide families in need with meals.

Le Cercle Francais—The French Club's main objective is to promote the culture and language of the French people. The only requirement is that the student has taken French or is currently enrolled in French.

Model U.N. - Students learn about how a government functions through a simulation of a day at the United Nations.

Spanish Club—Promote the culture and Spanish language

Thespian/Drama Club—Drama Club is for students interested in dramatic productions. Children's plays and other productions will be presented to the student body.

Mu Alpha Theta—The Math Club is for students interested in mathematical problem solving and the overall field of mathematics. The math club is active in helping tutor students who feel they need extra help with their math classes.

Partners Club—Partners Club is a club for students interested in Special Olympics and working with Special Olympics athletes.

Social Studies Club—This club fosters an appreciation for historical events. The club is also very active in the preparation and organization of the District History Day competition.

65. TRIPS - FIELD & EXTRA CURRICULAR

All students who make trips under school supervision will return by the same means of transportation used to get to the destination. The only exception to this will be when parents check with the sponsor at the trip destination for permission for the student to ride home with the parent.

66. STUDENT DRUG TESTING PROGRAM

Purpose:

The Alma School District recognizes that chemical abuse or misuse is a significant health issue for students, detrimentally affecting overall health, behavior, learning ability, safety, and the total development of the individual. The Alma Board of Education strongly desires to help students by providing a reason for the student to: “SAY NO”. This program is not an effort to entrap students, punish them, or cause them to be arrested. It is an effort to help students avoid any temptation to use drugs. The most desired outcome would be for no students to ever test positive because no students are using drugs.

Definitions:

1. **Chemical Abuse:** The use of illegal drugs or alcohol, and/or the inappropriate or misuse of legal drugs and medications, without limitation.
2. **Drug:** Any substance considered illegal by Arkansas Statutes, or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.
3. **Activity Program:** Any activity that is sanctioned by the Arkansas Activities Association and/or any club or organization sponsored and/or approved by Alma High School or Alma Middle School.
4. **School Year:** From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which case, from the first day of the activity, through the last day of classes in the spring.
5. **Adulterated Test:** A student urine sample that has been tainted with an outside agent, does not fall within an acceptable temperature range, or for any other reason is deemed to have been made unusable as a result of some deliberate action by the student. An adulterated test will be deemed to be a positive test.

Rationale:

- a. To help ensure the total well-being of all students at Alma Middle School (grades 7-8 only) and Alma High School.
- b. To emphasize the health and safety of students as well as addressing the long-term physical and emotional effects of chemical use on their health.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students in activity programs to refuse illegal drugs.
- d. To encourage students in activity programs who use drugs to discontinue such use and participate in drug treatment programs.
- e. To establish a standard of conduct for students representing Alma School District who are considered leaders and standard bearers among their peers.
- f. To work with parents to assist in keeping their children drug free.

Procedures for Students in Activity Programs

A. Consent:

Each student wishing to participate in any activity program and the student's custodial parent or guardian will consent in writing to drug testing pursuant to the Alma School District drug testing program. Written consent is a form provided by the District. No student shall be allowed to participate in any activity program absent of such consent.

This form of consent will be binding for the duration of the student's enrollment at AHS. The school district must be notified in writing by the student's parent or guardian that the student is no longer in any activity and the parent's wish is for their child's consent for drug testing to be rescinded.

Students not involved in activities will be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

B. Student Selection:

At the option of the District, all students in activity programs may be drug tested at the beginning of the school year, or at the beginning of their activity. In addition, random drug testing will be conducted during the year. The random drug testing shall be made up of a sufficient number of students in the activity programs to create a probability that each student may be randomly tested at some time during the school year.

Testing will occur numerous times throughout the school year on a random schedule. Selection for random testing will be by lottery drawing from a "pool" of all students in activity programs in the school at the time of that testing. All students subject to testing will be in a pool of potential students for testing each time testing occurs. A test can also be specifically requested by any coach/director/sponsor/administrator/parent for a student, upon reasonable suspicion of drug use. Such suspicion will be verified by the Drug Abuse Prevention Coordinator.

The Coordinator shall take all reasonable steps to assure the integrity, confidentiality, and the random nature of the selection process, including, but not necessarily limited to, assuring that the names of all participating students in activity programs are in the pool, assuring the identity of students drawn for testing are not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

C. Sample Collection:

Urine samples will be collected at a scheduled time on the same day the student is selected for testing. All students providing samples will do so in private in an individual restroom stall with the door closed.

D. Testing Agency:

The District will choose a qualified and licensed outside agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

E. Prescription Medication:

The existence of lawfully prescribed medication in the student's sample is not a violation of this program when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students must inform the drug testing coordinator of any prescription medications they are taking at the time of testing. Students who fail to provide such verification, and test positive will be subject to the actions specified below for a "positive test."

