Van Buren High School Pointer Procedures
2022-2023

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.

Mission Statement
Van Buren High School will provide an equitable, engaging learning environment that prepares all students to become critical thinkers, life-long learners, and productive citizens for an ever-changing and diverse society.

The administration, faculty and staff are dedicated to all students to develop creative and critical thinking skills, as well as curiosity, initiative, and a positive and healthy attitude toward life. As a result, students will learn to appreciate different cultures, understand human relationships, and respect the rights, needs, and achievements of others so they can become responsible citizens.

To: Parents and Students:

Welcome to the 2022-2023 school year. On behalf of the staff and administration of VBHS, let me express our desire that every student be successful at Van Buren High School. For this to be a realistic outcome, our school learning community, which includes parents and students in addition to our staff, must work together. The key will be our combined efforts to maintain open dialogue and good communication.

This Procedure Guide contains five sections:

- **Section 1 COVID-19 Response (as needed)**
- **Section 2 Student Procedures**
- **Section 3 Academics**
- **Section 4 Chromebook Policy/Use**
- **Section 5 Health/Wellness**

We believe our certified staff to be one of the strongest in our state, and we are committed to helping our students obtain the best education possible. Visit your counselors, work with your administrators, and take advantage of all the opportunities we offer.

We have high expectations for our students and will provide encouragement and assistance at every stage of academic development. This, however, does not mean that success will come automatically. You must approach this vital time in your life with a good attitude, good work habits, and an enthusiasm for learning. If you do so, success will be yours. I want to extend my best wishes to everyone in our extended Pointer Family, and I look forward to an exciting and productive 2022-2023 school year.

Best Wishes,

Eddie Tipton
Principal

Section 1: COVID-19 Response (as needed)

Social Distancing

- Students shall maintain 3 feet of social distancing while in the classroom and common areas, to avoid quarantine.
- Adults shall maintain 6 feet of social distancing between other staff members and students while in the classroom and common areas.

Visitors/Guests

- Due to the COVID-19 pandemic, access to VBHS will be restricted to outside visitors and guests.
- Parent conferences and meetings will be scheduled ahead of time by the school.

****All mandates from the Governor's Office, Arkansas Department of Health, and Arkansas Department of Education will be followed at VBHS (i.e., social distancing, masks, hand washing, limiting non-critical gatherings and events).**

Section 2: Student Procedures

Attendance

Regular school attendance is vital to the overall academic success of every student. Van Buren High School will follow the VBSD Board Policy 4.2-Student Attendance.

Attendance Procedures for VBHS students:

- A written note or an email must be given to the one of the secretaries in the office within **5 school days** for an absence to be excused by parent permission (no doctor's note)
- Any student who misses over **10 minutes** of any class will be counted absent for that class.
- **Students who accumulate more than (10) unexcused absences in an individual class during the semester may be denied course credit.** Students will be allowed **(6) excused absences (without doctor's note)**-any absences after the 6 excused absence days will be counted as unexcused.
- Students may be assigned Saturday School to reduce the number of absences to help them retain or regain credit in a class.

Conduct Behavior Code

Students will follow all procedures according to VBSD Board Policy-Student Conduct Behavior Code-4.3 and following

- E-Cigarettes are prohibited and will be treated as tobacco. Confiscated items will be destroyed. (Policy 4.9) The City of Van Buren passed a city wide ordinance on E-cigarettes and minors in possession. **Students will be given a police citation if in possession of an E-Cigarette on school grounds and a minimum of 3 days of ISS for the 1st offense**. **Students will be given an Out of School Suspension (OSS) for the 2nd offense**.
- Fighting or violent behavior will not be tolerated under any circumstances. Students who fight will be suspended **a minimum of 3 days for the 1st offense** and will have assigned seating at breakfast and lunch when they return. A 2nd offense will result in **a minimum suspension of 5 days** and the student(s) will be referred to attend school at our Career Center. Students can be arrested and charged for violent offenses.
- Weapons of any kind are prohibited on campus, in vehicles, or at school events.
  . Facsimiles of firearms are also prohibited. Students found in possession of weapons other than firearms will face **a minimum 10-day suspension and possible expulsion**. Students in possession of firearms on campus, en-route to and from school, or at school sponsored activities will be recommended for expulsion for a period of one calendar year (365 days).

Search and Seizure

VBHS will follow VBSD Board Policy- 4.4 Personal and Property Searches.

Bullying

Students will follow VBSD Board Policy- Student Conduct Bullying 4.3.6
To ensure a safe environment at VBHS we ask everyone to report bullying to the counselors and/or an administrator.

