

# PANTHER PRIDE

2020-2021



NORFORK HIGH SCHOOL

HANDBOOK

NORTH CENTRAL ACCREDITATION

**Norfolk Public School  
2020-2021 School Calendar  
Approved August 10, 2020**

TEACHER IN-SERVICE (Prof Day) (No School)	August 24 <sup>th</sup> & 25 <sup>th</sup>
ANNUAL PUBLIC MEETING (Open House)	TBD
FIRST DAY OF SCHOOL	August 26
LABOR DAY HOLIDAY (No School)	September 7
FIRST PARENT/TEACHER CONFERENCE	October 1 (4:30-7:30)
END FIRST QUARTER	October 21 (32 days)
SECOND PARENT/TEACHER CONFERENCE	November 19 (4:30-7:30)
THANKSGIVING HOLIDAYS (No School)	November 25, 26, 27
SEMESTER TESTS	December 16, 17
END SECOND QUARTER & TEST MAKE-UP DAY	December 18 (32 days)
CHRISTMAS HOLIDAYS (No School)	December 21 – January 1
RETURN TO SCHOOL	January 4
THIRD PARENT/TEACHER CONFERENCE	February 11 (4:30-7:30)
END THIRD QUARTER	March 11 (40 days)
SPRING BREAK	March 22 - 26
FOURTH PARENT/TEACHER CONFERENCE	April 15 (4:30-7:30)
SENIOR GRADUATION	May 14
SEMESTER TESTS	May 24, 25
END FOURTH QUARTER & LAST DAY OF SCHOOL ( ½ Student Instruction day/ ½ Teacher Work Day)	May 26 (38.5 days)

Student/Teacher interaction (attendance) days	178	Teacher In-service	PD = 6	Work Days = 4
Parent/Teacher conference days	4	Snow days		5

1<sup>st</sup> semester tests: Dec 16,17 (w/ make-up day on 18<sup>th</sup>)  
2<sup>nd</sup> semester tests: May 24,25 ( w/ make-up day on 26<sup>th</sup>)

**SCHOOL BOARD MEETINGS**

All meetings held on 3rd Monday at 5:00 p.m.

2020		2021	
July	20	January	18
August	10	February	15
September	21	March	15
October	19	April	19
November	16	May	17
December	21	June	21

**Four Day School Week:**  
Student Instructoinal Day:  
7.5 hours 7:50 am-4:20 pm

School Days for the year:  
178/1.25=142.5 days  
Days: 32+32+40+38.5=142.5

Spring Break is contingent upon snow days used, and may be used as an option for make-up days.

If we miss 1 – 5 days they may be made up using approved AMI Days.

## PREFACE

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

This handbook has been prepared primarily for the students of Norfolk High School, but should be read by parents so they may be more familiar with the policies of the school system. The contents of this handbook are subject to change as new policies and procedures are adopted.

This handbook is not intended to answer all questions that may arise, but if used properly, will be a valuable guide for students and parents.

It is hoped that this information will promote loyalty, school pride, and better understanding of the total school program.

### **School Song**

An army of Panthers are we  
Rah, rah, rah, rah  
We work and we play together  
We fight for the red, black and white  
And we want you all to know  
We love all our teammates and our coach  
Rah, rah, rah, rah  
We try to uphold our name in honor  
We know we are right when we say  
P-A-N-T-H-E-R-S  
Will live forever  
Rah

**School Colors:** Red, White & Black

**School Mascot:** Panther

North Central Accreditation

# NORFORK SCHOOL DISTRICT

## SCHOOL - PARENT COMPACT

2020-2021

The Norfolk School District is committed to the belief that all children can learn and acknowledges that a collaborative effort between administrators, teachers, paraprofessionals, and parents - working together can make a positive difference in student achievement. Believing that high student performance is a shared responsibility, the school and parents of \_\_\_\_\_ agree to enter into the compact:

### THE SCHOOL WILL:

- \* Provide high quality curriculum and instruction in a supportive learning environment.
- \* Provide reports to parents on their child's progress.
- \* Provide timely responses to parents' recommendations and concerns.

### THE PARENTS WILL:

- \* Insist on regular attendance.
- \* Read and respond to communications from the school.
- \* Ensure that homework is completed in a neat and acceptable manner.

### SIGNED:

\_\_\_\_\_  
Parent's Signature

\*\*\*\*\*

\* A copy of this form has been included in your students' registration packet, Please sign and return with all other paperwork to the office. DO NOT tear this one out -\*

\*\*\*\*\*

MISSION / VISION STATEMENT:

It is the mission of Norfolk High School to provide equal opportunities for all students to reach their greatest potential and learn to become creative, responsible, and productive citizens. It is our desire to create an educational environment which will promote lifelong learning.

EQUAL OPPORTUNITY STATEMENT:

All educational programs in the Norfolk School District are offered to all persons in the United States without regard to race, color, national origin, sex, or handicap. Inquiries concerning compliance activities for Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, may be directed to the appropriate person listed below:

Anna Cantrell, High School Counselor direct line: 499-7695

CIVIL RIGHTS LAW:

The Norfolk Public Schools shall adhere to a policy of equal and fair treatment of all students and employees according to Title VI, Title IX, and Section 504 of the Rehabilitation Act. Discrimination against any person with regard to race, creed, color, age, gender, religion, disability, or national origin shall be prohibited in Norfolk Public Schools or at any school function.

DISCRIMINATION ON ACCOUNT OF GENDER / TITLE IX:

Federal law states that no person in the United States shall on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.

The Norfolk School District will abide by the regulations contained in the above stated law.

PARENTAL AUTHORIZATION OF QUESTIONNAIRES:

According to Act 1100 of 2003, a parental authorization for surveys or questionnaires is required for all students.

## MEDICATION POLICIES / GUIDELINES:

1. The medication must be in the original container with the child's name on the label.
2. Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the name of the drug, dosage, and time to be given, and the recommended interval between doses. (Pharmacists should provide a second container to be sent to the school upon request.) Drugs should not be mixed together.
3. The school reserves the right to limit the duration of parent-prescribed medications and/or to require a physician statement for continued use of any medication beyond a specified time period.
4. The school **MAY** supply over the counter medications or cough drops with parental permission.
5. A consent form must be signed in presence of school personnel before any medication will be given at school. **HAND WRITTEN NOTES ARE NOT ACCEPTABLE!** Permission for long-term medications must be renewed at the beginning of each semester. Any prescribed medication **MUST** be left at the nurses office and dispensed there.

## MEDICAL MARIJUANA:

According to Act 1099 of 2017, A Public school is not required to permit a qualifying patient who is a student to be present on school grounds, to attend a school event, or to participate in extracurricular activities in violation of the public school's student discipline policies when a school office has a good faith belief that the behavior of the qualifying patient is impaired.

## INHALER POLICY:

Any student in grades 7-12 shall be allowed to carry an inhaler on his/her person for use in respiratory diseases (asthma). A written order will be required on file by a medical doctor for the current school year. The inhaler must have a label with the following information:

1. Name of medication
2. Dosage
3. Times to be administered
4. Pharmacist's name
5. Pharmacist's phone number
6. Date prescription was filled

## STUDENTS RECORDS:

The following statements will apply to student education records at Norfolk High School:

1. The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials".
2. The act also states that schools must provide the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.
3. Social Security Numbers are not required. However, if you wish not to submit your students' SSN, we will assign one to your student, which will follow him/her until he/she graduates from high school.
4. Any school that wishes to release personally identifiable data from a student's record must first obtain written permission (consent) from the parents of the student before releasing such information.
5. Only in two specific instances is written permission not required:
  - a. Other school officials within the same school may request and receive a student's record.
  - b. Officials of other schools or school systems in which the student has enrolled may request and receive a student's records.
6. When any student has reached the age of 18, or is attending an instruction of post-secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student".

## VISITORS:

No student visitors are permitted on the school campus or in the classroom during the regular school day. In addition, Norfolk students are not permitted to have contact of any kind, during the school day, with non-students unless approved by the principal or designee. If there is an emergency and a visitor does come to school, he/she must report directly to the principal's office upon arriving on campus. Exceptions will be possible only in the interest of cultural exchange, etc. Parents are always welcome on campus, however, for the protection of our students, **we must require anyone who needs to speak with a student, bring money or items to a student, wish to have breakfast/lunch with a student, etc., to first report to the principal's office to obtain a visitor's pass. Visitor passes will NOT be given to any registered sex offenders or those with restraining/protection orders involving any students or staff. No visitors will be permitted into a class that is in session. If you would like to visit a teacher, it must be on their plan period.**

### PROHIBITING SEX OFFENDERS FROM SCHOOL:

According to Act 267 of 2017, Requires Level 3 registered sex offenders attending a ticketed event on a school campus to:

-Be the parent or guardian of , or related by blood or marriage within the fourth degree of kinship ( ex: third cousins) to a student enrolled in the public school, and

-Notify Admin of the school in writing at least 24 hours before the start of the school-sponsored event.

### MESSAGES TO STUDENTS / CALLING SCHOOL:

The high school principal's office will take EMERGENCY MESSAGE ONLY and relay them to the students. If after school arrangements need to be made with students, they should be made prior to arrival at school each morning if at all possible. This will help minimize classroom disruption. If you **MUST** call for after school arrangements, please do so **BEFORE 2:00 pm**.

### INCLEMENT WEATHER:

Parents and students are urged to listen to local radio stations (KTLO) between 6:00 and 6:30 a.m. for updated school closings or updated bus schedules due to inclement weather. We also have a texting APP, Remind101, you can sign up to get important information from the school. **If the buses are running snow routes only, it is the parents' responsibility to get their child to the appropriate bus stop. Attendance will be taken on these days and if a student is not in class, they will be counted absent.**

Norfolk High School will have **MANDATORY** random tornado & fire drills throughout the school year as required by the State.

### ANNOUNCEMENTS:

All announcements that will be made at the beginning of the school day should be on the principal's desk at least ten minutes prior to the first period bell of that day. Those wishing to have an announcement made should compose the announcement. It should be brief, legible, and carefully worded so the principal, or person reading announcements, will not find it necessary to reword it.



### PLEDGE OF ALLEGIANCE:

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The school day will begin at 7:50 a.m. which recitation of the Pledge of Allegiance. Act 682 of 2003 requires the recitation of the Pledge of Allegiance by all public school students. If a student is exempt from this activity for religious, philosophical, or other grounds, a letter must be on file from the parents requesting this action. If a student is exempt, he/she must sit quietly while others place their right hand over their heart and face the flag. A form will be put in each student's registration packet that may be signed and returned the first day of school exempting them from participation.

### MOMENT OF SILENCE:

According to Arkansas Code § 6-10-115, there will be a (1) one minute moment of silence observed for reflection, prayer or silent activity.

### THREAT OF TERRORIST ATTACK:

Act 648 of 2003 requires school districts to develop a plan to provide for the safety of students and employees in the event of a terrorist attack or war. This plan was put into effect Jan. 1, 2004. The plan includes policies and procedures to ensure a safe and productive learning environment for students and employees, and includes techniques for prevention, intervention, and conflict resolution. These plans also include an emergency plan for terrorist attacks. The crisis plan is on file in the principal's office.

### CELEBRATE FREEDOM WEEK:

According to Act 682 of 2003 public schools shall create "Celebrate Freedom Week" on the last full week of classes in September. All social studies classes will include instruction on the meaning and importance of historical documents and to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded.

BELL SCHEDULE FOR SCHOOL CLASSES (TIMES):

1	7:45 - 8:42	57(announcements)
2	8:45 - 9:42	57
3	9:45 - 10:42	57
4	10:45 - 11:42	57
First Lunch	11:42 - 12:12	30
(Sr. High) 5	11:45 - 12:42	57
(Jr. High) 5	12:15 - 1:12	57
Second Lunch	12:42 - 1:12	30
6	1:15 - 2:12	57
Break	2:12 - 2:22	10
7	2:22 - 3:19	57
8	3:22 - 4:19	57

EDUCATIONAL OBJECTIVES OF THE NORFORK SCHOOL DISTRICT:

The Norfolk School District shall, through instruction and example:

1. Seek to help each student achieve mastery of basic educational and life skills.
2. Provide students with information regarding occupational skills and available choices.
3. Promote self-discipline, good moral attitudes and behavior, and respect for the rights and property of others.
4. Help students be aware of and appreciate our rich natural, cultural, economic, and political heritage and to understand the responsibilities of stewardship.
5. Encourage students to respect and care for their physical and mental well-being, to develop healthful and constructive leisure activities, and to strive for success, and pride in their work and accomplishments.
6. Help students to be aware of and to strive for such advanced educational skills as critical thinking and decision making, use of the scientific method of inquiry, and an appreciation for knowledge and beauty.
7. Provide students with the information, skills, and encouragement to seek advanced educational training beyond the high school level.
8. Provide students the opportunity for remediation, intervention and tutoring to help them meet their educational goals.

## REGISTRATION:

Each spring a preliminary registration for the next school year is made. A fall registration will be held for grades 9-12 in early August. Course changes are not absolutely forbidden, but permission to change courses must be granted by the principal's office. There will be no changes made after the first three (3) days of each semester without special permission from the principal.

## HOMELESS STUDENTS:

The Norfolk Public School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 1.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 1.1 or 1.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. Continue educating the child who become homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. Continue educating the child in his/her school of origin who become permanently housed during an academic year for the remainder of the academic year; or
3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- (a) Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (b) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (c) Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes:
- (d) Are migratory children who are living in circumstances described in clauses (a) through (c).



### RESIDENCY FORM

Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

List all children in your family birth through age 21.

Name of Child	School	Age	Grade	Date of Birth

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is this address Temporary or Permanent? (circle one)

Please choose which of the following situations the student currently resides in (you can choose more than one):

- \_\_\_\_\_ House or apartment with parent or guardian
- \_\_\_\_\_ Motel, car, or campsite
- \_\_\_\_\_ Shelter or other temporary housing
- \_\_\_\_\_ With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following reasons that apply:

- \_\_\_\_\_ Loss of housing
- \_\_\_\_\_ Economic situation
- \_\_\_\_\_ Temporarily waiting for house or apartment
- \_\_\_\_\_ Provide care for a family member
- \_\_\_\_\_ Living with boyfriend/girlfriend
- \_\_\_\_\_ Loss of employment
- \_\_\_\_\_ Parent/Guardian is deployed
- \_\_\_\_\_ Other (Please explain)

Are you a student under the age of 18 and living apart from your parents or guardians?

Yes            No

Return to School Office

**Housing and Educational Rights**

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day;
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison at [Insert phone number] or the State Coordinator at 501-683-5428.

By signing below, I acknowledge that I have received and understand the above rights.

\_\_\_\_\_  
*Signature of Parent/Guardian/Unattached Youth*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of McKinney-Vento Liaison*

\_\_\_\_\_  
*Date*

## IMMUNIZATION REQUIREMENTS:

Arkansas Act 633 of 1973 requires that all children seeking to be admitted to a public or private school of this state must be fully immunized against the following diseases: POLIOMYELITIS, DIPHTHERIA, PERTUSSIS (WHOOPIING COUGH), TETANUS, RUBEOLA (RED MEASLES), and RUBELLA (GERMAN MEASLES), as evidenced by a certificate from a licensed physician or public health department.