F. Scope of Test:

The drug screening test is for a wide range of illegal and prescription drugs that may change from time to time depending on current drug abuse trends and available testing technology. Student samples will not be screened for the presence of any substance other than these products or for the existence of any other physical condition.

If the sample test is negative, the student and parents will be so notified.

G. Limited Access to Results:

The testing lab will be authorized to report results only to the Drug Abuse Prevention Coordinator at the student's school.

Procedures in the Event of a Positive Result:

Whenever a student's test is positive, the following will occur:

I. First Positive Result:

For the first positive test, in a school year, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Drug Abuse Prevention Coordinator or his designee, the custodial parent or legal guardian, the student, the student's

principal and the student's head coach(s), director(s) and/or sponsor(s). The purpose of this meeting will be for school personnel to assist the student and parents in understanding the severity of the situation and to encourage steps that will result in the cessation of drug use by the student. A student with their first positive test will be re-tested each time testing occurs for the remainder of the school year. This program does not prevent coaches, directors, or sponsors from taking additional measures as they deem appropriate and in the best interest of their respective program(s).

II. Second Positive Result:

For the second positive test that occurs within the same school year, the student will be suspended from competition, presentations and all participation in all involvement in all activities for the remainder of the school year. If the second positive test result occurs with less than 30 calendar days left in the spring semester, the student will not be allowed to participate in activities through the following fall semester.

A student with a second positive result may petition to the Drug Abuse Prevention Coordinator for reinstatement to activities, if he/she has a negative test thirty or more days after their second positive test and an additional negative test thirty or more days after the first negative test. Reinstatement will be at the discretion of the Drug Abuse Prevention Coordinator, with the approval of building principal. If reinstated, the student will continue to be tested every time testing occurs for the remainder of his/her enrollment in their respective school.

III. Third Positive Result:

For the third positive test, the student will be suspended from participating in activities for the remainder of his/her enrollment in their respective school.

Appeal:

This program will be applied uniformly without prejudice by the Drug Abuse Prevention Coordinator. Any application or interpretation of this program may be appealed by the student or his parents or legal guardian utilizing procedures outlined in the student handbook.

Non-Punitive Nature of Program:

No student will be penalized academically for testing positive under this program. The result of any drug test pursuant to this program will not be documented in any student's academic records. Information regarding the results of drug testing will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district will not solicit. In the event of service of any such subpoena or legal process, the student and student's custodial parent or legal guardian will be notified as soon as possible by the District.

Conclusion:

This program and the resulting procedures represent the strongest possible commitment by the Alma School District and the Alma Board of Education to help assure that Alma students are able to become successful, healthy, productive adults. The intent is to provide students with every opportunity to make good decisions regarding the use of illegal and controlled substances. Students and parents are strongly encouraged to discuss any aspect of this program with school personnel at any time they have questions or concerns.

67. SPORTSMANSHIP

High School students should set a good example in the matter of Sportsmanship. To this end they should:

1. Remember that a student spectator represents his/her school the same as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleader for yells in support of the team, especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics, you will speak intelligently.
5. Accept decisions of officials without question.
6. Recognize and applaud an exhibition of fair play or good sportsmanship on the part of the visiting team.
7. Students are not to intimidate or ridicule the other team, individual players or its fans.
8. Be considerate of the injured on either team.
9. Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building, and extend the members every possible courtesy.
10. Impress upon the community its responsibility for the exercise of self-control and fair-play at all athletic contests.
11. Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend future contests.
12. Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.
13. Be familiar with the state rules & support their strict enforcement.

SECTION VII: OTHER POLICIES AND PROCEDURES

68. NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

Daily recitation and playing of the National Anthem and Pledge of Allegiance will occur over the public address system.

69. FIRE DRILLS

State law directs that a fire drill be held once a month. Practice drills may be held frequently during the first few weeks of the school term. Later the drills will be called regularly throughout the school year. Specific directions for leaving the buildings will be posted in each classroom and the signals for the fire drill will be publicized before time for the first one. Severe disciplinary measures and legal action will be taken against students responsible for a false alarm.

Some general rules to observe in fire drills are as follows:

1. Follow directions of the teachers.
2. There must be no talking, pushing, or running. Stay in line.
3. Remain outside the building until the signal sounds for your return to classrooms.

70. SEVERE WEATHER/ EARTHQUAKE PROCEDURE

The severe weather signal will indicate for the teacher to escort their students to the Auxiliary Gym/Safe Room. Students will follow directions of school officials. In the event of an earthquake, students are to drop, cover and hold. If the situation merits, exit the building as soon as possible.