

Freshman Fundamentals 2022-2023

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Student Advisory Committee

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Van Buren High School Freshman Academy reserves the right to address inappropriate conduct which disrupts the learning environment in the school even though such behavior is not specified in the following written rules. Information contained in this handbook does not supersede Van Buren School District Policy.

Notice of Non-Discrimination

Van Buren Schools shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or age.

In compliance with federal nondiscrimination laws, the Van Buren Public School District does not discriminate on the basis of race, color, national origin, sex, age, religion, gender identity or disability in its employment and educational practices.

Our Vision:

We will develop all Freshmen to their fullest potential for success in high school and beyond.

Our Mission:

Empowering students to discover their potential, set goals, and develop plans to reach them.

Our Motto:

Learning today, leading tomorrow.

Our Core Beliefs:

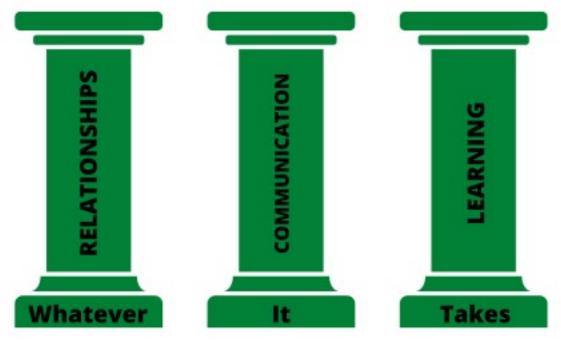
We Believe...

Each student has value, worth and a purpose.

In developing all aspects of the individual, including positive character and social skills. In building a solid foundation for a successful future both in school and life. Students learn through a variety of educational experiences and should be empowered by learning environments that meet their needs intellectually, socially, physically and emotionally. The educational experience is a shared responsibility among staff, students, parents and community.

Our Standards:

Relationships. Communication. Learning.



Dear Freshman Academy Family,

Welcome Class of 2026! We're excited for this upcoming year and the incredible opportunities that it holds. Every student at the Freshman Academy is important and all students have a place here. We strive to foster an inclusive learning environment that promotes excellence for every student. From our wide range of course offerings and extracurricular programs to our personalized programs that include clubs for everyone, individualized academic support, and numerous special events, you will be able to pursue your passions and discover new interests this year.

Our students are the future leaders of the world's organizations, companies, and communities, so our approach to teaching and learning reflects that. Students will develop skills and gain

experiences that prepare them for success in high school and beyond. At the Freshman Academy, we have embraced the mindset that all students can and will learn at high levels, and we will do whatever it takes to meet students where they are to make sure they receive the support they need to reach their full potential.

We are proud of the countless unique initiatives and opportunities available at the Freshman Academy. Our daily schedule includes dedicated time for ACCESS (Advisory, Community, Celebration, and Extension for Student Success), where students will be able to take advantage of the benefits of being part of a dynamic learning community that focuses on educating the Whole Student. Also this year, all students will be recognized as Pre-AP students as everyone will be enrolled in a Pre-AP English and Pre-AP math course to provide a rigorous curriculum that is individualized to challenge and support students throughout the year.

As we all partner together to make this year the best year yet, we invite you to reach out at any time if you have any questions or concerns. If there is anything at all we can do to assist you or your family during this school year, please do not hesitate to contact us through the school office at (479) 471-3160 or the individual email addresses of any of our staff members. Be sure to follow us on social media on Twitter @VBFreshman and Facebook @VBFreshmanAcademy to stay updated on everything going on here at the Freshman Academy!

Whatever it takes,

Dr. Michael Hensley

479-471-3160 @VBFreshmanAcademy @VBFreshman

<u>Attendance</u>

Regular school attendance is vital to the overall academic success of every student. Van Buren Freshman Academy will follow VBSD board policy 4.2 – Student Attendance

Attendance Procedures for VBFA Students:

All doctors/dentists notes must be turned in to the office.

A written note or email must be given to one of the secretaries in the office within 5 school days for an absence to be excused by parent permission.

Any student who missed over ten minutes of class will be counted absent for that class.