## NORFORK PUBLIC SCHOOL TRANSFER POLICY:

### SCHOOL CHOICE:

The Public School Choice Act of 2003 requires all districts in the State of Arkansas to participate in Public School Choice. This Act allows students to transfer to any school in the state providing they apply prior to May 1<sup>st</sup> of the year in which the transfer is to occur. As a result of this opportunity, Norfolk Schools has adopted a no transfer policy for those students failing to apply prior to the May 1<sup>st</sup> deadline. As with any policy, we understand that there may be catastrophic circumstances which may require consideration. Requests for transfers should be made to the superintendent of Norfolk Schools at least one week prior to the monthly board meeting. If the request is deemed catastrophic by the superintendent, it will be placed on the agenda of the next regular board meeting for consideration by the School Board. Notification will be in writing, and will be mailed within one week of the decision.

### TRANSFER/NEW STUDENTS:

Prior to admission to Norfolk High School, a parent/guardian must sign a registration form in the high school principal's office, stating that the student enrolling has not been suspended or expelled from any other school district, or is not a party to an expulsion proceeding. (Ark. Code Ann. 6-18-208 (Rep. 1, 1993) as amended by Act 574 of 1995)

Transfer students must meet all district and state requirements and be approved by the principal and/or counselor. The Norfolk School District maintains the following policy regarding transfer students from accredited and non-accredited or home schools:

### HOMESCHOOLERS RETURNING TO PUBLIC SCHOOL:

Act 863 of 2017 requires public schools to afford home schooled students attempting to enroll or re-enroll the same rights & privileges as other students.

To enroll or re-enroll in a public school, a home schooled student shall submit:

1. A transcript listing all courses & grades from the home school.
2. A portfolio of indicators of the home-schooled student's academic progress, including curricula; tests taken & lessons completed; and other indicators of the student's academic progress.

A school shall place a home schooled student who enrolls or re-enrolls in the public school at a grade level & academic course level equivalent to or higher than the student's grade level and academic course level as indicated by the home schooled student's:

- A. Transcript & Semester grades from the home school;
- B. Score of at least the 30<sup>th</sup> %tile on a national norm-referenced assessment taken I nthe past year, and
- C. Portfolio of indicators of the student's academic progress.

If the home-schooled student does not meet the requirements of this law, the public school shall have a sole authority to determine the student's grade placement & course credits based on the same methods used when a student who attended another public/private school enrolls or re-enrolls.

#### TRANSFER STUDENTS FROM ACCREDITED SCHOOLS:

Students transferring from an accredited school and accepted by the Norfolk School District will be placed in the appropriate grade level and/or classes as indicated by the student's records from the accredited school last attended. At the high school level, credits recognized by and received from the previous school will be reviewed by the high school principal or counselor. Credits for courses not offered at Norfolk High School, including AP courses, may be recognized as elective credits. Appropriate documentation from the last accredited school attended must be received before final placement and/or credit decisions can be made. It is the responsibility of the parent/guardian to provide the school with appropriate documentation.

#### TRANSFER STUDENTS FROM NON-ACCREDITED OR HOME SCHOOLS:

Act 400 of 1997 states that parents or guardians desiring to provide a home school for their children must give written notice to the superintendent of their local school district of their intent to provide a home school for their child and sign a waiver authorizing the release of the State of Arkansas from any future liability of the education of their child. This waiver is available at the office of the superintendent at Norfolk Public Schools.

1. Parents must present a written list of subjects taught and material used to the counselor or principal at the time of registration.



2. The maximum credits that will be accepted for each year in attendance in the home school cannot exceed the number of credits earned by a student enrolled in the Norfolk School District during a regular school year.
3. Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll "Home Schooling" will be written in the attendance and grade section of the card. At the secondary level, courses will be listed and credit will be recorded by marking "CR" in the space provided for a grade.
4. Rank in class and *GPA* will be determined by credits earned while attending an accredited high school.
5. A student must attend accredited public or private schools for a minimum of 6 semesters and meet the honor graduate requirements as set forth in the Student Handbook to be considered for recognition as an honor graduate. Summer school may not be substituted for a regular semester.
6. The Norfolk School District will not award a diploma to any person who has not attended Norfolk High School during the last semester of his/her senior year.

Students and their parents interested in non-accredited home schooling need to be aware of the following:

- A. Some college scholarships are based on grade point average (*GPA*). Students receiving "CR" and not a letter grade will not be eligible for these scholarships.
- B. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There are no requirements that the school honor the credits from non-accredited / home schooling experiences.

RE-ENTRY FORM FOR NON-ACCREDITED HOME SCHOOL STUDENTS:

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I (We), parents of \_\_\_\_\_ who was home schooled or attended a non-accredited school in grades \_\_\_\_\_ understand that any student transferring from a school that is not accredited by the Arkansas Department of Education to Norfolk Public Schools shall be evaluated by the staff of the Norfolk School District to determine which credits will be accepted and to determine that student's proper placement in Norfolk Public Schools.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

STUDENTS GENERAL RULES, RIGHTS, & RESPONSIBILITIES:

STUDENTS RIGHTS:

Each student has the right to:

1. An opportunity for a free education in the most appropriate learning environment.
2. Exercise freedom of speech and of the press as long as the exercise there of is not disruptive to the learning environment of the school.
3. Be secure in his/her person and possessions against unreasonable searches and seizures.
4. A wholesome environment conducive to learning.
5. Fair treatment without discrimination on the basis of race, color, gender, religion, national origin or disability.
6. Be informed of school and classroom rules and regulations.

STUDENTS RESPONSIBILITIES:

Each student has the responsibility to:

1. Be aware of and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
2. Respect the human dignity of every other individual.

3. Refrain from libelous, slanderous or obscene remarks, in verbal and/or written expression.
4. Study diligently and maintain the highest possible level of academic achievement and honesty.
5. Be present, punctual and prepared for class throughout the school year.
6. Be dressed and groomed in a manner that meets the reasonable standards of health, cleanliness, modesty, and safety.
7. Help maintain and improve the environment, preserve school property, and exercise the utmost care while using school facilities.
8. Refrain from disobedient acts, misconduct, or other behavior which would lead to any physical harm or disruption of the educational process.
9. Respect the reasonable exercise of authority by administrators and teachers in maintaining discipline throughout the school and at school sponsored activities.
10. Obey the law and school regulations regarding the prohibiting of the possession and/or use of alcohol, tobacco, illegal drugs, and other unauthorized substances.
11. Carry or store at school those materials, which are acceptable under the law and school regulations.
12. Accept reasonable reprimands, penalties, and disciplinary actions when laws and school regulations are violated.

### HOMEWORK POLICY:

The Norfolk School District maintains the following policy regarding homework:

### HOMEWORK:

Homework is a specific activity or series of activities designed for the reinforcement or extension of school activities. Study of this variety occurs outside of regularly scheduled class periods.

### PHILOSOPHY:

Home study assignments are in integral part of the teaching-learning process. Teachers within this district are expected to use home study assignments as a means of enhancing student learning experiences. Home study assignments must be educationally relevant to be acceptable as a means of complementing in-class learning experiences.

A homework assignment is educationally relevant if it:

1. Reinforces a topic introduced during class by providing additional background information or promotes skill development through prescribed practice.

2. Introduces a topic, which will be covered more extensively during class.
3. Meets the learning needs of individual students by encouraging the investigation of topics in which student interest has been expressed.
4. Provides opportunity for independent and shared research efforts.
5. Provides experiences utilizing varied instructional materials as a response to the differences in ability existing among individual learners.

### GOALS:

Homework should be directed toward attainment of the following goals:

1. It should encourage development of independent study habits, skills, and responsibilities.
2. It should reinforce, enrich, and extend learning by providing additional educational opportunities outside the classroom.
3. It should provide for students, a smooth, gradual transition in the required amounts of homework necessary for academic success between elementary and intermediate grades and between intermediate and high school grades.

### GRADING:

Homework assignments shall be evaluated in a manner similar to the evaluation of in-class assignments. Students are expected to complete all homework assignments and submit them for evaluation as they become due. At the discretion of the teacher, a student's homework assignment grade may be lowered proportionally for each assignment turned in after the specified due date. Provisions, without grading penalties, shall be made for students who, because of documented illness or extenuating circumstances (1) fail to complete homework assignments or (2) submit such assignments after the specified due dates.

Failure to complete and submit homework assignments will result in punishment by the classroom teacher or building principal. Disciplinary measures may include, but not be limited to, after school detention, ISS, or corporal punishment. Grades earned by students shall reflect only achievement of expressed academic objectives of a course and other educational objectives. No portion of a student's grade shall be based on misbehavior or disruption in class or other similar factors.

### ROLES AND RESPONSIBILITIES:

1. The school principal has the responsibility to coordinate a homework plan among staff members which implements this district policy. The principal shall communicate this plan to all parents at the beginning of each school year.

2. The teacher has the responsibility to define and communicate expectations regarding home study to students and parents.
3. Parents have the responsibility to cooperatively support this portion of the educational process by encouraging and becoming involved in the student's learning experiences.
4. Each student has the responsibility to complete assigned tasks upon the specified due dates.
5. Homework must be graded & returned to students within five (5) days of the assignments due date.

### LIMITATIONS:

The following limitations shall be followed regarding homework assignments:

1. Homework assignments shall not be used as a means of punishing inappropriate student behavior.
2. Home study assignments shall not require more time than specified for each grade level.
3. "Busywork" is not an acceptable class of homework assignment and shall not be required by any teacher.

### CLOSED CAMPUS POLICY:

Norfolk High School has a closed campus policy. **STUDENTS MAY NOT LEAVE THE CAMPUS UNLESS THE PRINCIPAL'S OFFICE HAS GIVEN PERMISSION, THIS INCLUDES LUNCH** -  
- This applies to all students, including those 18 years or older.

### LEAVING DURING THE SCHOOL DAY:

Students will be permitted to leave school before the close of the school day only if the principal has been contacted by the parent/guardian via signed note, phone, or in person. These precautions insure that students do not leave school without the knowledge and consent of their parents.

When a student leaves during the school day, he/she must sign-out in the principal's office in the presence of the principal or designee. Students who do not follow this procedure will be considered truant and the penalty for truancy will apply.

Student's attendance is kept for each class period throughout the day - when a student misses 15 minutes or more of a class, they are considered absent from that class. Be advised that students leaving from school early will be excused/unexcused according to the absentee policy found on pages 62-66.

## EARLY DISMISSAL:

Any student who rides a bus or walks to school must have a parent/guardian come to the school and sign them out at the principal's office before they will be allowed an early dismissal. Any student who drives an automobile to school must have a written note from their parent/guardian, or have their parent/guardian call the office and give permission before they will be allowed an early dismissal. Any student who rides a bus or walks to school will not be permitted to leave school with any student who drives an automobile. Any exception to this rule will require confirmation between the principal's office and the parents of the students involved.

## SCHOOL LUNCHES:

Students are encouraged to partake of the nutritious meals served each morning and at noon in the school cafeteria. **ALL STUDENTS ARE REQUIRED TO GO TO THE CAFETERIA DURING THEIR ASSIGNED LUNCH PERIOD, WHETHER THEY EAT OR NOT.** Students are allowed to bring their own lunches to school.

NOTE: All foods and drinks (drinks must be in original sealed containers) brought on campus by students in grades 7-12 must be consumed in the cafeteria during lunch break.

## LUNCH PRICES/CHARGES:

Breakfast cost	1.20 (full pay)	.30 (reduced)
Lunch cost	2.15 (full pay)	.40 (reduced)

Students may charge up to four weeks at a time, and at the end of each four-week period, all charges must be paid in full.

### WEB PAGES:

The availability of internet access in the Norfolk Public School system provides an opportunity for student and staff to contribute to the school district's presence on the World Wide Web. The district's web site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to the Norfolk School system. In your students' registration packets will be a copy of the Creating and Placing Web Pages information document along with a permission form that students and parents must sign and return. This allows students to use the computers. A copy of the Web Pages Policies and Rules are on file in the principal's office.

### DRIVERS LICENSE REQUIREMENTS:

Pursuant to the requirements of Act 831-876 of 1991: Students will be required to verify proper school enrollment and be maintaining a "C" average, successfully completing an I.E.P., or receiving an exemption before being allowed to take their drivers test.

### DRIVER'S TESTS:

Students will be granted an excused absence for one (1) day total for the purpose of taking the driver's exam. This includes the written and driving part of the exam. If the student takes more than one day total, the absence will be unexcused.

### MOTOR VEHICLES:

Students may drive their automobiles or motorcycles to school. Nevertheless, they are NOT to sit on or in them before or during school, or lunch periods without permission from the principal's office. The vehicles are to be parked in the student parking areas, and are not to be moved during the school day. Once a student drives onto the campus, they MAY NOT leave without permission from the office. The maximum speed any motor vehicle may be driven by students on school grounds is 15 mph. All vehicles driven by students must be registered in the principal's office, along with a copy of the student's driver's license and proof of insurance. A student may lose his/her driving permit due to excessive tardiness or absences. The office will determine the length of time. No one who drives to and from school will be permitted to let anyone ride with them, unless all parties involved have permission from their parents and the principal's office.

### BACKPACKS:

All backpacks, gym bags, and other similar articles must have the student's name clearly displayed on the outside of the bag, and are to be kept either in the student's locker or in their possession at all times, the only exception being the gym locker rooms while the student is in PE or Basketball. Any unattended backpack, gym bag, or other similar article will be taken to the principal's office.

If an administrator has individualized suspicion that a student is concealing an illegal act or contraband, or the bag does not have proper identification, he/she will conduct a search. Searches will be done by the administrator with the resource officer (if not available, another school district employee) present.

Students failing to comply with this rule will receive the following penalties:

- 1<sup>st</sup> offense - Warning from the principal
- 2<sup>nd</sup> offense - After school Detention
- 3<sup>rd</sup> offense - Corporal punishment

### STUDENTS BEING PREPARED FOR CLASS:

All students will come to class with paper, pen/pencil, textbook and other necessities for class.

Failure to bring these items to class will result in the following:

- 1<sup>st</sup> offense - Warning to the student from teacher
- 2<sup>nd</sup> offense - Student will receive a "0" on assignment.
- 3<sup>rd</sup> offense - Student will receive a "0" on assignment & Corporal punishment, 2 days ISS, or 2 day suspension at principals Discretion.

Each teacher will document every offense in each classroom.

### DISTRIBUTION OF LITERATURE:

Students shall have the right to possess and distribute literature except that the district may prohibit a specific issue of a specific publication if there is a substantial, factual basis to believe its possession or distribution is or will cause substantial disruption of school activities.

Students may NOT use school paper or copy machines, printers, etc., to print or copy any papers that are not for school use or assignments.

### PUBLICATIONS:

The use of school-sponsored publications to express students' point of view is encouraged. They shall be free from policy restrictions outside the normal rules for responsible journalism. They shall not contain libelous, obscene, defamatory, or false statements, racial or religious prejudice, or their statements, which are deemed by the principal or designee to be disruptive



of the educational process. Dissatisfaction with school policies or surroundings should be pursued through the proper channels.

