



**BELLE POINT  
CENTER:  
A NEW TECH ACADEMY  
HANDBOOK  
2021-2022**

*Where all students can succeed!*

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## I. STATEMENT OF SCHOOL GOALS

Belle Point Center: A New Tech Academy, an integral part of the Fort Smith School District, offers educational choices that encourage and support the development of students whose educational needs are not met by the traditional programs. These choices include those that accommodate the many different learning styles of students and provide programs that utilize a variety of methods and materials. The primary goal of the program is to help students gain the knowledge and deeper learning skills they need to succeed in life, college, and the careers of tomorrow.

By making learning relevant and creating a collaborative learning culture, students become connected to, engaged with, and challenged by their teachers, peers, and community. Belle Point promotes a culture that builds trust, respect, and responsibility.

### **The goals of Belle Point Center are:**

1. To help students develop and maintain the social skills necessary to be successful in life,
2. To strengthen students' ability to advocate for themselves,
3. To teach students to become problem-solvers through complex and authentic challenges,

disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act), sex (Title IX of the Education Amendments of 1972), age (the Age Discrimination Act of 1975). The contact person for all the above civil rights areas is the Assistant Superintendent for Personnel and Support Services, Fort Smith Public Schools, P.O. Box 1948, Fort Smith AR 72902-1948, phone (479) 785-2501.”)

## **II. PURPOSE, MISSION, AND VISION STATEMENTS**

### **Purpose**

The purpose of Belle Point Center: A New Tech Academy is to educate students who require a non-traditional approach to learning. As a result, students will exit with a sense of belonging, self-worth, and social skills necessary to become productive members of society.

### **Mission**

We provide a positive and safe learning environment infused with expansion of students' social skills through the implementation of the Boys Town Behavior Modification System.

### **Vision**

We strive to become the model Alternative Learning Environment in the state of Arkansas.

### **Motto**

Where all students can succeed!

## **III. CRITERIA FOR STUDENT ENROLLMENT**

To be eligible, a student should exhibit two (2) or more of the following characteristics:

- 4.02.1.1.1 Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
- 4.02.1.1.2 Abuse: physical, mental, or sexual;
- 4.02.1.1.3 Frequent relocation of residency;
- 4.02.1.1.4 Homelessness;
- 4.02.1.1.5 Inadequate emotional support;
- 4.02.1.1.6 Mental/physical health problems;
- 4.02.1.1.7 Pregnancy; or
- 4.02.1.1.8 Single parenting

#### **IV. TRANSPORTATION**

Transportation to and from Belle Point is to be provided to all eligible students by the school district.

#### **V. BELLE POINT ENTRANCE REFERRAL PROCEDURES**

To become a student of Belle Point, students must be referred by the school principal or designee. Upon completion of a referral packet, the student must report to Belle Point with a parent/guardian for an intake prior to enrollment in courses at Belle Point. **Once a student is enrolled at Belle Point, they become a student of Belle Point only. Students may not return to their home school campus for any reason without permission from school officials of Belle Point. Students who return to their home school campus may be issued charges for trespassing.**

#### **VI. BELLE POINT EXIT REFERRAL PROCEDURES**

When academic and social progress has been made in accordance with the student's individualized Student Action Plan, a student may be deemed ready to return to the home school. The Director of Belle Point will consult with the Director of Student Services, the referring school, and the parent/guardian. Upon agreement, the student will return at the beginning of the next appropriate grading period.

#### **VII. PARTNERS IN EDUCATION**

The purpose of the Partners in Education program is to build a stronger school/community relationship. Partners in education: Cooper Clinic, Sebastian County Juvenile Detention Center, Comprehensive Juvenile Services, Jill's Consignment, and First Tee.

## **VIII. BELLE POINT CENTER POLICIES**

All policies as stated in the Fort Smith Public Schools Handbook will be strictly enforced.

### **A. TRANSPORTATION RULES TO AND FROM BELLE POINT CENTER**

- a. Students must remain at the designated pick-up areas/stop. If student is not at his/her designated stop when bus arrives then it becomes parent's responsibility to transport student.
- b. Students who ride the bus will not get off the bus at any stop other than their designated stop.
- c. Students who ride the Belle Point Center bus will follow all the transportation rules as stated in the transportation handout. Refusing to comply with rules may result in suspension from the bus. Out-of- school suspension will result in suspension from the bus.
- d. All Belle Point bus riders must strictly adhere to dress code policy. Must be in uniform (according to level) before entering and when leaving bus.
- e. Progress status must be obtained before applying for vehicle registration. However, the Director of Belle Point Center may grant special permission (due to unusual circumstances).
- f. Cars must be parked in designated parking spaces and not in unauthorized area.