Students who accumulate more than 10 unexcused absences in an individual class during a semester may be denied course credit. Students will be allowed six excused absences per semester(without doctor's note) – any absence after the six excused absence days will be counted as unexcused (without a doctor's note).

Students may be assigned Saturday school to reduce their number of absences in an effort to retain/regain course credit in an individual class.

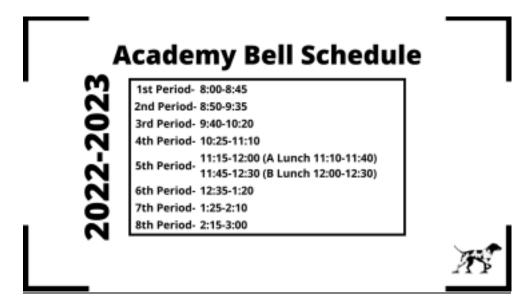
Attendance Appeals Committee

Students have the right to petition for credit which has been denied to be reinstated. The Attendance Appeals Committee will meet as needed and will consist of an administrator, a counselor, at least one faculty member and the attendance secretary.

Anti-Bullying/Cyber-Bullying Policy

Students will follow VBSD board policy – Student Conduct - Bullying 4.3.6 To ensure a safe environment, VBFA requires all students to report bullying to a teacher, counselor and/or administrator.

Daily Bell Schedule



Cell Phones and Electronic Devices

Students may properly use electronic devices before school, between classes, during lunch, or after school. Personal use of cell phones is prohibited in classrooms.

If listening to music during appropriate times, students must keep one ear clear or free from headphones for safety purposes.

<u>First offense</u>: Device will be confiscated by teacher– student may get the device at the end of the class period. Refusal to turn over device will result in a minimum of one day of ISS.

<u>Second offense</u>: Device will be confiscated by teacher and turned in to the office– Student may get the device from the office at the end of the school day. Refusal to turn over device will result in a minimum of one day of ISS.

<u>Third offense</u>: Device will be confiscated – parent/guardian will be required to collect device between hours of 2:00-4:00 on day it was taken, or during office hours for any days following. Refusal to turn over device will result in a minimum of one day of ISS.

The use of electronic devices is a privilege. Using electronic devices to take, transmit, or disperse images which disrupt the learning environment will not be tolerated and may result in disciplinary action as determined by school administration.

VBFA DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS MENTIONED ABOVE.

Closed Campus

Van Buren Freshman Academy is a closed campus. A student is expected to arrive on campus before school begins in the morning and remain on campus until the close of the school day. If it becomes necessary to leave campus during the school day, the student must be checked out through the office. In order to check a student out, a parent/guardian must pick up, call the office, email, or send a note stating the time that the student needs to check out. The person that picks-up the student must come in the office and sign the student out. Parents may check students out for lunch if they come in the office and sign their student out. Students may not leave campus for lunch based on a phone call or note from the parent.

Students leaving and returning to campus will be subject to disciplinary action. This includes leaving campus at the close of the school day and returning for a ride home.

Computer Usage

All students at the Freshman Academy will be assigned a Chromebook for use in each of their classes. If a student needs to check one out for home usage for any reason, they may do so from the Library. Students shall abide by the District and school's "Acceptable Use Policy" (District Policy Handbook), including proper use of printers. It is the responsibility of the student to take care of all school-issued electronic devices & avoid any damages. Failure to do so will result in loss of privileges, payment of damages, and any other discipline or punishments set out by VBHS-FA or federal authorities.

Conduct Behavior Code

Students will follow all procedures according to VBSD board policy – Student Conduct Behavior Code 4.3

Fighting or violent behavior will not be tolerated under any circumstances. Students who fight will be suspended a minimum of three days for the first offense and may have a behavior plan when they return. A second offense will result in a minimum suspension of five days and the student(s) may be referred to the Thicksten Center for Learning. Students may be arrested and charged. Students who are caught recording a violent offense may be charged with conspiracy to commit battery and may receive the same punishment as the offenders.

Weapons of any kind are prohibited on campus or at school events. Any look-alike, such as a toy gun, air soft gun, etc. are also prohibited. Possession of weapons other than firearms will result in a minimum 10-day suspension. Possession of firearms will result in a recommendation for expulsion for one calendar year (365 days.)