#### PETITIONS:

All petitions shall be free of obscenities; libelous statements and personal attack shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from discrimination or retribution from members of the staff and administration.

#### HALL PASSES:

All students must have a hall pass with the teachers name on it. If the student is out of class to see the counselor, nurse, resource officer, or another teacher or principal, their teacher MUST give them a written School Pass to be signed by the principal's office.

#### GOING TO ELEMENTARY BUILDING:

High school students, who do not have direct business with an elementary teacher, are not allowed in the elementary building. However, when necessary during the school day, high school students will be permitted to go to the elementary building provided they have a signed note from the principal or designee and sign the list in the office. Violation of this procedure will result in the following:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Discretion of the High School Principal

#### LEAVING THE CLASSROOM DURING CLASS:

Students are not permitted to leave their classroom during class time to retrieve items that they previously knew they would need, to get a drink, to talk to another student, or for any other unnecessary reason. All students who are out of the room during class time without their teacher being present must have with them a completed, written hall pass, which they will present to each teacher or administrator they meet. Violation of this procedure will result in the following:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Corporal Punishment or Suspension
- 3<sup>rd</sup> offense - Suspension

#### PRINCIPAL'S OFFICE:

No students (OTHER THAN THE OFFICE AIDES) are to be in the principal's office unless sent by a teacher or in case of an emergency. If you wish to have a conference with the principal, you may check with the secretary.

### PROFESSIONAL SCHOOL COUNSELOR:

Counseling at Norfork High School is offered to students on a voluntary basis. Students need not wait to be referred or asked to see the counselor, but must first get a pass from their classroom teacher, and permission from the principal's office. Information from interviews with the counselor is confidential and will not be released to other persons without the student's permission unless required by law. The main purpose of the counseling department is to assist students in the domains of academic, career, and personal/social.

### RESOURCE OFFICER:

Any student needing to speak with the school resource officer must first get a pass from their classroom teacher, and permission from the principal's office. Under NO circumstances are students allowed to be in the Resource officer's office without him/her being present! Students who fail to follow this rule will be subject to disciplinary action from the office.

### COMPUTER LAB:

There is a computer lab available for students use during school hours. Computers in the principal's office, coach's office, and resource officer's office are not to be used by any student for any reason.

### TEACHERS LOUNGE:

No student is to go into the teacher's lounge for any reason without permission from the principal's office.

NOTE: Copiers are to be used by staff or trained student teachers aides only.

### COPY MACHINES:

The school copy machines are for the official use of school personnel only. Students are not to use copy machines unless they are a teacher's aide during the hour in which they are using the machine and they MUST be trained to use them. Any student found using a copier without written permission from the teacher they are working under, the principal or designee, will be subject to the following disciplinary actions:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Corporal punishment, suspension and/or expulsion

### TELEPHONES:

The school telephones are to be used by school personnel for official school business only. Students are permitted to use the telephone only in case of an emergency. The only place a student is allowed to use the phone is in the principal's office! Only the principal or designee will determine if an actual emergency exists. Any student found using a school telephone without permission from the principal or designee will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Corporal punishment, suspension and/or expulsion

CELL PHONES & OTHER ELECTRONIC DEVICES:

Act 477 of 2001 permits the use of cell phones and pagers by students on school campus after normal school hours. Students may possess cell phones, pagers, or other electronic communications devices.

CELL PHONE RULES:

Cell phones may be used by students inside the buildings for **TEXTING ONLY** between classes, during lunch and break. Students may use their phones for phone calls **ONLY** outside during lunch. ALL cell phones **MUST** be kept on silent and **CANNOT** be used during class time. This includes taking pictures of students or printed material during class time and posting to social media or sending to other persons. Phones may be collected during class to ensure no class disruption by the discretion of each classroom teacher.

Violation of these rules will result in: NO warnings will be given!

- 1<sup>st</sup> offense - 24 hour confiscation of item, **MUST** be picked up by the parent/guardian. (The phone can be picked up in the office the next day.)
- 2<sup>nd</sup> offense- 24 hour confiscation of item, **MUST** be picked up by the parent/guardian and student will have ISS.
- 3<sup>rd</sup> offense - 2 day Suspension

DIGITAL MUSIC PLAYERS, HEADPHONES, ETC.:

Students shall ONLY USE at each teacher's and the principal's discretion. Exceptions to this rule may be made by the principal on a case by case basis.

Violation of these rules will result in: NO warnings will be given!

- 1<sup>st</sup> offense - Temporary confiscation of item, student can pick up in office at the end of the day.
- 2<sup>nd</sup> offense - 24 hour confiscation of item, **MUST** be picked up by the parent/guardian. (The phone can be picked up in the office the next day.)
- 3<sup>rd</sup> offense- 24 hour confiscation of item, **MUST** be picked up by the parent/guardian and student will be prohibited from bringing item back to school for remainder of the school year & after school detention or swats.
- 4<sup>th</sup> offense - 2 day Suspension or ISS

\*\*\*\*\*Be advised that the school will not be responsible for lost or stolen items brought onto school premises. AND, our Technology Policy concerning taking pictures and videos is STILL IN EFFECT\*\*\*\*\*

### DRESS CODE / APPEARANCE:

The manner of dress and appearance of the student will be left to the judgment of the students and their parents as long as it is clean and does not, in the opinion of the principal, cause a disruption of the educational process, call undue attention to the individual, violate federal, state, local, health, or obscenity laws, or affect the welfare and safety of the student, his classmates, or other school personnel.

In addition, the following specific regulations governing dress and appearance will be in effect at Norfolk High School during regular school hours and at school activities:

1. NO bare feet. NO Heelies. NO house shoes.
2. All tops MUST cover the entire torso. A student's pants/shorts/skirt and top must touch all the way around the waist at all times while standing or seated. No undergarments (Leggings are NOT considered as undergarments) or mid-section skin can show at any time! NO see-through or transparent apparel!  
GIRLS: NO strapless tops or tube tops! Tank-tops, spaghetti straps, etc. may be worn as long as appropriate undergarments are worn.  
BOYS: NO tank tops are to be worn without appropriate shirts worn over them. CUT-UP T-SHIRTS WORN OVER TANK TOPS will NOT be tolerated, nor will any type of garments causing under arm exposure.
3. NO Clothing with emblems, insignias, badges, etc., which could disrupt or interfere with the educational process.
4. NO Clothing advertising drugs, alcohol, tobacco products, or which display or implies profanity, vulgarity, suggestive, or obscene statements, drawings, or pictures.
5. NO Clothing intended for use as undergarments. No sleeping apparel or house shoes. Again, Undergarments are NOT to be visible under any circumstances or students will be disciplined! (Leggings are NOT considered as undergarments).
6. NO blankets are to be worn in the building.
7. Shorts and skirts MUST be fingertip length at the bottom of the fabric while in a normal standing position, and while fitted properly at waist or hip.

8. Leggings/Yoga pants may be worn as pants as long as a shirt/top is worn over them and covers the appropriate areas. If the office feels a shirt/top is not long enough, the student will be asked to change.
9. NO articles which can be used as weapons will be tolerated. This includes choke chains, large rings, dog collars, pointed earrings, etc.
10. NO Caps, hats, bandanas, skull caps, beanie hats, stocking hats or sunglasses are to be worn in classrooms, gymnasium, cafeteria, hallways, offices, etc.
11. Facial jewelry other than ears will NOT be permitted. Attempts to cover up an external piercing using tape or band-aids will NOT be allowed! If a student has a facial piercing (nose, lip, eyebrow, etc) they WILL be allowed to wear a CLEAR SPACER to prevent the piercing from closing.
12. Pants and shorts MUST be worn fitting around the waist or top of hip; NO pants/shorts worn below the hips will be tolerated! NO baggie pants or shorts will be permitted!
13. There are to be NO HOLES in jeans, or pants of any kind ABOVE FINGER TIP LENGTH. Attempts to cover holes with tape, will not be tolerated! (Leggings are NOT considered as undergarments and may be worn under jeans)
14. NO face painting, NO extreme make up or covering of the face will be allowed unless prior approval from the Principal or during dress up days.
15. NO writing on the body with markers, pens, sharpies, etc.

Students found to be INAPPROPRIATELY DRESSED will be subject to the following disciplinary measures:

The student will be given a warning ONCE ONLY. If the student can satisfactorily alter his/her appearance or has proper clothing at school in which to change, he/she will be permitted to return to class. If not, the student's parents will be notified that they must bring appropriate clothing or pick the student up from the principal's office. Repeated violation will result in corporal punishment, suspension, or expulsion.

#### DRESS CODE FOR SENIOR GRADUATION:

The regular school dress code will be in effect for seniors who return to school for graduation practice, etc. However, for graduation, the following code will apply:

**YOUNG MEN WILL WEAR:** Dress pants, dress shirts, and dress shoes with dark socks. Athletic shoes of any kind will not be acceptable!  
Boots will need prior approval.

**YOUNG WOMEN WILL WEAR:** Dresses or dress slacks and dress shoes. Athletic shoes of any kind or flip-flops will not be acceptable.

Any senior reporting for graduation exercises inappropriately attired will not be permitted to participate.

### DRESS CODE FOR PROM

Formal attire **MUST** be worn to Prom. Changing into sweatpants, shorts & t shirts will **NOT** be allowed. Changing into khakis, polo shirts etc. will be accepted.

### BEHAVIOR/CONDUCT NOT PERMITTED:

1. Fighting on campus, on buses, etc.
2. Cursing and/or use of profane language
3. Inappropriate exhibition of affection on campus
4. Being in the hall without permission from teacher
5. Cheating on tests/homework
6. Running in hallways/classrooms
7. Leaving class without permission from teacher
8. Writing profane and vulgar notes to other students
9. Speeding or reckless driving on campus
10. No student shall be antagonistic, insubordinate, disrespectful, disobedient, or use foul language (cursing) directed at or to any school personnel
11. Any student body office holder discovered to be drinking or using other drugs at a school event will be removed from office
12. Malicious teasing will not be tolerated
13. Disregard of lawful and reasonable directions or commands of school personnel. A student shall comply with all lawful and reasonable directions or commands of teachers, substitute teachers, teacher's aides, school bus drivers, principals, superintendent, and/or all other authorized school personnel.
14. Disruption and interference with school. No student shall:
  - a. Refuse to halt and identify himself/herself
  - b. Show contempt or disrespect toward school personnel while they are carrying out their official responsibilities
  - c. Block a doorway or hall
  - d. Prevent a student from attending a class
  - e. Use violence, force, noise, harassment, fear, or any other

- conduct intentionally to cause a disruption
- f. Encourage other students to violate any school rule or policy
- g. Threaten other students or faculty/staff

The following disciplinary actions will be taken in regard to the above mentioned misconduct:

**(Some offences may require just a warning)**

- 1<sup>st</sup> offense - Corporal punishment, one to three day suspension
- 2<sup>nd</sup> offense - Three to five day suspension
- Repeated - Suspension and/or expulsion

**FIGHTING:**

If the aggressor can be determined, punishment will be administered to that student only. If not, all participants will be punished equally. The following disciplinary measures will apply:

- 1<sup>st</sup> offense - Corporal punishment
- 2<sup>nd</sup> offense - Five day suspension
- Repeated - Suspension and/or expulsion

**PROFANITY:**

A student shall not use abusive, vulgar, or irreverent language and/or gestures on or near school campus, at or in the vicinity of any school function, or while under the supervision of or toward any school personnel. The following disciplinary measures will apply:

- 1<sup>st</sup> offense - Corporal punishment or three days suspension
- 2<sup>nd</sup> offense - Five day suspension
- Repeated - Suspension and/or expulsion

**PUBLIC DISPLAYS OF AFFECTION:**

Public display of affection (PDA) is not appropriate behavior on the school campus or at any school functions. Students should refrain from any provocative or stimulating activity or contact with other students. Failure to comply with the reasonable expectations of school staff will lead to the following disciplinary actions:

- 1<sup>st</sup> offense - Warning
- Repeated - Corporal punishment, suspension, and/or expulsion

**TERRORISTIC THREATENING:**

If a student participates in any form of terroristic threatening, including, but not limited to Bomb Threats, Threats to kill students and/or faculty, Threats to bring weapons to school, etc, they will receive the following punishment:

Possible expulsion with recommendation to Alternative School.

### CHEATING:

Students found to be cheating or attempting to cheat on test, homework, projects, etc., or presenting another person's work as their own, will be subject to the following disciplinary measures:

- 1<sup>st</sup> offense - Student will receive zeros on work
- 2<sup>nd</sup> offense - One day suspension and zeros on work
- 3<sup>rd</sup> offense - Three day suspension and zeros on work
- Repeated - Five day suspension and zeros on work

### ALCOHOL AND OTHER ILLEGAL DRUGS:

The unlawful possession, use, sale, or distribution of alcoholic beverages, illegal drugs, prescription drugs, controlled substances, or the possession of a container that once held, smells of, or tests positive for alcohol, illegal drugs, prescription drugs, nicotine gum, or controlled substances, while on the school campus, at any school activity, or in any vehicle being used to transport students to or from a school activity is strictly forbidden. The following "No Tolerance" Policy will be enforced:

#### First Violation:

- A. The parent/guardian will be notified
- B. The proper law enforcement agency will be notified
- C. the student may be required to submit to any or all of the following:
  - 1. Blood Test
  - 2. Breath Test
  - 3. Polygraph
- D. Student will be sent to the Alternative School for the remainder of the current school year OR face expulsion.

### TOBACCO:

The use or possession of any kind of tobacco product or paraphernalia, including electronic cigarettes, vapes, or nicotine gum is strictly prohibited on the campus of Norfolk School District, on the buses, at school functions or activities (on or off campus), or on school sponsored trips. Any student found to be in violation of the above will be subject to the following disciplinary measures:

- 1<sup>st</sup> offense - Corporal punishment
- Repeated - Suspension or expulsion



## CONTRABAND:

The possession, use, or transmitting of explosives, firearms, or other guns, large knives, or any other object that might be considered to be a weapon or dangerous instrument on the school campus, at any school activity, or while being transported to or from any school activity is prohibited. The following disciplinary measures will apply:

Firearms, explosives and large knives with a blade longer than 3 inches:

1<sup>st</sup> offense - Suspension or expulsion

Pocket knives with a blade shorter than 3 inches:

1<sup>st</sup> offense - Warning and confiscation of the knife, a parent **MUST** come to the school and pick up.

2<sup>nd</sup> offense - Corporal punishment/suspension

If any student, either by accident or by mistake, arrives at school in possession of a pocketknife, he/she must immediately hand it over to the principal for safe keeping until a parent can retrieve the item and the student will receive a warning.

## BULLYING AND TAUNTING:

Act 1437 of 2005 requires school districts to amend Anti-Bullying Policies as follows:

Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated bus stops, at school sponsored activities, or at school sanctioned events. School employees who witness or have reliable information that a pupil has been a victim of bullying shall report to the principal. Further, ALL person(s) who file a complaint will not be subject to retaliation or reprisal in any form.