Do not sit in parked cars or loiter in the parking area. Failure to abide by these regulations will result in disciplinary actions, suspension of parking lot privileges, or both.

## **B. ATTENDANCE POLICY FOR BELLE POINT CENTER**

### **1. TARDIES**

Promptness is expected of all students. A student who is not in his/her designated classroom and or in his/her assigned seat at scheduled time will be considered tardy, unless excused through the office. If a student arrives at school late he/she will report to the office. If a student arrives after 8:20, he/she will be counted absent. If a student is more than 10 minutes late to any class, they will be marked tardy. Tardies are recorded per quarter. Repeated tardiness to a class will result in the following penalties:

**1<sup>st</sup>-2<sup>nd</sup> Tardy:** Dean of Students will record tardy. Parental notification will be attempted on the first (1) tardy.

**3<sup>rd</sup> Tardy:** Office Referral Warning and 5000 point deduction

**4<sup>th</sup> Tardy:** Referral to office

**5<sup>th</sup> Tardy:** Referral to office and Saturday School Warning

**6<sup>th</sup> Tardy:** Referral to office and Saturday School Assignment

**7<sup>th</sup> Tardy:** Referral to office and other consequences as needed

If a student is assigned Saturday School and misses this or skips it, the student will receive an additional Saturday School Assignment plus one day in Positive Behavior Intervention (PBI). If a student misses or skips the re-assigned Saturday School or tardiness becomes habitual, a student may receive multiple consecutive days of In School Suspension or other consequences as needed. Habitual tardiness may also result in the involvement of school social services, home visits, contact with probation office, and/or additional consequences as needed.

### **2. EXCUSED ABSENCES**

- a. Absence for school sponsored activity.
- b. Personal illness of the student or the student's child with official written notification.
- c. Death or serious illness in the immediate or extended family. (Official written verification may be required.)
- d. Court appearances with official written verification.
- e. Medical/Dental appointments with official written verification. (Parent/guardians are urged to schedule medical or dental appointments after school hours. When

this is not possible, the appointment should be scheduled so that the student will not miss the same class repeatedly.

- f. Excused absences shall accord the student the privilege of making up all assignments and/or class activities as the teacher directs. It is the responsibility of the student to make arrangements for all make-up work.
- g. Official written verification includes signed doctor, dentist, court or legal documents identifying the office and/or the name of the professional who provided the service.

### **3. PARENT PERMISSION**

- a. Parental permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the attendance office, by note or phone call, the day the absence occurs.
- b. The student **may not exceed five (5) parental permission absence days for the year.** If student exceeds five (5) days of parental permission absence in any class for the school year, all parental permission days thereafter are classified as unexcused.
- c. Parental permission shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.
- d. Absences for parental permission shall not be granted in conflict with semester examination schedules.

### **4. UNEXCUSED ABSENCES**

- a. An unexcused absence shall be considered to be a willful absence (truant) from school if it is without the knowledge of the student's parent/guardian.
- b. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.
- c. **A student who has ten (10) or more unexcused absences during a semester may be denied credit for that semester.**
- a. Projects assigned before suspension but due during the suspension may be submitted for credit.
- b. No suspended student will be denied the opportunity to take semester test.
- c. Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of absenteeism.
- d. A student with five (5) or more unexcused absences per semester may be assigned consequences.

**\*THE UNEXCUSED POLICY STATES:** Upon the second unexcused absence in any semester, a letter will be sent to the parent notifying him/her that upon the fourth day of unexcused absence from any class, a petition will be filed with the County or City Prosecuting Attorney to request appropriate legal action necessary to improve the student's attendance. Such notification may lead to a penalty of up to \$500.00 plus court costs, in accordance with ACA 6-18-222.

### **5. STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL**

- a. When a student is absent, parents should call the school any day the student will be absent. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of all students.

- b. If a student's name is on the unexcused list, a note must be turned in to the office by the first bell.
- c. If a student does not return to school after an appointment, his parents should notify the school.
- d. Students cannot leave the campus for any reason without clearing through the office. Students should also check in through the school office when entering late.
- e. Students entering late, during any part of the day, should bring a note from a parent to the office stating the reason for entering late. Excusing the absence will be according to Excused Absence Policy. Student exiting school early must bring a note to the office before school to receive their "early exit" slip.
- f. Failure to follow the above procedures will result in the absence being recorded as unexcused.