<u>Dress Code – Students will follow VBSD board policy – 4.3.4 -</u> <u>Appearance code</u>

One of the goals of the Freshman Academy is to promote a professional learning environment. One way that occurs is through appropriate dress.

Some examples of appropriate dress are:

- Straps and tank tops that are at least a dollar bill in width
- Shirts that fully cover the midriff
- Shorts that are at least the length of mid-thigh
- Jeans that do not contain holes at the mid-thigh or higher

Hats or other head coverings, blankets, sleepwear, sun glasses, face paint, & costumes are prohibited.

These examples are not all-inclusive; the administration and teaching staff reserve the right to make final decisions on dress issues.

Students who dress inappropriately may call home in order to have appropriate attire brought to the school by a parent/guardian or will be given appropriate attire provided by the school.

Early Arrival

At the Freshman Academy, the doors will open at 7:15 and students will immediately report to the indoor courtyard.

Early Check-Out Procedure

All students are required to have their parent/guardian sign them out in the office. Any student who misses more than 10 minutes of class will be counted absent for that period.

Hall Passes

Students at the Freshman Academy will only be allowed in the halls during class with a principal approved hall pass.

HEALTH SCREENINGS (State mandated)

Vision: (A.C.A. 6-18-1501)

Act 1438 of 2005 requires students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications are sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

<u>Hearing</u>

Hearing screens are mandated for students in grades PreK, K, 1, 2, 4, 6, 8, and transfer students. Only failure notices are sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child.

Insurance is billed for students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified in writing, by parents to decline within 60 days of receipt of the handbook.

BMI: (ARK Code 20-7-133 and 3.04)

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 to have their height and weight assessed. A parent who refuses to have their child assessed must provide a written request of the refusal to the school. Screening results will be sent home only upon request of the parent/legal guardian.

<u>Scoliosis: Act 95 of 1989 and Act 41 of 1987</u>

The acts require girls in 6th grade and all students in 8th grade be screened for scoliosis. Parents of a child who fails the screening will be sent an information letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide a written request of refusal to the school.

Internet Acceptable Use

See VBSD Board Policy 3.18

In School Suspension (ISS)

Students will be assigned by the Principal's Office to ISS when events or disciplinary action necessitate removal of the student from the classroom. Students will serve ISS at the Freshman Academy campus from 8 AM to 3 PM. Students will be supervised and all classroom assignments will be provided for each assigned student. Students are expected to complete these assignments before returning to class.

Students will be considered present at school when attending ISS.

A student should not be assigned to ISS for more than ten (10) days within a school year. Disciplinary infractions beyond the ten (10) day ISS limit may result in Administrative Disciplinary Action.

Lockers

Lockers will not be used this year. Students should bring a backpack or something to carry their materials to class with them. Many required materials have been replaced by Chromebook, so the amount of supplies needed should not be excessive; however, accommodations can be made if needed.

Lost and Found

At the VBHS Freshman Academy, lost and found is located in Pointer Hall.

<u>Lunch</u>

Students will not be allowed to have food delivered to school by a restaurant or meal delivery service. Food brought from outside the school by a parent may not be shared with other students.

Media Center

Students at VBFA have the privilege of using the media center for research and study skills, recreational reading, and exploring and retrieving information by way of an automated library program and the Internet. The library is open from 7:25 a.m. to 4:00 p.m. daily. Admittance during class time is allowed only by way of a principal approved hall pass that will be issued by the classroom teacher. Overdue charges will be assessed at 10 cents per day for library material. Students should renew material in order to avoid fines and then clear all fines in a timely manner. It is the responsibility of the students to return books when due.

Medical Policies

Students will follow board policy 4.12 – Health Services and 4.14 – Communicable Diseases.

The office of the school nurse is located just to the right of the main office on the right side of the hallway. A supply of first aid materials are kept on hand in the nurse's office. Please do not enter the nurses station without permission.

MEDICATION

In order for your child to take medication at school it must be brought to the office by a parent or guardian and a permission form signed. Permission forms are available in the school office and on the Van Buren School District website.