Cell Phones and Electronic Devices

Students will follow VBSD Board Policy- 4.11.1- Use of Electronic Devices.

Students are not allowed to use cell phones during class time. If a cell phone is taken from a student for misuse, the following disciplinary actions will be taken:

- **1st offense**: the cell phone will be held by the teacher until the end of the class period.
- **2nd offense**: the cell phone will be taken to the office and handled by administrators.
- Refusal to turn phone over to a teacher will result in **a minimum of 1 day of ISS**. Repeated offenses are dealt with by administrators.

Dress Code

Students will follow Board Policy 4.3.4—Appearance Code

Examples of dress which would be considered disruptive to the learning environment are (but not limited to):

- Straps and tank top straps not meeting required width of dollar bill
- Shorts not meeting length of mid-thigh
- Holes in jeans being higher than mid-thigh
- Any hat, cap, bandana, or hood
- Sunglasses
- Tops that show the midriff
- Pajamas, house shoes, and blankets
- A trench coat
- Sagging jeans/pants
- Costume apparel of any kind
- Dog collars

Student ID Badges

All VBHS students will be issued an official school ID badge that must be worn at all times while on school grounds. **Student ID badges must be visible on a student's person**. Students will not be allowed to keep an ID badge on their backpack, purse, etc. Disciplinary actions for not wearing an ID badge are:

- **1st offense: 1 morning detention**
- **2nd offense: 1 lunch detention**
- **3rd offense: 2 lunch detentions**

High School Entry/Exit Points

All students and school personnel will be required to enter the high school through either the East or West Common doors before school each day. All other doors into the high school will be locked and utilized for emergency exit purposes only. All students and school personnel will be required to exit the high school through the East Common doors (main entrance) during the school day, if it is necessary for them to leave. All other doors in the high school will be locked and utilized for emergency exit purposes only. If a student is caught leaving campus through an emergency exit door, the following disciplinary actions will be taken:

- **1st offense: 1 day ISS**
- **2nd offense: Out of School Suspension (OSS)**

Hall Passes

Students will only be allowed in the halls during class with the principal approved hall pass in their possession signed by the teacher.

Off Limits Areas

Students may not congregate in parking lots (including arriving to school in the mornings), in unsupervised areas north, south, east or west of the building, or in unsupervised classrooms. Stairwells and upstairs of the FAC are also prohibited areas. Being in these areas without permission or teacher supervision may result in truancy.

Truancy

A student who is absent without parent/guardian consent is considered truant. A student is also truant if he/she leaves school 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 consequences are:

- **1st offense** within a semester results in **1 day in ISS** and a parent notification.
- **2nd offense** within a semester results in **3 days in ISS** and parent notification.
- **3rd offense** within a semester results in **5 days in ISS, parent notification, or court notification**.

Closed Campus

Van Buren High School 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 for that particular student. If it becomes necessary to leave campus during the school day, the student must **"check out"** through the office. In order to check out, a parent/guardian must call the office, email, or send a note stating the time that the student needs to check out. Students leaving and returning to campus will be subject to disciplinary action. **Parents may check students out for lunch if they come to the office in-person and sign their student out.** Students may not leave campus for lunch based on a phone call or note from the parent. ****See COVID-19 Response in Section 1**

Tardy Policy

Disciplinary actions for tardiness are:

- **1st and 2nd Tardy:** 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: 1 Detention**
- **5th Tardy: 2 Detentions**
- **6th Tardy: 1 day ISS**

Public Display of Affection (PDA)

Public displays of affection will not be allowed on the VBHS campus. Any students engaged in PDA will be sent to the office. Students may not have body contact by hugging, kissing, holding hands, etc. (depending on the severity of the display any of these actions may be taken for the 1st offense).

- **1st offense: Warning**
- **2nd offense: Detention**
- **3rd offense: ISS**

In School Suspension (ISS)

- Students will be assigned by the Principal's Office to ISS when events or disciplinary action necessitates removal of the student from the classroom. **Students will serve ISS from 8 AM to 3 PM**. Students will be supervised and all classroom assignments will be provided for each assigned student. A student is then expected to complete these assignments before returning to class. Students are considered present at school when attending ISS. ISS will be held at the Freshman Academy.

***A student who accumulates excessive days of ISS may be subject to other disciplinary actions.**

Safety Drills

Fire Drills, **Tornado Drills, Evacuation Drills, and Lockdown Drills** will be performed through-out the school year. Students will follow the procedures practiced by the staff.