## **6. LEGAL NOTIFICATION**

- a. Upon notification by the School District that a student of mandatory school age is no longer attending school or has 10 consecutive absences in any class, the County Prosecuting Attorney or City Prosecuting Attorney will be notified that the student is no longer attending school. Students with unexcused absences in excess of 4 total days in any one semester may be considered delinquent, and appropriate notification to the County Prosecuting Attorney or City Prosecuting Attorney may be made subject to the directions of the Superintendent or his/her designee.
- b. The Fort Smith School District shall notify the Arkansas Department of Finance And Administration whenever a student 14 years of age or older is no longer attending school, and the Department of Finance and Administration shall suspend the student's learner permit or driver's license until the student re-enrolls and is successfully attending school.

## **7. COURSE CREDIT**

- a. Credit may be denied to a student Grades 9-12 enrolled in credit courses when a student has more than ten (10) days of total absence in a semester.

## **8. DENIAL OF PROMOTION**

- a. Excessive absences may be a basis for denial for promotion or graduation.

## **9. GRADING**

- a. A student who is absent from any given class will be permitted to make up major tests and major assignments if the student has an excused absence. The student must make arrangements with teacher(s) on the first day the student returns to class to complete work missed because of an unexcused absence. **A student will be given an "O" or "F" if the assignment(s) missed is the result of "unexcused" absence.**

## **C. PRESCRIBED MEDICATION**

Students on prescribed medication during school hours must have their parents complete a medication form. All medication will be held in the Belle Point Office.

## **D. TOBACCO POLICY**

Smoking is **NOT** allowed on the Belle Point Center campus, parking lot, in the building, or within sight of the campus. No tobacco will be allowed. Students may receive consequences including but not limited to Saturday School.

## **E. CONTROLLED SUBSTANCE**

A student shall **NOT** possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol or intoxicant of any kind or other controlled substance as defined in the State of Arkansas Uniform Controlled Substance Act 5-64-101. (See Fort Smith Public Schools Handbook for Discipline Procedures.)

## **F. BELLE POINT CENTER DRESS CODE POLICY**

In order to enhance high standards in our school, we must encourage neatness, cleanliness and decency in personal dress and appearance of all students. Therefore, the dress code is in effect every school day from arrival to departure of the student. Recommendations can be made to the Children's Service League for clothing assistance. Please contact school administration for additional information. Students arriving not in correct uniform will be assigned PBI until a parent or guardian can supply a uniform. Students will be assigned to PBI until they are in compliance with the dress code. Continued non compliance may result in an out of school suspension and/or further discipline actions may be taken. It is the student's responsibility to arrive in uniform.

### **1. DAILY AND PROGRESS STUDENTS – While on these levels, students have the following responsibilities:**

- a. PANTS:** Navy blue, black, gray, or khaki/brown pants may be worn (no designs, pants must be plain slacks, no cargo pants, no denim material, no joggers). No jeans allowed unless on Merit/WATC status. Pant must be ankle length; no capri pants or leggings. The waist size of the pants must not exceed 2 inches of the student's waist size. Pants must have belt loops. Stretch pants, yoga pants, or pants that resemble jeans will not be permitted. Cuffing or banding of the pant leg will not be permitted. Sagging will not be permitted. Students are only permitted to wear one pair of pants at a time. No pajamas, sweat pants, joggers, or gym shorts will be permitted underneath pants.

**b. SHIRTS AND BLOUSES:** Shirts/blouses must be solid white or solid purple with sleeves and collar. A turtleneck is not considered a collar. Button down or polo styles are acceptable but button down shirts must remain buttoned. Shirts/blouses must be tucked in pants while on campus or bus, or school-sponsored outings and/or field trips. Blousing over the belt is not permitted. Undershirts may be worn underneath the collared shirt but must be of a solid white color without writing. Undershirts can be long or short sleeved but may not be hoodies, sweatshirts, or jackets.

Progress students may earn the privilege to wear a collared shirt in a color of their choosing on Monday's (other than the standard white or purple). The collared shirt may be any color or pattern without writing. Shirt still needs to be tucked in at all times.

**c. BELTS:** Belts must be worn in the belt loops at all times. Belts or belt buckles that have symbols, writing, drawings, or studs will not be permitted. Belts must be of a solid color.

**d. OUTERWEAR:** Jackets and coats of your choice may be worn to school and hung in the designated area. Hats and caps are prohibited.

**e. OTHER:** No jewelry may be worn except a watch on Daily. Progress students may wear minimum jewelry: 1 ring, 1 watch, 1 necklace, 1 bracelet and 1 set earrings. No eyebrow, lip, tongue, nose, or any facial piercings permitted. **NO EYEBROW LINES.** Only natural hair color is allowed (no green, blue, purple, etc). Hickeys that are visible must be covered with makeup or a flesh-colored band aide, and this must be taken care of before school. **Tattoos must be covered prior to arriving at school if a student is Daily. Progress and Merit students will be allowed to have their tattoos uncovered, unless they are gang related and/or offensive.**

**f. SHORTS:** Students who have earned merit status will be allowed to wear shorts per the Fort Smith Public School District policy. Merit students will follow the district policy, of shorts being at least "mid-thigh" in length.