STUDENTS ARE NOT ALLOWED TO TRANSPORT PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS. MEDICATION BROUGHT TO SCHOOL BY A STUDENT WILL BE CONFISCATED AND WILL NOT BE ADMINISTERED. Transportation of medications via school buses is strictly prohibited. The exception is self-carry emergency medications which are limited to asthma inhalers, epinephrine, and/or insulin. If your student is required to self-carry an emergency medication, a parent/guardian will need to meet with the nurse **BEFORE** school starts or when the need arises. All medication must be in the original bottle. Prescription medications must also be properly labeled with the child's name, doctor's name, current date, and dosage. We will not accept any over-the-counter medication without a doctor's note. Our medication guidelines are strictly enforced.

Non-Nutritional Days

The Arkansas Department of Education has passed rules governing nutrition. standards in Arkansas Public Schools. These rules have an effect on what food item parents are allowed to send to school.

- Elementary students will not have access to vended (sold or given away) food and beverage Items anytime, anywhere on school premises during the declared school day. This does not apply to students with special needs Indicated in the student IEP or to school nurses providing health care to individual students.
- Students may be given any food and/or beverage Items for up to nine (9) different school events each school year to be determined and approved by school officials. Nutritional foods may be used for instructional purposes. The school, as part of the planned Instructional program, may also distribute nutritional snacks (kindergarten snacks for example).

This does not restrict what parents may provide for their own child's lunch or snack. To meet state regulations (law), we must ask parents not to provide food/beverage Items to other children at school for events such as birthday parties. Parents may provide food/beverage Items upon request to support one of up to nine (9) allowable events such as Valentine's Day.

Public Display of Affection

Public displays of affection will not be allowed on the VBHS-FA campus. Any students engaged in PDA will be sent to the office. Students may not have body contact by hugging, kissing, holding hands, etc. Minimum consequences are as follows:

1st offense – Warning 2nd offense – Detention or 1 day ISS 3rd offense or more – 1 or more days ISS

Safety Drills

Fire, Tornado, Evacuation and Lockdown drills will be performed throughout the school year. Students will follow procedures as directed by staff.

Search and Seizure

Authority to do Reasonable Suspicion searches was established by VBSD board policy 4.4. (See District Student Policy Handbook.)

Student Parking

At the VBHS Freshman Academy, Freshman Academy students are not allowed to park on campus without Principal Approval.

Student Participation at School Sponsored Activities

Students will follow all District and AAA Guidelines

Tardy Policy

Disciplinary actions for tardiness may result in the following:

1st and 2nd Tardies within a class in a semester-Teacher Warning 3rd Tardy within a class in a semester-Teacher warning and parent notification via disciplinary slip. Student will return the disciplinary slip to teacher with parent signature the following day to avoid disciplinary action.

4th Tardy within a class in a semester-Disciplinary referral and 1 day of detention 5th Tardy within a class in a semester-Disciplinary referral and 3 days of detention. 6th Tardy within a class in a semester-Disciplinary referral and 1 day of ISS. 7th Tardy within a class in a semester-Disciplinary referral and 1 day of Saturday School. 8th Tardy within a class in a semester-Disciplinary action at the discretion of the Principal.

<u>Textbooks</u>

Textbooks will be available for checkout from the library for each class and students will be responsible for payments for lost or damaged textbooks.

Tobacco, E-Cigarettes, and Tobacco Products

Tobacco and tobacco products of any kind are prohibited on school property or at school events. This includes using or being in the possession of any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. E-cigarettes are prohibited and will be treated as tobacco. The delivery device or instrument will be destroyed as provided in ACA. 5-78-102 (2015). Minimum consequences are as follows;

1st Offense- 3 days ISS, confiscation of tobacco materials, and parent notification 2nd Offense- 3 days OSS, confiscation of tobacco materials, and parent notification 3rd Offense- 5 days OSS, confiscation of tobacco materials, and parent notification 4th Offense or more- Disciplinary action at the discretion of the Principal.

Minors found in possession of tobacco in any form will also be subject to a citation under Van Buren City Ordinance number 09-2019.

<u>Truancy</u>

A student who is absent without parent/guardian consent is considered truant. A student is also truant if he/she leaves school/class without permission, he/she obtains a pass and does not report to the place for which the pass was obtained, or he/she does not report to his/her assigned class.