Bullying and taunting will not be tolerated! "Bullying" takes the following forms: Physical (hitting, kicking, spitting, pushing, taking personal belongings, etc.), verbal (taunting, malicious teasing, name calling, making threats, etc.), and psychological (spreading rumors, encouraging social exclusion, extortion, intimidation, etc.).

According to Act 681 of 2003, to Require School Districts to Adopt Anti-Bullying Policies; to Require Policies to be filed with the Department of Education, the following will apply:

Students that bully will be subject to the following disciplinary measures:

1<sup>st</sup> offense - Warning by principal

2<sup>nd</sup> offense - Corporal punishment

3<sup>rd</sup> offense - Suspension

Repeated - Suspension or expulsion

### CYBERBULLYING OF A SCHOOL EMPLOYEE:

Arkansas Code § 5-71-217(d), concerning the offense of cyberbullying, is amended to read as follows:

1. Cyberbullying is a Class B misdemeanor.
2. A) Cyberbullying of a school employee is a Class A misdemeanor.  
B) As used in this subdivision (d)(2), "school employee" means a person who is employed full time or part time at a school that serves students in any of kindergarten through grade twelve (k-12), including without limitation a:
  - 1: Public school operated by a school district;
  - 2: Public school operated by a state agency or higher institution of higher education;
  - 3: Public charter school;
  - 4: Private school.

The following "No Tolerance" Policy will be enforced:

#### First Violation:

- A. The parent/guardian will be notified;
- B. The proper law enforcement agency will be notified.
- C. School Discipline at the discretion of the Administration.

### PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF:

A student who commits assault and/or battery upon a member of the faculty or staff of Norfork High School shall be recommended for expulsion and possible legal action.

### POSTING OF CHILD ABUSE HOTLINE:

According to Act 379 of 2017, requires schools to post Child Abused Hotline number in a clearly visible location on their premises as well as in all bathrooms that allow a student to privately access the information.

### SCUFFLING AND HORSE PLAY:

Scuffling and horse play will be defined as pushing, shoving, carrying/jumping on, slapping, pinching, and/or punching, which could lead to a serious confrontation. The following disciplinary measures will apply:

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | - | Corporal punishment or one (1) day suspension   |
| 2 <sup>nd</sup> offense | - | Corporal punishment or three (3) day suspension |
| 3 <sup>rd</sup> offense | - | Corporal punishment or five (5) day suspension  |

THEFT, DAMAGE, OR DESTRUCTION OF PROPERTY:

A student shall not, while under the jurisdiction of Norfolk High School, steal or attempt to steal, or through intent or carelessness, cause or attempt to cause damage to property belonging to Norfolk Schools, another school, or any other public agency or individual. This includes school textbooks and library books.

By whatever means necessary, Norfolk School District will recover damages from the student or his/her parents, if the student is a minor.

LASER POINTERS:

In compliance with state law, students will not be allowed to possess laser pointers on school property. Laser pointers will be confiscated and students will be subject to detention, corporal punishment, or suspension as deemed necessary by the administration.

IMMORALITY/INDECENT EXPOSURE:

A student shall not deliberately commit indecent exposure, forcibly expose the body of another person, make improper sexual advances toward another person, or engage in any improper sexual activity while under the jurisdiction of Norfolk High School.

Disciplinary actions are as follows:

1<sup>st</sup> offense - Suspension and/or expulsion

GAMBLING:

No student shall engage in any form of gambling on the school grounds, at school activities, or on a school trip. Disciplinary actions are as follows:

1<sup>st</sup> offense - Three (3) day suspension and confiscation of all money and/or items

2<sup>nd</sup> offense - Five (5) day suspension and confiscation of all money and/or items

Repeated - Suspension and/or Expulsion and confiscation of all money and/or items

FORGERY OR FALSIFICATION OF INFORMATION:

Students are prohibited from forging the name of another individual or otherwise falsifying information or documents to be presented to the school or school personnel. The following disciplinary action will apply:

1<sup>st</sup> offense - One to three day suspension and contact parents

Repeated - Suspension and/or expulsion

SECRET SOCIETIES:

All secret societies, clubs, sororities, gangs, and/or their signs, slogans, paraphernalia are banned in the Norfolk Public Schools.

School fraternities and secret societies are banned in Arkansas Public Schools. (School Law 6-18-603)

GUM/CANDY/FOOD:

In high school, food brought to school must be stored in the student's locker until lunch time and consumed only in the cafeteria during lunch time. Candy, gum, and drinks may ONLY be consumed at each teacher's discretion, in their classrooms. Special events with these type items MUST be approved by the principal's office prior to the event. The following disciplinary action will apply:

- 1<sup>st</sup> offense - Maintenance activities including scraping gum off the furniture during non-class time or before and after school
- 2<sup>nd</sup> offense - Same as above plus a five page report
- Repeated - Same as above (2<sup>nd</sup> offense)

**\*\*NOTE\*\*** There is to be **ABSOLUTELY NO GUM/CANDY/FOOD OR DRINKS IN THE LIBRARY MEDIA CENTER!**

DISCIPLINE:

DISCIPLINE (NOTE): All district personnel are responsible for the care and supervision of all students and are authorized to hold every student strictly accountable for any disorderly conduct anywhere on campus, on school buses, and at, going to, or returning from any school sponsored activity.

UNACCEPTABLE CONDUCT:

IMPORTANT! The penalty for each offense in this handbook may vary according to the severity of the offense. A higher penalty may be assigned for a first or second offense if the misbehavior is extreme. Punishment may also be applicable in more than one category.

When more than one level or type of punishment is applicable for an offense, the decision of the principal will stand with appeal to the superintendent and the board of directors.

NORFORK SCHOOL DISTRICT RESERVES THE RIGHT TO PURSUE DISCIPLINARY ACTION AND/OR LEGAL ACTION FOR BEHAVIOR WHICH IS DISRUPTIVE OR CONTRARY TO THE PRESERVATION OF AN ORDERLY EDUCATIONAL ENVIRONMENT EVEN THOUGH SUCH BEHAVIOR IS NOT SPECIFICALLY MENTIONED IN THE PAGES OF THIS HANDBOOK.

### SEARCHES (LOCKERS AND CARS):

Inspection of student's lockers and their contents is a right and responsibility of school administration whenever there is a reasonable cause to believe that contraband, illegal, or stolen items are being kept there, or that a health or sanitation problem may exist. Upon showing reasonable cause, and in the presence of the student, school authorities may conduct a warrant-less search of a student's automobiles.

IMPORTANT! Students should be aware that school officials have these rights.

### PERSONAL SEARCH:

The search of a student's person will be strictly limited to situations in which the administrator has reasonable cause to believe that the student is concealing and illegal act or contraband. An adult witness of the same sex will be present when a personal search is conducted.

### INTERROGATION OF STUDENTS:

A student enrolled in the school district shall not be interrogated by law enforcement authorities on public school property during regular school hours without the knowledge of the school's principal or designee. All interrogations shall be conducted in private with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent/guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardians. Exception: DHS may interview students at any time without parental notification or consent.

### DISCIPLINARY GUIDELINES:

1. To insure that each student is protected and has a safe and pleasant environment in which to learn.
2. To provide for understandable and reasonable correction and remediation of dangerous, disruptive, and/or inappropriate behavior.
3. To encourage and instill the qualities of honesty, integrity, high moral character, and self-control.

### FORMS OF DISCIPLINARY ACTION:

Disciplinary measures may include, but are not restricted to, temporary dismissal from class, after-school detention, corporal punishment, suspension from school, in-school suspension, alternative school and expulsion. In all cases, an attempt will be made to make the penalty fit the infraction.

### TEMPORARY DISMISSAL FROM CLASS:

A teacher may temporarily dismiss (TD) for disciplinary reasons any student from class in accordance with the following procedure:

1. The teacher will use the intercom system to notify the office he/she is sending a student to the office and for what reason. The teacher should NOT leave the classroom unattended in order to bring the student to the office.
2. The student will be placed at the principal's office for the remainder of that class period (A time-out) and may, depending on the seriousness of the misbehavior, or the number of repeated infractions in that class, be assigned to the principal for an extended period of time or other disciplinary measures.
3. The teacher will, as soon as practical, file with the principal an oral (time-out) or written statement or record of the reason(s) in the case of extended dismissal.

### AFTER-SCHOOL DETENTION POLICY:

In special cases, at the principal's discretion, students will be given after-school detention, a form of punishment in those cases where corporal punishment, in or out of school suspension may not be appropriate.

1. The detention hall will be scheduled on any day after school and will run for 55 minutes (4:20-5:10) once school has been dismissed.
2. All after school detention assignments will be made with a 24 hour notice so that parents may make arrangements for transportation.
3. Parents and students will be notified of the detention assignment by the principal's office either by writing or a phone call.
4. The detention assignment will take precedence over all other activities, including extracurricular activities, as well as personal business with discretion granted by the principal.
5. Students who fail to report for after-school detention will be subject to corporal punishment (3 swats) or a short term out of school suspension. Student will be assigned a maximum of two (2) after-school detentions during a semester. Subsequent violations during a semester will result in suspension; ISS or out of school suspension.
6. Students will be required to do homework or other school work. Students not bringing work will be required to copy pages from the Student Handbook, or other sources.

Any conduct that tends to be disruptive of the educational process will be grounds for detention. Examples include:

1. Backpack violation
2. Excessive tardiness
3. Homework infraction
4. Other offenses deemed appropriate for detention by the principal

#### IN SCHOOL SUSPENSION POLICY:

1. Student will be assigned to a specific classroom under the supervision of a special instructor for all eight periods.
2. Student will be assigned assignments from all their classroom teachers.
3. Student will eat lunch at a specified time.
4. If student conduct is inappropriate or assignments are not completed they will be assigned extended days, or subject to out of school detention.
5. Students serving ISS will NOT be eligible for any extracurricular activities on the day ISS is being served.
6. Students that have already served ISS two times in a semester will be suspended on the 3<sup>rd</sup> offense for 1-2 days.

#### CORPORAL PUNISHMENT:

Discipline may include the reasonable administration of corporal punishment within the bounds of Arkansas Act 904 of 1977 and the following guidelines:

1. Corporal punishment will NOT be used without the approval of an administrator, with at least one other certified employee of the same sex as the student, when possible, present in addition to the person dispensing the punishment.
2. Corporal punishment will NOT be administered in the presence of other students, with malice, in anger, or in excess.
3. Before corporal punishment is administered, the student will be advised, in the presence of the witness, of the rule or infraction for which he/she is being punished. If the student claims innocence, the student will be allowed to present information on his/her behalf.
4. Refusal to take corporal punishment will result in suspension.
5. Parents must sign a form (this will be in the student packet) to be kept in the office giving permission for their child to receive swats and/or be contacted on the phone and give verbal permission.

### SUSPENSION AND EXPULSION:

State law permits local school officials to suspend or expel from school a student who is unwilling to behave in an acceptable manner and/or who fails to abide by local district policies. Due process must be provided.

### SUSPENSION PROCEDURE:

The principal (or designee) will be authorized to suspend students from school for disciplinary reasons for up to ten (10) days, including the day upon which the suspension was initially imposed. The building Principal will determine if the suspension will be in or out of school suspension.

When the penalty for an infraction may include suspension, the following procedures will be observed:

1. Prior to suspension, the principal will inform the student of the misconduct of which he/she is accused.
2. If the student denies the charges, the principal will explain the evidence which forms the basis of the charges and will permit the student to present his/her version of the facts.
3. When the principal considers that a suspension is proper, he/she will send the student home with a suspension notice requesting student/parent/principal conference within 24 hours, if possible.
4. The parents will be provided a copy of the suspension notice which will include:
  - A. the reasons for the suspension
  - B. its duration
  - C. the manner in which the student may be readmitted to school
  - D. the procedure for review of the suspension
5. When a student has been notified that he/she has been suspended from school, that person will remain away from school premises and all sponsored activities until the student has been reinstated by the principal with the exception that the student may return to school with his/her parents for the student/parent/principal conference.
6. If, in the conference, no decision is reached by the principal for reinstatement of the student, or if any suspended student or his/her parent or guardian requests a hearing before the superintendent, the principal shall extend the suspension of the student and will furnish the superintendent with a full report on the suspension within a period of five (5) days from the request.
7. The superintendent of schools will have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal of his actions within five (5) days of receipt of the principal's report.
8. If the superintendent agrees with the suspension or modifies the suspension imposed by the principal, and if the student or his/her parents so request, a hearing will be scheduled before the school board within five (5) days after the superintendent has



notified the student or parent of his/her action. The board may revoke, terminate, or modify the suspension.

9. A suspended student will be re-admitted to school after being suspended for ten (10) school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
10. All suspensions will be counted as unexcused absences. No make-up work will be permitted and suspended students will receive zeros for work instead.
11. If there happens to be inclement weather while a student is suspended from school, the suspension will continue once classes are back in session. "Snow Days" are not counted as regular attendance days and therefore will not be included in days for a suspended student.

#### REPEATED DISCIPLINE ISSUES:

Recognizing that there are limits to the number of times conduct of an undesirable nature can be tolerated, any student who has been suspended from school three (3) times in any given school year shall be recommended to the Board of Education for expulsion or exclusion at the time of the third suspension, or they may receive a recommendation to the Alternative School. If a student is referred to A-School, they will not be allowed to return to the school district until the minimum prescribed period of enrollment has passed.

When a student has served an expulsion/exclusion period and is permitted to re-enter the Norfork Public School system, the student will be admitted on probation for two semesters. This means the first offense resulting in a suspension will be recommendation for expulsion/exclusion.

#### LONG-TERM SUSPENSION:

A suspension that does not amount to an expulsion for the remainder of the semester, but is more than ten (10) days, is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, an opportunity for a hearing, and the procedural rights as for expulsion.

NOTE: Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein given, if the school is undergoing upheaval or in orderly educational processes have other wise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and the board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

## EXPULSION PROCEDURE:

State law permits a local school board to expel a student from school for serious and/or dangerous misconduct. Due process must be provided.

When the penalty for misconduct may include expulsion, the following procedures will be observed:

1. The principal of the school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent will include a statement of the charge against the student.
2. If the superintendent concurs with the recommendation, he/she will schedule a hearing before the school board.
3. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently, for conduct it deems to be of such a serious nature as to make a suspension inappropriate, where it finds the educational program, other students and/or faculty members would be in danger.
4. Permanent expulsion will be appropriate only for those instances in which serious harm occurred or reasonably could have been expected to occur to another person.
5. The superintendent or designee will give written notice, mailed within ten (10) days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor, or to the student if he/she is an adult. Such a hearing will be conducted no earlier than three (3) calendar days or more than seven (7) days following the date of the notice except that the superintendent and the student's parents may agree in writing to a date not conforming to this limitation.
6. The notice also will state the charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.
7. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board, will preside at the hearing. The student will be entitled to representation by a lawyer or law counsel.
8. The superintendent or designee will present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
9. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issue.
10. Normally, formal cross-examination will not be permitted. However, during the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent, or the representatives of those witnesses whose credibility has become an issue.
11. Cross-examination will ordinarily be limited to the question or questions on which the credibility of the witnesses has become an issue.