Visitors

Visitors will follow Board Policy 4.19 Contact with student while at school; 6.11 Visitors to the schools
All visitors must report to the office first. ****See COVID-19 Response in Section 1**

Early Check out Procedure

All students are required to have their parent/guardian sign them out in the Principal's office. If for any reason a parent/guardian is unable to come to sign the student out, the procedure may be transacted by phone, **except in the instance of lunch**. **In this case, parents or guardians of the student must sign the student out in person**. In every instance of leaving early, the students are responsible for completing any missed assignments. JAG students who are on early release, must exit through the main entrance at the office and must remain off campus after they leave for the day. Any student who misses more than 10 minutes of class will be counted absent for that period.

Student Parking

Driving to school is a privilege for VBHS students, not a right.

- Students will only park in an orderly fashion in designated student parking lots only.
- Students will register their vehicles on-line with the administration and be given a parking tag. Students will be required to present a valid driver's license to obtain a parking permit tag. Parking tags cost $5.
- Students who do not register their vehicle may receive a fine, ISS or both
- Students will observe a speed limit of 5 miles per hour while on campus.
- Students who violate parking rules will be subject to a fine or ISS or suspended driving privileges.

VBSD Board Policy-4.3.3- Chemical Screen Policy includes driving as an activity and drivers will be subject to screenings.

Student Participation at School Sponsored Activities

Students will follow all 7-A West and AAA Guidelines

VBHS Daily Bell Schedule

1st Hour: 8:00-8:45	
2nd Hour: 8:50-9:35	
3rd Hour: 9:40-10:20	**Event Time**
4th Hour: 10:25-11:10	
5th Hour: 11:15-12:00	**A Lunch: 11:10-11:40**
5th Hour: 11:45-12:30	**B Lunch: 12:00-12:30**
6th Hour: 12:35-1:20	
7th Hour: 1:25-2:10	
8th Hour: 2:15-3:00	

Child Care

It is the responsibility of student parents who attend VBHS to arrange care for their infant and toddler children**.** Infants and young children will not be allowed to attend class with their parents.

Lost and Found

Students having lost items should check with the office. Clothing that has been in lost and found all week will be removed on Friday.

Computer Lab

The computer lab in room C101 is available for all students and staff of VBHS from 7:00 AM to 4:00 PM.

Extracurricular Eligibility

Students will follow Board Policy 5.6 Interscholastic Activities
A 2.0 GPA for the previous semester is required by the Arkansas Activities Association for participation.

Foreign Exchange Students

Foreign exchange students must be 16 years of age or older. Foreign exchange students will be classified as seniors. They will not be included in class rank and will not earn a Van Buren High School diploma. However, they will be able to participate in all senior activities including graduation.

Media Center

Students at VBHS have the privilege of using the Grace Barlow Scholastic Library for research and study skills, a place to hang out, recreational reading, and exploring and retrieving information by way of an automated library program and the Internet. Overdue charges will be assessed at 10 cents per school day for library material. The library is open from 7:30 a.m. to 4:00 p.m. daily and is also open to students during lunch time. Admittance during class time is allowed with permission from the classroom teacher.

Medical Policies

Students will follow Board Policy 5.11 Health Services and 4.14 Communicable Diseases

All medications must be brought to the school office by a parent in the original container. A medication authorization form must be filled out by a parent before any medications will be administered. Any changes in a student's medication such as dosage or administration time must be accompanied by a physician note and a new form signed by a parent.

Section 3: Academics

Grades

Students will follow the Board Policy-5.10 Grading Policy

Students and Parents can access student grades through the Home Access Center (HAC) please see a counselor or the Media Center for HAC information

Grade Point Average (GPA)

Students will follow Board Policy 5.21 GPA

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**.** For purposes of class rank only, the 4.5 scale will be used for Pre-AP classes and Concurrent Classes and 5.0 scale for AP classes.

College Courses & Concurrent Enrollment

Students will follow Board Policy 5.14.1 Concurrent Credit

VBHS students are eligible to enroll in a public supported community college or four-year college/university in accordance with the rules adopted by the Van Buren School District. A student who successfully completes a three-hour credited college course or courses shall receive one unit of credit at VBHS and academic credit by the institution of higher education. Credits shall be applicable to graduation requirements.

See course catalog for Concurrent offerings

Western Arkansas Technical Center (WATC) is technical classes offered through UAFS for 11th and 12th grade students – see course catalog for a listing of WATC offerings

Graduation & Participation in Commencement Requirements

Students will follow Board Policies 5.14 Graduation Requirements; 5.14F1 Graduation Requirements 2014-2017; 5.15 Graduation Exercises

Students should see their respective counselor or advisor as this information changes periodically.