Truancies are cumulative and the minimum consequences are:

1st offense within a semester results in 1 day in ISS and a parent notification. 2nd offense within a semester results in 2 days in ISS and parent notification 3rd offense within a semester results in 2 days in ISS, 1 day in Saturday School, and parent notification. 4th offense or more within a semester results in parent notification and Administrative Disciplinary Action.

Video surveillance and other student monitoring

Video/recording devices may be in use in school buildings, on school grounds, and in school vehicles as determined by the VBSD. Refer to policy 4.48.

<u>Visitors</u>

Visitors will follow board policy 4.19 – Contact with Student While at School and 6.11 – Visitors to the School. All visitors to VBHS-FA **MUST** report to the office first.

Academic Academy Awards

Students who meet the following qualifications at the end of the 3rd Quarter are eligible to participate in the Annual Academic Academy Awards Banquet.

Cumulative GPA of 3.75

Department Honors recommended by teachers

Students of the Month

Arkansas Academic Challenge Scholarship

This scholarship is sponsored by the Arkansas Department of Higher Education to recognize selected students for scholastic achievement as measured by their academic records and ACT scores. The AACS is a four year scholarship of an amount to be determined by the state each year to students in financial need who score a composite "Super" score of 19 or better on the ACT.

Diploma Information

Students will follow board policy 5.14 – Graduation Requirements.

Students may earn a College Prep, College Prep with Honors, or College Prep with High Honors diploma by obtaining 23 credits and meeting additional requirements listed in the course catalog.

Students may earn a Smart Core or General Core diploma by obtaining 22 credits and meeting all state requirements.

Enrollment on the High School Campus

Students must complete four credits with passing grades to be enrolled as a sophomore on the Van Buren High School campus. Students with three credits may be conditionally enrolled with High School principal approval.

Extracurricular Eligibility

Students will follow board policy 5.6 – Interscholastic Activities.

<u>Grades</u>

Students will follow board policy 5.10 – Grading Policy. Students and parents may access student grades through the Home Access Center or the eSchoolPlus Family app. App may be downloaded from the iPhone app store or from Android's Google Play store. Please contact Sarah Boen, Parent Involvement Coordinator, for passwords.

Grade Point Average (GPA)

Students will follow board policy 5.21 – Grade Point Average.

GPA will be based on grades earned in academic courses in grades nine through twelve. Official GPA will be ranked on a 4.0 scale.

Homework Policy

Students will follow board policy 5.11 – Homework Policy.

*Honors classes are exempt from the homework policy as they are to prepare for rigorous guidelines of AP coursework set by College Board.

Make-Up Work

Students will follow board policy 4.2 – Student Attendance.

Students and/or parents will have the responsibility of acquiring the work they have missed. Students who are absent for multiple days may request that missed assignments be collected for pick up in the office.

<u>Plagiarism</u>

Plagiarism is defined as quoting, paraphrasing, or summarizing someone else's words or ideas without giving credit to that person or source. It is characterized by claiming work published in print, on digital media, such as CD or Internet, as one's own. Copying assignments could be construed as plagiarism as well. The penalty for plagiarism will be a minimum reprimand and notification of the parent, but could also constitute an F in a class in its most blatant or severe form.

Schedule Changes

If space allows, schedule changes must be made before the end of the first two weeks of both semesters. Students must present a valid reason for the change. Changing schedules to arrange lunch times or because they do not "like" a teacher are not valid reasons. After these deadlines, students must stay in their classes until the end of the semester. Students may be placed in only one non-credit class per semester.

Semester Tests

In all classes, students may be given a cumulative semester assessment at the end of each semester. These semester assessments may count for up to 10% of the student's grade for the semester.

Semester Test Exemptions

Students who have an A, B, or C in a class and have only (3) excused absences (these include medical) or less in that class have the option of being exempt from the semester test in that class. Any unexcused absences, in school suspensions, or out of school suspensions will make a student ineligible for the exemption. School business will not count as an absence. If a student who is exempt chooses to take the test their grade may not be lowered from the result of that test. Honors, AP, or Concurrent may not be exempt (teacher/class discretion).