12. The student may observe all evidence offered against him/her.
13. Members of the board may question any witness.
14. At the conclusion of the hearing, the board may discuss the matter and dispose it by vote.
15. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of school work. The board will briefly state its finding in writing within ten (10) days after the hearing.
16. The board will make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
17. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.
18. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearing.
19. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

#### DUE PROCESS:

Every student is entitled to due process in every instance in which the student may be subjected to: (1) Suspension from school, (2) Expulsion, (3) Removal of statements from a student's school records, or (4) Clearing a student's reputation.

The due process rights of students and parents are as follows:

1. Prior to any out of school suspension, the principal (or designee) will advise the student in question of the particular misconduct of which he/she is accused, as well as, the basis for the accusation.
2. The student will be given an opportunity at that time to explain his/her version of the facts.
3. Written notice of and the reasons for the suspension will be given to the parent(s) of the student.
4. If the parents (or legal guardians) of a student involved in a disciplinary action wish to appeal the ruling, they must state their complaint to the principal. If the complaint is not satisfactorily resolved, an appeal may be made to the superintendent, and then to the board of directors.

#### GROUP HEARINGS FOR SUSPENSION OR EXPULSION:

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

1. A single hearing will not likely result in confusion

2. The student's will not have their interests substantially prejudiced by a group hearing

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

#### COMPLAINTS AND GRIEVANCES:

If the student and/or the parent of a student involved in a disciplinary ruling wishes to contest the ruling, they must submit their complaint in writing to the school principal asking that the ruling be reconsidered. If the complaint is not satisfactorily resolved by the principal, an appeal to the superintendent is possible, then to the board of education.

#### DISCIPLINE FOR HANDICAPPED:

The following guidelines will apply in disciplinary cases involving handicapped individuals:

1. All handicapped students are subject to normal school disciplinary rules and procedures with the exception that the treatment will not abridge the right to free appropriate public education.
2. The Individual Education Plan (IEP) Team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Handicapped students may be excluded from school only in an emergency and only for the duration of the emergency. A handicapped student should not be excluded for more than ten (10) days in a school year except when the safety of school personnel is threatened.
4. After an emergency suspension is imposed on a handicapped student, a meeting of the student's IEP Team should be held to determine the cause and effect of the suspension with a view toward assessing the placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered an alternative educational program for the duration of the exclusion.
6. The superintendent will be the person designated as a grievance officer for Act 504.

#### BUS RULES AND RESPONSIBILITIES:

Students must abide by all reasonable directions of the driver or other school personnel whenever they are riding on any school bus/vehicle.

The following guidelines will apply:

1. The bus driver is responsible for referring major or repeated discipline problems to the principal.
2. A student may be suspended from use of school transportation for misconduct. This action can be taken only by the principal or designee. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.
3. During the suspension of bus privileges, it will be the responsibility of the parents to provide the student's transportation to and from school.
4. It is the responsibility of the student to be at the bus stop, in plain view of the driver, ready for pick up at the scheduled time.
5. Drivers are not authorized to let students off down town, at the store, or another place, except their designated bus stop.
6. The emergency door in the rear of the bus will be used for EMERGENCIES ONLY!
7. The following items, actions, and misconduct are strictly prohibited on any school vehicle:
  - A. CD's, tape players, radios, digital music players and laser pointers
  - B. Excessive noise and disruption
  - C. Fighting and scuffling
  - D. Obscene or unacceptable language, gestures, or signs
  - E. the throwing of any item on the bus on out the window
  - F. Smoking, eating, drinking, etc., on the bus
  - G. The extending of body parts or objects out the windows
  - H. Tampering, vandalism, or destruction of property
  - I. Rubber bands are prohibited on the bus

Violation of the above or other school regulations will (depending on the seriousness of the act) result in any of the following disciplinary action:

1. Verbal reprimands, corporal punishment, suspension of bus privileges, suspension, or expulsion.

#### EXTRACURRICULAR ACTIVITIES:

#### EXTRACURRICULAR ACTIVITIES POLICY:

#### DEFINITION:

Extracurricular activities supplement the regular instructional program and afford opportunities for social interaction, enrichment of individual personal resources, and wholesome competition. In this school district, extracurricular activities are defined as those sanctioned activities which:

- 1) Are not directly associated with a specific unit of the instructional program, which requires that periodic evaluation of student performance be permanently documented and reported to parents or guardians.
- 2) Are not directly associated with one or more of the educational goals adopted by the districts governing board.
- 3) (Do not) have non-academic restrictions on participation rendering them inaccessible to any interested student in the district.

Participation in interscholastic athletics is subject to academic restrictions, which should not be confused with the non-academic restrictions mentioned in the third clause of this definition.

#### SCHEDULING OF ACTIVITIES:

Whenever possible, extracurricular events involving two or more schools shall be scheduled on weekends or holidays or after 3:30 pm on school days.

Extracurricular activities shall not be scheduled on days or evenings during final evaluations at the close of each grading period, nor shall they be scheduled on days or evenings prior to or during periods of standardized or state competency testing.

#### ABSENCE FROM INSTRUCTION:

Excessive student absences from classroom instruction due to participation in extracurricular activities shall not be allowed in this district. Occasionally students may be required to miss classroom instruction due to participation in a school sanctioned activity. This shall occur only when scheduling of that activity has been approved by the school administrator and advanced arrangements have been made for the make-up of class work missed during the approved absence.

#### INTERRUPTION OF INSTRUCTION:

Interruption of instructional activities due to school announcements or visitors on campus or other activities shall occur only during those rare instances deemed necessary by the school's administration. Interruption of instructional activities due to extracurricular or other activities shall be kept to a minimum.

#### REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:

In this school district, student participation in extracurricular activities is subject to the following requirements:

1. JUNIOR HIGH: A student promoted from the sixth grade to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from seventh grade to the eighth grade automatically meets the academic eligibility requirements for the first semester. The second semester eighth grade student and the first semester ninth grade student must meet the academic eligibility requirements by successfully passing four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education Standards for Accreditation. In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their IEP. Ninth grade students must meet the requirements of the senior high academic eligibility (scholarship) rule by the end of the second semester in order to be eligible to participate in the fall of their tenth grade year.
2. HIGH SCHOOL: A student must have successfully completed, during the last semester which he attended, at least four (4) full credit courses as specified by the Arkansas Department of Education Standards for Accreditation to meet minimum graduation requirements and have earned a minimum grade point average (GPA) of 2.0 from all academic courses the previous semester, or have achieved the "proficiency standard" on the state criterion referenced tests including both the mathematics and literacy tests for twelfth grade eligibility, or have achieved the 50<sup>th</sup> percentile or above on the basic battery of the norm referenced test administered by the state for tenth and eleventh grade eligibility, or must pass at least four (4) courses per semester as required by their IEP.
3. In order to remain eligible, if a student has passed four (4) academic courses the previous semester but does not meet any one of the other requirements listed above for high school, the student must (1) be enrolled and attending a supplemental instruction program of at least 100 minutes in duration each week, outside the regular school day, in the subject areas where inadequate performance has occurred, (2) have no unexcused absences for the current semester or it's equivalent, (3) have received no school disciplinary action for the current semester, and (4) have no known criminal convictions.
4. Any student participating in a school sanctioned extracurricular activity and failing to meet the academic requirements for participation as specified above shall be placed on probation and not be allowed to participate in any extracurricular activity until his/her academic performance meets the above stated requirements for participation.
5. No person in this district shall apply any requirements other than those herein specified to limit any student's opportunity to participate in any extracurricular activity.
6. Any student participating in an extracurricular activity may be dismissed if he/she becomes a discipline problem and will not be allowed to participate in any way.

#### EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS:

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the Norfolk School District will be permitted to pursue participation in an interscholastic activity in this district as permitted by the State Policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activity without discrimination.

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

Home-schooled student means a student legally enrolled in an Arkansas home school and who meet or have met the criteria for being a home-schooled student, as established by A.C.A. 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

The parent of any student wishing to participate in an interscholastic activity shall pick up at the high school office an application form 5.19.2F and mail or hand deliver it completed to Norfolk High School's principal's office before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements. Approved applications shall apply only for the semester in which the student enrolls in the Norfolk School District. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.



A home-schooled student whose application has been approved; who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

1. Standards of behavior and codes of conduct;
2. Attend the practices for the interscholastic activity to the same extent as is required of traditional students;
3. Required drug testing;
4. Permission slips, waivers, physical exams;
5. Participation or activity fees.

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the Norfolk School District. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in the policies 4.1—RESIDENCE REQUIREMENTS and 4.2—ENTRANCE REQUIREMENTS and the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is not associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

#### ARKANSAS ACTIVITIES ASSOCIATION:

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in extracurricular activities who are

enrolled in school. As a matter of District policy, no student may participate in an extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

### ATTENDANCE GUIDELINES FOR STUDENT PARTICIPATION:

Students who exceed the maximum number of allowable absences during a semester will be ineligible for participation in extracurricular activities during that semester, including the senior trip, providing the school has one.

Students also will not be allowed to participate in extracurricular activities if:

1. They are absent for more than four (4) periods on the day of the event and that absence is unexcused.
2. They are absent during the afternoon before an extracurricular activity that evening/night and that absence is unexcused.
3. They are absent the Friday preceding an extracurricular activity the following Saturday and that absence is unexcused.
4. They are absent OR late arriving at school (unexcused) the morning following participation in their last extracurricular activity.
5. A student may participate in an activity with an EXCUSED absence for any reason other than illness. (Court, funeral or approval from the Principal)

Students/spectators that are ejected from a home extracurricular game will NOT be allowed to enter the next 3 home games.

All requests for waivers to these rules must be presented in advance to the principal in the form of a signed note from a parent or doctor.

No student shall be penalized for nonparticipation in any extracurricular activity scheduled from either the school principal or superintendent of our district.

### PHYSICAL EXAMINATIONS:

All students who elect to participate in any inter-school competitive athletics or cheerleading shall be required to submit to and pass a physical examination each school year before being allowed to take part in such sports. This examination is required before the student will even be allowed to practice.

### RANDOM DRUG TESTING:

At the beginning of the school year, and to be completed prior to the end of the 1<sup>st</sup> quarter, twenty percent of the affected students will be randomly chosen for drug screening. Sampling will be done each quarter of the school year. Twenty percent of the affected students will be

tested each quarter unless there are no positive tests the prior quarter and the percentage will be reduced to 5% for the next quarter. In the student's packet that is sent home the first day of school will be the necessary forms to fill out and return. A copy of the drug policy will be on file in the principal's office. Affective groups for testing are any student in any competitive club, sport or extracurricular activity governed by the Arkansas Activities Association. Any student testing positive will be retested after 30 days of the positive test.

#### HIGH SCHOOL LETTER JACKETS:

All athletic jackets must be purchased through Norfolk High School. Only athletes that have completed their 1<sup>st</sup> semester of ninth (9<sup>th</sup>) grade and participate in a Norfolk athletic program may be eligible for a jacket with the Norfolk letter "N" on the front. Letter bars must be purchased each year with the coach/athletic director's approval. (Students are only to have one bar for each year of participation / can not get all bars when jacket is ordered)

#### SCHOOL TRIPS:

The faculty of Norfolk High School does not sponsor over night trips unless approved by the Norfolk administration. On all school trips, the students will use transportation provided by the school, unless permission is given by the principal to do otherwise.

School trips/functions approved by the principal will NOT be considered as an absence. Students who are not in class before or after the approved time will be counted absent for those periods. Students will be given an absence if they leave school while the function is taking place. Further, it is the responsibility of the student to get assignments and/or test schedules prior to the trip so that all work (including tests) may be completed the day they return to class.

To participate in extracurricular activities, students must attend at least one half a day of school (4 periods) and must be in school the afternoon of the event, on the day of the activity, unless cleared by the principal.

Students on school sponsored trips/activities during the day of an event will be allowed to participate. Students are **REQUIRED** to be in school the day following all extracurricular activities (ball games, field trips, etc.). If a student is absent OR tardy the day following an event, they **WILL NOT** be allowed to participate in the next event.

Students must travel on the bus to all extracurricular activities unless the administration gives special permission to do otherwise. A sign-out sheet will be taken on all athletic events and field trips by the coach or faculty member in charge. If a student wishes to ride home with someone, rather than ride the bus home, a parent MUST be present to sign the student out OR if the parent wishes for their child to leave with someone other than the bus, the parent MUST COME TO THE SCHOOL BEFORE each event and give the Principal's office written AND

verbal consent for their child to do so. **NOTES & PHONE CALLS WILL NOT BE ACCEPTABLE AT THE EVENT!!!!!! NO EXCEPTIONS!!!**

Club sponsors will determine who is eligible to attend club-related trips or activities, based on grades, attendance and student behavior at the discretion of the building Principal.

#### ORGANIZATIONS AND FUNDRAISERS:

#### SCHOOL ORGANIZATIONS AND FUNDRAISERS:

Student organizations that provide group activities which are in accordance with educational objectives of the school system are to be encouraged to the extent that they contribute to training and development of the student.

All clubs/organizations shall be under the supervision and direction of regular school personnel.

All student organizations must be approved by the principal and any fund raising projects must have prior approval of the principal and be placed on the school calendar.

#### SCHOOL ORGANIZATIONS:

Norfolk High School will have clubs under the supervision of a faculty/staff member. Club meetings will be held after school or before school. Class meetings will be held during school hours. School clubs include: Annual, Art, Jr. Beta, Sr. Beta, History, FBLA, FCCLA, FFA, Scholarship Club, SADD, and You Go Girl. Student eligibility for participation and attendance in club related competitions should be at the discretion of the club sponsor.

#### QUIZ BOWL COMPETITION RULES:

Tryouts for both the Jr. High and Sr. High teams will be held in late August to early September. Following tryouts, the team will be selected and the following rules will be in effect and will help to determine who is able to travel to competitions:

1. The student can have no D's or F's one week prior to the competition. Grades will be checked on Monday prior to competition.
2. Practices and competitions are mandatory unless there is a conflicting school event.

#### FUNDRAISERS:

All student activity money should be deposited with the secretary in the principal's office no later than the day it is collected! The organization's sponsor or the treasurer should deposit the money and receive the receipt. The money should have been counted by the depositor and recorded by denominations on a deposit sheet prior to deposit.

Any student failing to turn in funds collected for a fundraiser will be held accountable for such funds by disciplinary measures to be determined by the administration.

Withdrawals may be made by completing a requisition form which must be approved by the superintendent. No purchases may be made with the school funds without applicable approval of the superintendent and principal.

#### SCHOOL FINANCE:

All money collected by entertainments, solicitations, plays, sale of tickets, or in any other manner by the students and faculty in the name of the school or any school organization, must be deposited in the principal's office.

#### ACTIVITY PROGRAMS:

The activity calendar is kept in the principal's office. All school functions must be scheduled through this office. This calendar will not be changed except by the principal.

The following regulations will be followed for all activities:

1. Dates and meeting places for all activities must be registered with the principal in advance.
2. All groups working during and after school hours must be under teacher supervision at all times.
3. Participation in any activity is a privilege, which may be withdrawn at the discretion of the faculty or administration.