The following conditions must be met to participate in the commencement program:

- **Students could walk with 21.5 credits if determined they could recover the .5 credit before summer session ends.**
- Students may not participate in commencement if they are over the age of 21.
- Students may be excluded or removed from participation in the commencement program for disciplinary reasons.
- Students will not participate in ceremonies or receive their diploma until all fines have been paid in full and discipline actions served.

Homework Policy

Students will follow Board Policy 5.11 Homework Policy
*Concurrent classes are exempt from the homework policy since they must abide by college guidelines.
* AP Classes will also be exempt from the homework policy due to rigorous guidelines of 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 know they are going to be out for multiple days may request work to be sent to office to be picked up.

Plagiarism

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" on the assignment, ISS, or an "F" for the course. Plagiarism in Concurrent College courses will be handled according to college policy- the student will be dropped from the course and will receive an "F".

Schedule Changes

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. Weighted can go to non-weighted at the 1st progress report or 1st 9-weeks if a student has no zeroes and has a D or F.

Semester & Quarterly Tests

In all classes, students may be given a cumulative semester assessment at the end each semester. Students who take AP or concurrent tests may be allowed to substitute that test for a final, but must attend classes during finals week.

Semester Test Exemption Policy

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 absence, out of school suspensions, or ISS 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.

Diploma Information

Students will follow Board Policy 5.14 Graduation Requirements
Students may earn a College Prep, College Prep with Honors, College Prep with High Honors Diplomas by obtaining 23 credits and meeting the other requirements in our course catalog. Students may earn a Smart Core and General Core Diploma by obtaining 22 credits and meeting the requirements in our course catalog.

Advanced Placement Courses

Students will follow Board Policy 5.5 Advanced Placement Curriculum
VBHS offers multiple courses endorsed by the American College Board. Consult "Course Selection Guide" for a full list of courses.

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 score of 19 or better on the ACT.

Textbooks

Students will be issued free textbooks or have access to books or e-books for their scheduled classes. Students may be assessed a fee for a college course text book.

Section 4: Chromebook Policy/Use

In an effort to increase student access to technology, Van Buren High School will provide a school issued Chromebook to all students at the beginning of the 2021-2022 school year.

General Rules:

1. Students are required to bring their school issued Chromebook to class every day.
    - If a student leaves the Chromebook at home, he or she will be responsible for getting class assignments completed as if the Chromebook were present.
    - Loaner Chromebooks, if available, may be issued to students who forget to bring their Chromebook to school.
    - **Repeat offenders who leave their Chromebook at home will be dealt with by school administrators.**
2. Students are required to ensure the school issued Chromebook is fully charged every day.
3. **Chromebooks are to remain free of any writing, drawing, stickers, and labels.**
4. As with lockers and vehicles, there is **NO** expectation of privacy. If a student is found to be in violation of school policy regarding unacceptable use i.e., pornography, illegal downloads, etc., normal disciplinary actions will be taken.
5. If your child intentionally damages the Chromebook, the use of the Chromebook may be revoked. Intentional damage will be referred to building administrators and will be handled as damage to school property.
6. It is imperative your student be responsible for the care of the school Chromebook, including secure possession of the Chromebook. The High School will periodically check to make sure the Chromebook your student is utilizing is the one assigned to him or her.

Section 5: Health/Wellness

HEALTH SCREENINGS (state mandated)

1. **Vision: (A.C.A. 6-18-1501)** Act 1438 of 2005 requires students in grades Pre-K, 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.
2. **Hearing**: Hearing screens are mandated for students in grades Pre-K, 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.**
3. **BMI**: (ARK Code 20-7-133 and 3.04)
4. 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.
5. **Scoliosis**: Act 95 of 1989 and Act 41 of 1987
6. 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.

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: _____

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 thestudent 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 nutritionalsnacks (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 requestto support one of up to nine (9) allowable events such as Valentine's Day.

****Handbook policies are subject to approval by the School Board.**

After reading the VBHS student handbook with your child, this page must be signed, dated, and returned to the High School.

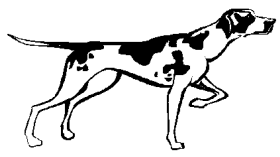
Eddie Tipton
Principal

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 Van Buren High School.

Date: _____

Parent Signature: _____

Student Signature: _____ Grade: _____

VBHS 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!