Resolution of Parental/Patron Concerns- See school board policy 4.3.9

Individuals with complaints concerning personnel, curriculum, and student discipline (including

specific discipline policies), or other day-to-day operational or management issues should address those complaints according to the following sequence: Level One: Teacher or other staff member against whom the complaint is directed Level Two: Principal (or appropriate supervisor) Level Three: Superintendent (or designee)

Van Buren Alma Mater

In Arkansas you'll find us With all our main and might. We'll shout aloud forever Our love for the Green and White. Three cheers for Van Buren High School She loves the truth and right. All hail the Alma Mater, All hail the Green and White... GO DOGS!



Van Buren Freshman Academy Parent and Family Engagement Plan 2022-2023

<u>Purpose:</u>

The Van Buren Freshman Academy has created this policy because we know that the more involved a parent is in their child's education the more likely that child is to succeed! We want all parents to be informed about how they can become involved.

Our goals are:

Inform parents about how important they are to the child's success.

To encourage parents to come to the school and get involved.

To keep parents constantly informed and include them in our decision making process when it comes to their child. To teach parents what they need to know in order to help their child succeed.

Improving School Communication with Parents:

The school will work to communicate with parents through newsletters, phone calls and email. Parents will be given access to the following items and contact information in order to help them stay informed.

School calendar District Handbook School Handbook School personnel contact information Website and school contact information Weekly newsletter distribution Volunteering information Home Access Grade viewer information Facebook page Twitter account

Parental Involvement Activities:

The Van Buren Freshman Academy will:

Welcome parents into the school and recognize that parents are full partners in their child's education. Give a "Report to the Public" during a parent meeting. Regular parent meetings and parent-teacher conferences will be held. Make school performance reports available to parents.

Provide professional development to the school staff on creating positive interactions between home and school. Provide parents with instructions and tutorials necessary for helping their students be successful during times of virtual learning.

Include parents in the development of a school improvement plan and a Title I part A plan.

Designate a parent involvement facilitator (Sarah, 479-471-3160) with a current Arkansas teacher's license to organize meaningful training for staff and parents, and organizing and promoting a welcoming atmosphere for parental involvement.

Post upcoming school events on the school website, the school announcements, the school flyer distribution system (Peachjar) and on social media.

Invite and encourage incoming 9th graders and their parents to participate in 9th grade orientation/Open House. Encourage 8th graders to attend 8th grade parent night in the spring semester to learn about course offering and career and post-secondary planning.

Make online grade viewer passwords available at Open House and all year.

Provide training as needed for the Home Access Grade viewer.

Improving School Communication with Parents:

Create a parent center in the library which provides parenting books and magazines in addition to access to students grades through use of the school computers.

Survey parents about their volunteer interest through the Keystone classes.

Survey parents about the effectiveness of the Parent and Family Engagement Plan.

Activities for parent involvement scheduled for the 2022-2023 school year:

August 11, 2022 @ 5:00- Open House & Title 1 Presentation to the public August 11, 2022 @ 5:30- Parent Involvement Meeting October 18, 2022 @ 5:30- Parent Involvement Meeting October 18 & 20, 2022 @ 3:30-6:30- Parent/Teacher conferences December 5-9, 2022- Fall Mock Job Interviews March 14 & 16, 2023 @ 3:30-6:30- Parent/Teacher conferences March 16, 2023- Parent and Community Engagement survey April 28, 2023- Freshman Formal May 18, 2023- Academy Awards May 15-19, 2023- Spring Mock Job Interviews May 22, 2023 @ 8:15- Parent Involvement Renaissance Rallies each guarter

I have received a copy of the Parental Involvement plan from the Van Buren Freshman Academy.

Parent Signature Date

Student Name

Signature Page

After reading the Van Buren High School Freshman Academy student handbook with your child, this page must be signed, dated and returned to school.

I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide with the rules and regulations set by the Van Buren School District and the Van Buren High School Freshman Academy

Student Name (printed): ______ Grade_____

Student Signature (signed):_____ Date_____

Parent Signature: _____ Date_____

Release of Information

I hereby authorize emergency medical services for this student. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band-aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any **pertinent** person.

Parent/Legal Guardian Signature: ______ Date:_____