#### CLASS REQUIREMENTS / GRADUATION REQUIREMENTS:

##### CLASS REQUIREMENTS/ CLASS LOAD:

It is the policy of Norfolk Public Schools that no student will enroll in fewer than six (6) academic classes, unless approved by the counselor or principal. ALL STUDENTS must be enrolled in at least six (6) academic classes. Students in grade 12 will be allowed to be teachers aide for one (1) class period only, no other students may be a teacher's aide unless approved by the building administration. Seniors with a work permit may be allowed to leave early if they meet all requirements.

Students can not change from Smart Core to Common Core without approval from the counselor.

##### SMART CORE CURRICULUM POLICY:

- A. This policy will include parents, staff, and students.
  1. Unless approved by the Counselor/Principal.

- B. The process for the review of the Smart Core curriculum and course of study for graduation will include the distribution of a written copy of the curriculum to parents and students, and an explanation of courses Norfolk High School to meet the requirements of the curriculum. This explanation, including naming specific courses, should ensure informed understanding of the Smart Core curriculum and courses necessary for graduation.
- C. The following measures will ensure parent and student notification of Smart Core curriculum beginning in grade 6 and continuing through grade 12:
1. Review at annual public meeting each fall
  2. Parent/Student meeting at the end of the 8<sup>th</sup> grade year
  3. Parent/Teacher conferences
- D. All Students are required to participate in the Smart Core curriculum unless their parents or guardians sign a *Smart Core Waiver Form* to not participate. Possible negative consequences for choosing Core are listed on the Smart Core Informed Consent Form. This waiver must be signed by the parent of every student to indicate which curriculum path their child will take.
- E. Procedures and methods to inform parents and students include the inclusion in the student handbook, counselor meetings with parents and students, parent/teacher conferences, and counselor newsletters to parents and students.
- F. A parent of every student must sign the Smart Core Informed Form provided by the Arkansas Department of Education.
- G. The signed form will be attached to the permanent student transcript.
- H. If a parent wishes to reverse the informed consent agreement, they must inform the counselor. If the new required course of study can be completed by the end of the senior year, a meeting will be held with parent(s), teachers, and the counselor to decide if a change is to be made.
- I. Norfolk Schools will provide workshops through the district, North Central Co-op, and the State Department of Education.
- J. Copy of this policy will be in the Norfolk Student Handbook.
- K. In the event a student transfers to another district, a copy of the Informed Consent Form will be sent to the new district with other school records.

#### SMART CORE AND CORE CURRICULUM:

On the following page will be a copy of the Smart Core Informed Consent Form. Please read this document. If your student is beginning the seventh (7<sup>th</sup>) grade, this form will be in the packet your student will receive the first day of school. That form must be signed and returned, along with the other forms in the packet, the first week of school. For information, please read "Smart Core Curriculum Policy" above. *Beginning with the class of 2014, Students MUST be enrolled in the smart core curriculum to be eligible for the Arkansas Academic Challenge Scholarship (Lottery)*

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

**SMART CORE CURRICULUM**

**English – 4 units**

- 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.**

- 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\*)**

- 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**

- 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**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

**Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.*

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

School Official Signature \_\_\_\_\_

Date \_\_\_\_\_

**Arkansas Department of Education— May 19, 2015**

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

**CORE CURRICULUM**

**English – 4 units**

- 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\*)**

- Algebra I (or Algebra A & Algebra B - *each may be counted as one unit of the 4 unit requirement*)
- Geometry (or Geometry A & Geometry B - *each may be counted as one unit of the 4 unit requirement*)  
*(All math units must build on the base of algebra and geometry knowledge and skills.)*

**Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science\*)**

- 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 – at least 1 unit
- Other ADE approved science

**Social Studies – 3 units**

- 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**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.  
*(Comparable concurrent credit may be substituted where applicable.)*

**Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature Date

\_\_\_\_\_  
Date

**Arkansas Department of Education— May 14, 2015**



## REQUIRED CLASSES:

According to Act 1759 of 2003 school districts will provide parents of students in grades 9-12 with a list of classes that are required to be taught by the school district. The classes are as follows:

1. Language Arts  
4 units English  
1 unit AP English IV  
 $\frac{1}{2}$  unit Oral Communications  
1 unit Journalism  
 $\frac{1}{2}$  unit Drama
2. Science  
1 unit Biology  
1 unit AP Biology  
1 unit Chemistry  
1 unit Physics  
1 unit Environmental Science  
1 unit Physical Science
3. Mathematics  
1 unit Algebra I  
1 unit Geometry  
1 unit Algebra II  
1 unit Trig/Pre-Calculus  
1 unit Transitional Math Ready  
1 unit Algebra III  
1 unit AP Calculus
4. Foreign Languages
5. Fine Arts  
1 unit Art  
1 unit Advance Fine Art  
1 unit Vocal Music  
1 unit Instrumental Music
6. Computer Applications I & II
7. Social Studies  
1 unit American History  
1 unit AP American History  
1 unit World History  
 $\frac{1}{2}$  unit Civics  
 $\frac{1}{2}$  unit Government  
 $\frac{1}{2}$  unit Geography
8.  $\frac{1}{2}$  unit Economics with personal finance
9. Health and Safety Education  
1 unit Physical Education  
 $\frac{1}{2}$  unit Health
10. Career & Technical Education  
Agricultural Education  
Business Technology  
Family & Consumer Sciences

### ENROLLMENT IN ENGLISH CLASSES:

A student must have four (4) units of English to fulfill graduation requirements. Students must pass each English class before enrolling in the next (more advanced) English class unless approved by the principal. For example: If a student fails a semester of 10<sup>th</sup> grade English, they must enroll and pass 10<sup>th</sup> grade English before enrolling in 11<sup>th</sup> grade English unless approved by the principal.

### READING LEVELS:

Act 940 of 2017 requires; At least two (2) times per year, a district shall report in writing to the parent and each teacher of a student in kindergarten through grade eight (K-8) the independent reading level at which the student is reading.

### ACADEMIC REQUIREMENTS IN ORDER TO BE PROMOTED:

Any student being retained will be recommended to the Alternative School.

Students must meet the following academic requirements in order to be promoted:

7<sup>th</sup> & 8<sup>th</sup> grade: The student must have successfully completed four (4) units in seventh grade, three (3) units or six (6) semesters of which were completed from English, Math, Science, and Geography or History. Other factors, such as the knowledge of subject matter, attendance, ACT aspire test scores, and student ability, will be considered.

The final decision will be made by the Retention Committee.

A student's classification refers to his/her position in high school relative to the graduation requirements. Students in the high school grades will be classified according to the number of units of credit earned. The following requirements must be met by the beginning of the fall semester for a student to be classified in the indicated grade level.

Freshman: The student must have successfully completed four (4) units in the eighth grade, three (3) units or six (6) semesters of which were completed from English, Math, Science, and History. Other factors, such as the knowledge of subject matter, attendance, standardized tests scores, and student ability, will be considered.

The final decision will be made by the Retention Committee.

Sophomores: Completion of six (6) or more units.

Juniors: Completion of twelve (12) or more units.

Seniors: Completion of eighteen (18) or more units. Exception will be made if the student is enrolled in enough units, including college courses or correspondence courses, to meet graduation requirements.

### SUMMER SCHOOL COURSES:

Students will be allowed to take summer school courses through a school approved by the Principal or Counselor for the purpose of making up credits for courses failed during the regular school year. Students may take summer school courses for additional reasons ONLY with the approval of the Principal or Counselor. Approval will NOT be granted for students to substitute summer courses for any course which requires an EOC or other state mandated exam.

### CREDIT RECOVERY:

Any student taking credit recovery classes will be required to pay for the course (\$25)

### CONCURRENT CREDIT:

The Norfolk School District maintains the following policy regarding concurrent credit courses:

A student who is enrolled in Norfolk High School and has successfully completed the eighth (8<sup>th</sup>) grade shall be eligible to enroll in a publicly supported community college of four year college or university in accordance with the rules and regulations adopted by each institution in consultation with the Arkansas Higher Education Coordinating Board.

A Norfolk High School student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate credit in both the institution of higher education and the public school in which the student is enrolled, which credit shall be applicable to graduation requirements. Credits earned in concurrent credit courses will be awarded quality points based on the 4.0 scale and will receive a maximum of 4 quality points when the student's GPA is calculated.

### MARKING SCHEME:

The following grade scale will be used with the exception of advanced placement classes, which are addressed in the advanced placement section of this handbook:

A	4 points	90-100
B	3 points	80-89
C	2 points	70-79
D	1 point	60-69
F	0 points	0-59

### ADVANCED PLACEMENT:

All Advanced Placement™ (AP), International Baccalaureate (IB), and Arkansas Department of Education approved Honors Courses shall be graded on a 5.0 scale. Students with AP, IB, or ADE approved Honors Course class credits that transfer to Norfolk High School will also have the AP, IB, or ADE approved Honors Courses based on the 5.0 system. All other classes/credits will be based on the 4.0 system.

To receive the 5.0 scale in AP courses, a student must take a full year of the offered AP course. The student must also take the corresponding AP exam in the spring. If a student does not fulfill both of these requirements, the student will be scored on the normal 4.0 scale.

The AP/IB/ADE approved Honors grading system and numeric value shall be as follows:

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

### EVALUATION:

Semester:

Nine weeks tests at the end of the first and third 9 weeks are optional. However, a comprehensive semester examination is required at the end of the first and second semesters. Exceptions to this must be approved by the principal.

### SEMESTER EXAMS / EXEMPTION FROM SEMESTER EXAM:

The Norfolk School District maintains the following policies regarding semester exams and exam exemptions:

#### SEMESTER EXAMS:

Comprehensive semester exams are REQUIRED for each course offered in the high school, and will be worth 20% of the semester grade. Exams are given the last two days of each semester unless otherwise indicated. All students, unless exempt, are required to take the exams as scheduled. Alternative arrangements may be made for taking semester exams only in the event of student illness or death in family. All alternative arrangements must be approved by the high school principal.

### EXEMPTION FROM SEMESTER TESTS:

In order to be exempt from semester exams, students must:

1. Have an "A" in the course and three (3) or less absences in class
2. Have a "B" in the course and two (2) or less absences in class
3. Have a "C" in the course and zero (0) absences in class

Exemption status will be determined by individual classroom teachers based upon the student's grades and attendance, as recorded by teachers. Students will be notified no later than the day prior to the semester exams of their exemption status.

Any student who is exempt from all semester tests WILL NOT be required to attend on the scheduled review day.

### REPORT TO PARENTS:

Report cards are issued every nine weeks. Parents should examine cards/notices and then contact the principal's office to schedule a parent/teacher conference if desired. There will be two parent/teacher conference days during the school year. Deficiency notices are sent at the end of four and one-half weeks each quarter.

### HONOR ROLL:

All students with "A" average work during the nine weeks will be placed on the Superior Honor Roll. All students making A's and B's during the nine weeks will be placed on the regular Honor Roll. At each semester, all Honor Roll students will be listed in the local newspaper.

### MANDATORY TESTING:

All grades will be subject to standardized testing. Grades 7-11 will take the state required achievements tests.

# Norfolk School District Testing Cell Phone Policy

## Student Policy

State testing guidelines prohibit cell phone and other electronic device use during all state testing. Any violation of this policy can result in the invalidation of the assessment and further disciplinary action, according to the Student Handbook.

Cell phones, iPods, tablets, smart watches, and any other electronic devices are not permitted to be used by students in a testing room during a test administration. Students will be required to turn their devices in to the test administrator before the testing session begins. Students will get a ziplock bag with their name on the bag to put all of their devices in.

- Elementary students are expected to have their devices off and in their backpack per usual procedure.

Students will not be able to access their devices during breaks. Devices will be returned to students when all testing is completed and all test materials have been collected and are accounted for by the test administrator.

Any teacher/administrator/teacher substitute has the right to confiscate cell phones and/or electronic devices during any examination. If student refuses to turn in the cell phone/electronic device, the appropriate consequences will follow, and it will be considered cheating.

Failure to comply with the Norfolk SD Cell Phone & Electronic Device Policy for State Testing could result in:

1. Device will be confiscated on the spot and given to the administration. An investigation will then be conducted to determine usage during testing.
2. Disciplinary actions to be decided at the campus level and possibly by the district.

## Test Administrators Policy

Test administrators may have their cell phone available in case of an emergency in the testing room. Test administrators may only use their cell phone to contact the DTC or the Building Administrator. All other use is a violation of the Cell Phone Policy. Failure to comply with the Norfolk SD Cell Phone & Electronic Device Policy will result in reporting to the ADE.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Test Administrator: \_\_\_\_\_ Grade/Room: \_\_\_\_\_

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

## NSD Student Cell Phone and Electronic Device Oath

I know that I cannot have a cell phone, iPod, smart watch, or any electronic device in my possession, on my person, or in my backpack/purse during any State Mandated Tests, whether it is turned off or not. I certify that I do not have a cell phone, iPod, smart watch, or any electronic device in my possession and fully understand that having a cell phone, iPod, smart watch or electronic device may jeopardize my test results and/or the test results of those students in my testing classroom and/or any student that I may have communicated with during testing.

### PROVISION FOR MANDATORY REMEDIATION:

Students that do not pass state requirements on ACT Aspire exams will be required to take remediation the following school year. All students who take remediation will be on an Academic Improvement Plan. Attendance of assigned remediation is mandatory! Failure to satisfactorily complete remediation will result in failure of the course and/or grade.

### SENIORS:

SENIORS: Only those students who are able to file with the principal, at the beginning of the school year, an Intent to Graduate Form, signed by the counselor, showing that it will be possible for them to enroll in, and complete, all minimum requirements for graduation by the end of the current school year, will be classified as seniors and be allowed to order invitations, a cap & gown, have their senior picture taken, and participate in graduation exercises.

### GRADUATION EXERCISES:

Graduation exercises for the senior class will be held in the Norfolk High School Gym each year. Diplomas, scholarships, Salutatorian and Valedictorian awards are presented. Student's speeches are selected from among the honor graduates. In any case where there are not enough students for speeches, the seniors with the next highest GPA will be chosen. The graduating class will be permitted to have a guest speaker with approval by the administration. Graduating seniors will take Semester Exams Monday and Tuesday prior to graduation. Graduation will be held the following Friday night at 8:00 p.m. in the high school gym. (Some exceptions may be needed) If a student has not met all graduation requirements as set forth by Norfolk High School and the Arkansas Department of Education, he/she may walk with the graduating class, but the diploma will not be signed.

**\*\*\*A student must be enrolled at Norfolk High School in order to walk in Graduation.**

\*\*\* Foreign Exchange students must meet all of Arkansas Department of Education requirements to graduate in order to receive a diploma at graduation. If they do not meet graduation requirements and are classified as a SR, they may participate in the graduation ceremony and will receive a graduation certificate. In order to be included on the school composite picture, they must meet all of the AR Dept. of Education requirements for graduation.

## GRADUATION REQUIREMENTS:

The following subjects and number of units must be completed to qualify for graduation from Norfolk High School:

A minimum of twenty-four (24) units earned in grades nine through twelve shall be required for high school graduation and shall include the following:

English	Four (4) units	Social Studies	Three (3) units
Mathematics	Four (4) units	Science	Three (3) units
Physical Education	One (1) unit	Health Education	One-half (1/2) unit
Fine Arts	One-half (1/2) unit	Oral Communications	One-half (1/2) unit
Economics	One-half (1/2) unit		
Requirements	17	*All seniors are required to complete a CPR class	
Electives	7		
Total Units	24		

1 class MUST be taken through virtual school for all students starting with the 2018 graduating class.

## CIVICS TEST FOR GRADUATION:

According to Act 478 of 2017, Requires the passing of a civics test identical to the Civics portion of the US Citizenship test in order to receive a HS diploma or it equivalent.

Beginning with 2018-2019, student may retake the test as many times as necessary to achieve a passing score.

Exemptions: (1) IEP's and (2) students over 18 seeking a GED

## PERSONAL FINANCE STANDARDS:

Beginning with 9<sup>th</sup> grade class of 2017-2018, each public High School student shall be required before graduation to earn a credit in a course taken in grades 10, 11, or 12 that includes the personal and family finance standards ( includes income, money management, spending & credit, saving & investing, job seeking skills, soft job skills, & employment benefits).

## COLLEGE DAY:

All Norfolk High School seniors will be given one (1) college, vo-tech, or military day. Students must choose from one (1) of the above. Two days may be given with special permission from the principal. Any college days taken MUST be pre-approved with the proper form from the principal's office.

## EARLY GRADUATION:

Students planning to graduate early must meet all district and state requirements and be approved by the principal and/or the counselor.



## REQUIREMENTS FOR HONOR DIPLOMA:

1. Must have a grade point average (GPA) of 3.5
2. Must have 24 units of credit
3. Must have the following:
  - A. Four years of English
  - B. Three units of Science (2 units must be Physics, Chemistry, AP Biology, or any Concurrent Science course)
  - C. Four units of Math (\*3 units must be Algebra II, Algebra III, Geometry, Trigonometry, Calculus, AP Calculus, or College Algebra)
  - D. Three units of Social Studies (Civics/Government, World History, American History, AP American History, or any Concurrent Social Studies)
  - E. One unit of PE and one-half unit of Health
  - F. One-half unit of Fine Arts
  - G. One-half unit of Oral Communications or Concurrent Speech
  - H. Must take at least one AP Course or one concurrent class.

## HONOR GRADUATES:

Senior's who have a seven semester GPA of 3.5 or higher on a four point scale, and meet the requirements for Honor Diplomas, will be designated as class honor graduates.

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS:

To be eligible for Valedictorian or Salutatorian at Norfolk High School, a student must have been in attendance at Norfolk High School for at least four (4) full semesters and must be an honor graduate.

During the third (3<sup>rd</sup>) nine weeks, the principal or designee will review the seven semester grade point averages (GPA's) of all graduating seniors and will rank their GPA's.

The valedictorian and salutatorian of the graduating class must have completed at least eight (8) of the following advanced courses: Beginning with Freshman 2017-2018

Algebra II	Algebra III	Trigonometry	College Algebra
Calculus	Geometry	AP Calculus	World Civ I
Physics	AP Biology	Chemistry	World Civ II
Spanish II	Pre AP English III	AP English IV	<u>Or any other</u>
AP American History	Comp I	Comp II	<u>Concurrent course</u>

The student who has the highest GPA will be designated as class valedictorian. The student who has the second highest GPA will be designated salutatorian. (Seniors averages will be

computed to the necessary decimal place to make the proper distinction between valedictorian and salutatorian.)

### SENIOR WORK WAIVERS:

Act 675 of 2003 requires that students in grades 9-12 attend a full school day (350 minutes of instruction). Students who would experience financial hardships by attending a full day of school may request a waiver. Financial hardship is defined in the law as "harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family".

Parents may request a waiver by signing a Work Release Waiver Request. Any students who are granted waivers under this policy MUST agree to the following terms:

1. Proof of employment must be provided to the school. This can be a statement from the employer or paycheck stubs. Students must provide proof of employment on a monthly basis if requested by the school.
2. Employment must be regular; students must work a minimum average of 3 days Monday thru Friday.
3. Should a student become unemployed or work less than 3 days per week on average, he/she must enroll in classes and attend a full day of school.
4. Student work hours must include the time school is in session.

### ALTERNATIVE PROGRAM:

Criteria for admittance to ALE program:

- \*Recurring absenteeism/refusal to attend school
- \*One or more years behind grade level peers in credits for graduation
- \*Standardized test scores or assessment portfolios that indicate that the student is nine (9) months or more behind grade level
- \*Behavioral disturbances that result in detention, suspension, or expulsion
- \*Transition from another school district or entering the school district after being home schooled
- \*Personal and family problems, or situations, that negatively affect the student's academic and social progress
- \*Pregnancy/single parenting

Behavior Standards and Expectations While In ALE program:

- \*The student will be expected to comply with the rules outlined in the ALE Handbook

- \*The student will make an honest effort to learn and produce work reflective of his/her ability
- \*The student will attend every day and remain on campus until released by school officials of both institutions.
- \*The student will be courteous and cooperative in working with teachers, other staff members, and fellow students
- \*The student will not engage in any type of substance abuse. He/she will be expected to be in a treatment program if there is a past problem with substance abuse.

For admittance back to Norfolk High School, student must complete an exit interview and meet all criteria from the ALE program. All school officials, from both Norfolk and Guy Berry Career Academy, must agree upon return to Norfolk High School.

ATTENDANCE GUIDELINES:

STATE ATTENDANCE LAW:

Student Attendance:

The General Assembly of Arkansas has established that parents are required to enroll each child in their care between the ages of five (5) through seventeen (17) years, on or before the dates given below, in a state approved educational program. (Thus students must be in attendance until their eighteenth (18<sup>th</sup>) birthday.) (Ark. Code Ann. § 6-18-201(a) and Ark. Code Ann § 6-18-207(a))

Prior to admission, the parent, guardian, or other responsible party shall provide the school with the child's social security number or request that the child be assigned a nine-digit number, designated by the Arkansas Department of Education. (Ark. Code Ann § 6-18-208(b))

One (1) of the following documents, indicating the child's age, must also be provided:

- (1) A birth certificate
- (2) A statement by the local registrar or the county recorder certifying the child's date of birth
- (3) An attested baptismal certificate
- (4) A passport
- (5) An affidavit of the date and place of the child's birth by the child's parent or guardian
- (6) Previous school records, or
- (7) A united States military identification

Norfolk Public Schools shall be open and free through 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 a person under order of a court reside within the school district and to all persons between those ages who have legally transferred to the district for education purposes. (Ark. Code Ann § 6-18-202(b1))

Arkansas law also requires school districts to establish policies regarding excessive absences, directs school officials to inform parents when a student's accumulated absences have reached one-half and the maximum absences allowed per semester, and requires notification of the prosecuting attorney when the maximum has been passed. Parents are subject to civil penalty not to exceed \$500.00, plus court costs, for each violation of the state attendance law.

In addition, school officials are required to notify the Department of Finance and Administration, which will suspend the driver's license or learner's permit of any student who exceeds the maximum number of allowable absences.

On the following pages, you will find guidelines for absences.

### ALLOWABLE ABSENCES:

EXCUSED ABSENCES include the following:

1. Maximum of three (3) days absent with parent note for the following:
  - a. personal illness of student
  - b. serious illness in student's immediate family
  - c. death in the immediate family
  
2. Other absences with proper documentation:
  - a. medical appointments / with doctor's note
  - b. court appearances / with court official's note
  - c. circumstances not covered above, which the administration determines are excused.

If a student is absent due to an appointment or court appearance, they should only be absent for the time of the appointment and travel time there and back.

UNEXCUSED ABSENCES are defined as any absence not described above.

**\*\*IMPORTANT:** Attendance is taken for every class throughout the day. If a student is out of class 15 minutes or more, whether at the beginning of the class or the end of the class, they will be considered absent. If a student is sent to the nurse and is gone for more than 15 minutes of that class period, they will NOT be counted absent for that class unless they are

sent home. This applies to students leaving early from school - the above excused/unexcused policy will apply to students who come in late or leave early. If a student is picked up prior to 3:01 p.m., they will be counted absent from their 8th period class.

### EXCESSIVE ABSENCES:

It is the philosophy of the Norfolk School District that all students should be present at school every day unless illness or other extenuating circumstances keeps them from attending. Appointments and other events should be scheduled for times other than school hours whenever possible. The Norfolk School District has established ten (10) unexcused absences as the maximum number of absences allowed per semester. Parents will be informed by mail when their child has accumulated unexcused absences totaling four (4), eight (8), and ten (10).

Upon the tenth (10<sup>th</sup>) unexcused absence during a single semester, parents will be notified that their child has exceeded the maximum number of allowable absences. **Students may receive a failing grade (F) with NO credit for the semester.** The prosecuting attorney and the department of Finance and Administration will be notified when a student has exceeded the maximum number of allowable unexcused absences.

### EXCUSED ABSENCES / MAKE-UP WORK:

If a student forgets to bring their note on the day they return to school, they will receive an unexcused absence. **\*\*\*Students will have two (2) days to bring a note, doctor's note, etc.** A student must go to the office and get their admission slips before the first bell rings each morning.

For the purpose of making up missed work, the allowable absences mentioned above may be classified as excused or unexcused. Absences will be recognized as excused provided, on or before the first day the student returns to school, the parent contacts the principal by signed note stating the absence was necessary and unavoidable (maximum of three (3) absences without proper documentation from doctor, etc. / see "Allowable Absences"), the student obtains an admit slip from the principal or designee, and presents it to each of his/her teachers.

Students will have the number of days missed plus one, including the first day back, in which to make up missed work. It is the responsibility of the student to contact his/her teacher, to request, and to complete all make-up work within that time period. \*\*This rule does NOT apply to field trips, etc. See pages 53-54 under "School Trips" concerning making up work under those circumstances.

If an absence is unexcused, homework, tests, or other classroom work will not be allowed to be made up and the student will receive a zero (0).

A student who accumulates more than ten (10) unexcused absences during a semester may ask for a waiver, which will go before a panel consisting of the high school principal, counselor, and three (3) teachers. A request for a waiver must be done BEFORE the student exceeds ten (10) unexcused absences for the semester. The Attendance Panel will meet to determine the student's status at the end of the semester. The panel may also place a student on probation for the following semester, which would mean the student would receive credit for the current semester. However, if the student had excessive absences during the probationary semester, they could not be considered for an extension. Any attendance guidelines set forth in an IEP or 504 Plan will take precedence over this attendance policy for any student having an IEP or 504 Plan.

### TARDINESS:

Any student, who is not in the classroom with all required materials, when the second bell stops ringing, will be considered tardy.

Students who arrive late to their first period class must sign-in in the principal's office. Such a tardy will be recognized as excused provided the principal is informed by the parent/guardian with a signed note, phone call, or in person, that the tardy was necessary and unavoidable.

#### Conditions:

1. Students are given 5 minutes between classes so there are generally no excused tardies. However, exceptions will be made if the student is delayed due to official school business, or for other reasons approved by the building administrator.
2. The tardy policy becomes effective one (1) week after the opening of each school year to allow students time to learn their schedules.
3. Tardies shall accumulate on a semester basis, rather than on a nine-week basis.

Students are to report directly to the principal's office to receive a tardy slip when they are late to 1<sup>st</sup> hour. In periods 2 through 8, if a student is tardy, a tardy slip will be written by the teacher and the teacher. The tardy slip will then be kept by the classroom teacher until the student accumulates three (3) tardy slips in that class, the teacher will then fill out a discipline slip and attach the three (3) tardy slips and send the student to the office.

The following disciplinary measures will apply to unexcused tardiness:

1. First two(2) unexcused tardies: Warning by classroom teacher.
2. Third (3<sup>rd</sup>) unexcused tardy: Will result in 1 unexcused absence from that class.
3. Fourth (4<sup>th</sup>) unexcused tardy: ISS
4. Fifth (5<sup>th</sup>) unexcused tardy: Suspension

NOTE: If a student is tardy by as much as fifteen (15) minutes, he/she will be counted absent for that class period.

### TRUANCY:

A student who, after arriving on campus, leaves the school grounds without the knowledge and approval of the principal (or designee) is guilty of truancy.

In addition, student's who are absent from or "cut" class without the knowledge and consent of the teacher of the class being missed, even though they are on the school grounds, may be considered truant. A student who leaves class without permission is considered truant and will be punished according to the rules of truancy. No make-up work will be allowed. The following penalties apply to truancy:

- 1<sup>st</sup> offense - Corporal punishment or one (1) day suspension
- 2<sup>nd</sup> offense - Three (3) day suspension
- 3<sup>rd</sup> offense - Five (5) day suspension
- Repeated - Suspension and/or recommendation for expulsion

### PERFECT ATTENDANCE POLICY:

A perfect attendance award will be given to any student who has not missed more than a total of five (5) class periods during the school year. If a student misses five (5) class periods total (not necessarily on the same day), he/she will be ineligible for the perfect attendance award.

### ASSEMBLIES, AWARDS, BANQUETS, ETC.:

#### ASSEMBLIES:

General assemblies are scheduled as needed or desired. All students are required to attend (unless excused by the principal) and are expected to observe the principles of good assembly conduct. Only orderly applause is really appreciated. Parents are invited to attend assemblies.

#### AWARDS:

Awards will be made at the end of the school year to the outstanding individuals in each subject and in extracurricular activities. Academic awards will be based on grade averages through the end of the third nine weeks. A Senior Awards Assembly will be held the week of graduation, followed by a reception for graduating seniors and their parents. An Awards Assembly for grades 7-11 will be held the last week of school.

#### BANQUETS:

Certain annual banquets are arranged as occasions for special recognition and for review and accomplishments. An all-sports banquet provides for recognition in athletic achievement. An

honors banquet will be held each May for students who have earned a cumulative 3.0 GPA or better for the previous three nine-week periods. Students must be present at the banquet to receive their award unless they are sick, or there has been a death in the family. Other extenuating circumstances may be approved by the administration. The student must not have been a major discipline problem during the school year. Determination of eligibility will be made by the principal.

### PROM

The Junior Class entertains the Senior Class and high school faculty at the annual Junior-Senior Banquet and/or Prom. This banquet is limited to 11<sup>th</sup> & 12<sup>th</sup> grade students and their guests (guests may include students in 9<sup>th</sup> and 10<sup>th</sup> grades). **NO PERSON UNDER THE 9<sup>TH</sup> GRADE WILL BE ADMITTED, THIS INCLUDES CHILDREN OF FACULTY, STAFF & STUDENTS.** All guests from outside Norfolk School District **MUST** be approved by the High School Principal. No parents will be admitted once Prom begins. See dress code for Prom on page 25.

### HOMECOMING:

Each fall Norfolk has a homecoming basketball game. A special assembly program is held. Student government is in charge of all homecoming events - ballgames, dance after homecoming game, etc. At the homecoming game, the crowning of a queen & princess highlights a pre-game ceremony. The queen is selected from the 12<sup>th</sup> grade maids by the 10<sup>th</sup> - 12<sup>th</sup> grade students and a princess is selected from the 9<sup>th</sup> grade maids by the 7<sup>th</sup> - 9<sup>th</sup> grade students. The following maids will be selected:

- One - Seventh grade maid
- Two - Eighth grade maid
- Three - Ninth grade maids
- One - Tenth grade maid
- Two - Eleventh grade maid
- Three - Twelfth grade maid

### Senior Night:

Any Senior involved in the following activities (band, cheer, basketball, softball, baseball, bowling, track, cross country, shooting sports.) will be eligible to participate in Senior Night ceremony.

### NORFOLK SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY



The Norfolk School District is committed to promoting ethical, legal, and responsible use of any and all technology, computers, and network resources. Misuse of these resources will not be tolerated. The use of these resources is a privilege, not a right, and should be treated as such. This policy covers any person (student/employee/guest) using these resources, while on campus, or when accessing the district's system from resources outside the physical boundaries of the district. **ALL** potential users of these resources, provided by the Norfolk School District, must agree to abide by the following policy before being granted access to this system.

#### **A. EDUCATIONAL PURPOSE**

1. This network has been established for educational and administrative purposes only.
2. Students may only access the computer/network under the direct supervision of an adult employee.
3. Students may not, under any circumstances, access the school network/internet from their personal laptop (or any non-school provided computer), MP3 or MP4 Players, personal gaming devices, internet-capable cellular phones, or any other wireless devices. (Exceptions for special education students with an IEP that allows them to use special devices for specific activities may be made by the district technology coordinator or the building principal.)

#### **B. INTERNET ACCESS/PERSONAL SAFETY**

1. All users will be provided a personal account with login information. Users must agree to keep this personal information private and log out correctly after each use.
2. Nothing is to be placed on the district's web site without permission and approval by the district webmaster.
3. Students should not use the district's network to post personal information about themselves or others, such as personal addresses, social security numbers, telephone numbers, pictures, videos, or any other information which may compromise the safety of themselves or others.

#### **C. UNACCEPTABLE USES**

The following uses of the district's technology resources are unacceptable:

1. **ILLEGAL ACTIVITIES**
  - a. Gaining, or attempting to gain, unauthorized access to the network, a computer, another user's account, or any part of the system. This includes going beyond authorized access by the supervising teacher, logging in under another user's account, or accessing, damaging, or deleting another user's files.
  - b. Any unauthorized or deliberate action that damages or disrupts the technology resources. This may include, but is not limited to, releasing a virus or worm into the system, unauthorized access of the wireless resource, accessing streaming video/audio.

- c. Viewing social network sites or personal websites unless authorized to do so by a teacher for a classroom assignment.
- d. Engaging in illegal activities such as, but not limited to, arranging drug/alcohol sales and/or purchases, criminal gang activity, threatening, bullying and harassment. Posting inflammatory comments, pictures, or videos, as well as, viewing such material posted by others.

## 2. INAPPROPRIATE LANGUAGE/CONTENT

- a. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, and/or otherwise objectionable language.
- b. Accessing materials or information from any site that contains offensive, obscene, or immoral pictures (pornography and nude photos), profane language, or any other material inappropriate for the educational setting. This includes sites with violent content, illegal acts, and/or hate messages.
- c. Attempts to bypass the school's filtering process. The chosen filter may not block all appropriate content. It is the responsibility of the user to recognize such sites and avoid them.
- d. Posting personal attacks and/or threatening remarks and posting false or defamatory information about others.
- e. Sending/forwarding numerous electronic mail messages (SPAM) or chain letters, accessing chat rooms, or instant messaging.
- f. Accessing games via the internet, downloading games, programs, or files of any kind, accessing streaming audio or video.

## 3. HARDWARE

- a. Vandalizing, stealing, defacing, or damaging the technology resources (computers, cameras, printers, projectors, etc.)
- b. Wasting resources, for example, printing personal materials not used for educational purposes.
- c. Installation, un-installation, or unauthorized relocation of hardware.

## 4. PICTURES/VIDEO

- a. The taking of video on the school campus is strictly prohibited. Exceptions may be granted to students working on special projects. In these cases, the teacher must notify the building principal of the activity and students given permission to video. These students may only video material pertaining to the class project.
- b. Digital cameras may be used to capture still images on campus as long as the subject matter is appropriate. Students may not take or post pictures of others without their permission. Picture-taking in the classroom is at the discretion of the classroom teacher.

- c. Cellular phones may NOT be used to capture or show video or pictures or listen to music from 7:45 until 3:15. (Reminder, even during permitted times of cell phone use; no video may be taken on campus.)

#### **D. SEARCH AND SEIZURE**

1. The Norfolk School District reserves the right to monitor and/or log all network activities, with or without notice. This includes electronic files, electronic mail, and all website communication. Users have no reasonable expectations of privacy in the use of the district's technology resources.
2. Any materials found in your files are your responsibility. **KEEP YOUR PASSWORDS PRIVATE!**
3. Routine maintenance and monitoring of the system may lead to the discovery that you have violated this policy or the law. Upon reasonable suspicion that you have violated this policy or the law, an individual search that is reasonable and related to the suspected violation, will be conducted.
4. Students' parents or legal guardians may at any time request to see the content of your file.

#### **E. DUE PROCESS**

1. The Norfolk School District will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through this system.
2. In the event that there is a claim that you have violated this policy in your use of the district's technology resources, you will be provided with a verbal or written notice of the suspected violation and given an opportunity to present an explanation before the appropriate administrator.
3. If the violation also involves other provisions of the Student Handbook, disciplinary actions may be handled in a manner relating to that violation, as well.

#### **CONSEQUENCES OF VIOLATIONS OF THIS POLICY:**

**FIRST OFFENSE:** One week's \*suspension from the technology resources at school **plus** any other action deemed necessary and/or appropriate by the principal.

**SECOND OFFENSE:** Three week's \*suspension from the technology resources at school **plus** any other action deemed necessary and/or appropriate by the principal. A parent-principal meeting will be held before access is resumed.

**THIRD OFFENSE:** \*Suspension from the technology resources at school for the remainder of the semester (a minimum of four week's which may be carried into the

next semester) **plus** any other action deemed necessary and/or appropriate by the principal.

**SEVER CLAUSE:** The principal has the discretion to bypass any level of offense and invoke a higher penalty when violations are extreme.

**\*Students are responsible for all computer related assignments while suspended from the school's technology resources. They must use resources off-campus to complete assignments or receive zeros for these assignments.**

### **FINAL NOTES**

1. Improper use of the school's technology resources will not be tolerated. When using a network, you are leaving electronic foot prints which can be traced back to your activity. Be a responsible user and exhibit common sense. Do what you know is right and you will not have a problem.
2. Students caught using cellular phones or any other electronic devices to violate this policy will have the device confiscated. If confiscated under this policy, the device must be picked up in the principal's office by a parent or guardian. Students have no right of privacy as to the content contained on the device once it is confiscated.

## **NORFORK PUBLIC SCHOOLS Acceptable Use Policy Authorization Form (Employee/Guest)**

---

I have read, understand, and agree to abide by the terms of the Norfolk School District's Acceptable Use Policy. I understand that access to the Norfolk School District's computer network, including the internet, is a privilege and is designed for educational purposes. Violations of this policy may result in disciplinary and/or legal actions.

---

Last Name

---

First Name

---

Signature

---

Date

**NORFORK PUBLIC SCHOOLS**  
**Acceptable Use Policy Authorization Form (Student)**

---

I have read, understand, and agree to abide by the terms of the Norfolk School District's Acceptable Use Policy. I understand that access to the Norfolk School District's computer network, including the internet, is a privilege and is designed for educational purposes. Violations of this policy may result in disciplinary and/or legal actions.

Last Name	First Name
Grade	Age
Student Signature	Date

I have read, understand, and agree to the terms of the Norfolk School District's Acceptable Use Policy. I understand that access to the Norfolk School District's computer network, including the internet, is a privilege and is designed for educational purposes. Although the Norfolk School District has taken precautions to protect my child from inappropriate material, I understand that all content cannot be blocked and my child may come in contact with inappropriate material. I also understand that it is the responsibility of my child to make good decisions when accessing the district's computer system. I will not hold the Norfolk School District or its employees responsible for material my child may access on the internet or through the school's computer network. Further, I accept full responsibility for my child's use of this computer system and internet. Please issue my child an account.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\*\*\*\*DO NOT tear out, a copy will be provided in the student packet\*\*\*\***

## NORFORK SCHOOL DISTRICT

### School Board Members:

Chad McGowan / Josh Davis / Shannon Moody/ Levi Woods / Mike Watts

<b>Superintendent</b>	<b>Chip Layne</b>	<b>870-930-7122</b>
<b>High School Principal</b>	<b>Bobby Hulse</b>	<b>870-499-7191</b>

### Clerical:

District Treasurer	Kathy Martin
Asst. Bookkeeper	Angie Parnell
Superintendent's Secretary	Janice Killian
High School Secretary	Monica Shields

### Teachers Aides:

Special Education	Sally Foster
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### Concurrent Credit

Pam Braun

### High School Faculty:

Mandy Bennett	Library
Kevin Bodenhamer	Pre AP Am. History, Civics, World History, 8 <sup>th</sup> Am. History
Stacey Bradbury	English I, II, English ALE, Oral Communications, Critical Reading
Amy Branscum	Pre AP Biology, AP Biology, Chemistry, Physics, Env. Science
Pam Braun	7 <sup>th</sup> /8 <sup>th</sup> Health, Sr. High Health, Concurrent Credit
Mandy Brown	Geometry, Algebra I, Trig/Pre-Calculus, AP Calculus
Keela Olson	Art, Advanced Art, AP Art
Lyndell Cotter	Agriculture
Jesse Crowley	Band, Music
Anna Cantrell	Counselor
Stacey Havner	English III, IV, AP English, Journalism, Drama
Brandy Hughes	7 <sup>th</sup> & 8 <sup>th</sup> Grade Science, Physical Science
Leanna Martin	Special Education Resource
Brad Morrison	Wor. Geog., US Govt., Ark. Hist., Psych./Soc, 8 Wor. Hist
Cheyenne Stewart	Family & Consumer Sciences, Careers, OTT
Jennifer Schubert	Special Education
Will Stewart	Boys & Girls Basketball, PE, Drivers Ed.
Wendy Maple	7 <sup>th</sup> & 8 <sup>th</sup> Math, Alg. II & III, Math Ready
Janet Wallis	Computer Business, 8 <sup>th</sup> Math
Michael Zick	7 <sup>th</sup> & 8 <sup>th</sup> History, 7 <sup>th</sup> & 8 <sup>th</sup> English

## INDEX:

Attendance Guidelines (Absences)	66
Academic Requirements for Promotion	57
Activity Programs	52
Advanced Placement	59
Alcohol & Other Illegal Drugs	31
Alternative Program	65-66
Announcements	7
Assemblies	70
Attendance (Act 675 full day / state law)	66-67
Attendance (Extracurricular Activities)	49
Awards	70
Backpack Policy	23
Banquets	70-71
Behavior/Conduct not permitted	29-30
Bell Schedule	9
Bullying & Taunting	32
Bus Rules & Responsibilities	43-44
Calling School (Messages for students)	7
Cell Phones & Other Electronic Devices	26
Cheating	31
Celebrate Freedom Week	8
Civil Rights Law	4
Class Requirements/Class Load	52
Closed Campus Policy	20
College Day	63
Computer Lab	25
Concurrent Credit	58
Contraband	32
Copy Machines	25
Corporal Punishment	38
Cyberbullying of a School Employee	33
Detention (Tue/Thu. after-school)	37
Discipline / Disciplinary Guidelines	35-36
Discipline for Handicapped	43
Discrimination	4
Distribution of Literature	23
Dress Code / Appearance	27
Dress Code for Senior Graduation	28-29
Drivers License Requirements	22

Drivers Tests	22
Early Dismissal	21
Early Graduation	63
Educational Objectives	9
English Requirements	57
Equal Opportunity Statement	4
Evaluations	59
Excused Absences / Make-up work	68
Extracurricular Activities	44-46
Extracurricular Activities for Home-schooled Students	46-48
Fighting	30
Forgery or Falsification of Information	34
Forms of Disciplinary Action	36-42
Gambling	34
Going to the Elementary Building	24
Graduation Exercises	61
Graduation Requirements	62-64
Gum/Candy/Food	35
Hall Passes	24
Homecoming	71
Homeless Students	10-13
Homework Policy	18
Honor Diploma (Requirements)	64
Honor Graduates	64
Honor Roll	60
Horse Play	33
Immunization Requirements	14
Immorality/Indecent Exposure	34
Inclement Weather	7
Inhaler Policy	5
Interrogation of Students	36
Laser Pointers	34
Leaving School during the Day	20
Leaving the Classroom during class	24
Letter Jackets (High School)	50
Lunch / Lunch Charges	21
Mandatory Testing	60
Marking Scheme	58
Medication Policy	5
Messages for Students	7
Mission / Vision Statement	4



Moment of Silence	8
Motor Vehicles	22
New Students	14
Norfolk School District	78
Organizations & Fund Raisers	51
Parental Authorization (Act 1100)	4
Perfect Attendance Policy	70
Petitions	24
Philosophy	18-19
Physical Abuse or Assault of Staff	33
Physical Examinations	49
Pledge of Allegiance	8
Preface	2
Principal's Office	24
Profanity/Vulgar Language	30
Professional School Counselor	25
Prom	71
Publications	23-24
Public Display of Affection (PDA)	30
Radios, CD & Tape Players, Headphones, etc.	26-27
Random Drug Testing	49-50
Registration	10
Remediation (Mandatory Provision)	62
Repeated Discipline Issues	40
Required Classes (Act 1759)	56
Report to Parents (Report Cards/Deficiencies)	60
Resource Officer	25
School Calendar	1
School Finance	52
School Insurance	5
School/Parent Compact	3
School Song	2
School Trips	50
Scuffling & Horseplay	33
Searches (Lockers, Cars, Personal)	36
Secret Societies	34-35
Semester Exams & Exemptions	59-60
Seniors	62-65
Senior Work Waivers	65
Smart Core & Common Core Curriculum	52-55
Students Being Prepared for Class	23

Students Records	6
Students Responsibilities	17-18
Students Rights	17
Summer School Policy	58
Suspension & Expulsion Procedures	39-40
Tardiness & Arriving Late	69
Teachers Lounge	25
Technology Acceptable Use Policy	72-76
Telephones	25-26
Temporary Dismissal from Class	37
Terroristic Threatening	30
Testing Policy	60
Theft/Damage of Property	34
Threat of Terrorist Attack (Act 648)	8
Tobacco	31
Transfer Policy / School Choice	14
Transfer Policy / Accredited & Home Schooled	14-16
Truancy	70
Unacceptable Conduct	35
Valedictorian / Salutatorian	64
Visitors	6
Web Pages	22

There may be policies in the student handbook that will need to be adjusted during the school year. The State Board of Education has granted Norfolk School District a waiver to be able to change policies that are affected by situations arising from the pandemic as needed during the school year. One example will be the attendance policy. We will certainly need to be lenient and use common sense when students are absent due to factors such as quarantine or possible COVID exposure. As changes are needed, parents and students will be notified.