## **2. MERIT AND WATC STUDENTS – While adhering to the responsibilities of this level, students have earned the following privileges:**

**a. PANTS:** Student may choose color of pant or jean. The waist will not sag below the hip area. Girls will be allowed to wear capri pants but leggings are not permitted.

**b. SKIRTS:** Student may choose color. The length should be one hand width above the knee or longer.

**c. SHIRTS AND BLOUSES:** Student may choose color and style. Sleeveless clothing, low cut blouses, see-through shirts, and clothing exposing the midriff area will not be allowed.

- d. **OTHER:** Merit students may wear jewelry with the exception of eyebrow, lip, tongue, nose, or any facial piercings. **NO EYEBROW LINES.** Only natural hair color is allowed (no green, blue, purple, etc). Hickeys that are visible must be covered with makeup or a flesh-colored band aide, and this must be taken care of before school.

## G. FSPS SECONDARY SCHOOL DRESS CODE POLICY

### General

- a. Students will be expected to wear school clothing and not recreational apparel to school.
- b. Styles must not infringe on the rights of others or pose a hazard to personal safety.
- c. State health laws require that shoes be worn at all times.
- d. Hair must be neat and clean.

### Specific Prohibitions

Clothing styles that are revealing to the point of disruption or distraction. Examples include but are not limited to the following:

- a. Spaghetti straps.
- b. Any type of strapless apparel.
- c. Shirts, blouses or tops that expose any part of the midriff.
- d. Any type of spandex apparel or clothing that is tight to the point of being inappropriately revealing.
- e. Low-cut attire, bare backs, halter-tops, mesh attire, or shirts, tops or blouses with open sides, tank tops, see through clothing, etc.
- f. Underwear cannot be exposed.
- g. Clothing or body art that advocates poor standards of character and citizenship. Items in this category include:
  - h. Advertisements for alcohol, drugs or tobacco.
  - i. Displays of excessive violence. Slogans associated with death, suicide or killing is included.
  - j. Suggestive language, slogans or sexual connotations.
  - k. Clothing, drawings, body art, or items that denote or suggest membership in a public school fraternity, sorority, secret society/organization, or gang.
  - l. All clothing must be worn in the manner in which it was intended. Clothing with straps, suspenders, etc., must be worn with all straps properly fastened.
- m. **Clothing resembling sleepwear, such as pajamas, house shoes, slippers, etc., is prohibited.**
- n. Clothing with rips, tears, or holes is prohibited.
- o. Hats or other head coverings are prohibited on campus except at athletic events or outdoor activities as permitted by school personnel. **Bandanas and “do-rags” are prohibited at all times.**
- p. **“Sagging” or “bagging” is prohibited.** Continued violations will result in an office referral.
- q. Sunglasses (worn in the building) are prohibited.

- r. **Any type of chain, including wallet chains, dog chains or collars, or studded apparel is prohibited.**

## **H. ITEMS PROHIBITED AT BELLE POINT CENTER**

1. Electronic devices.
2. Weapons (or anything that can be considered a weapon).
3. Possession, use, or distribution of a controlled substance, alcohol, and substances represented to be a controlled substance, or drug paraphernalia.
4. Tobacco of any form, i.e. cigarettes, e-cigarettes, & smokeless tobacco, lighters, or matches.
5. Any articles which impair or disrupt the educational process.
6. Graffiti on notebooks, folders, etc.
7. Permanent markers.
8. Students will not be allowed to bring backpacks, three ring binders or tote bags to school. Girls' purses are prohibited.
9. **No cell phones will be permitted at Belle Point Center** with the exception of Merit and WATC students.
10. Money (unless turned in for lunch).

## **I. CELL PHONE POLICY**

Daily and Progress Students:

1<sup>st</sup> offense- Confiscation of the phone by school officials

2<sup>nd</sup> offense- Confiscation of the phone by school officials, hold for parent pick-up

3<sup>rd</sup> offense- Confiscation of the phone by school officials, hold for parent pick-up at the end of the current semester

Merit and WATC Students:

Merit students may bring a cell phone to school, but will be required to surrender the phone at the start of their school day. Phones will be returned to merit students upon dismissal.

The Fort Smith School District and Belle Point or Belle Point staff will not be held financially or legally responsible for lost, stolen, or damaged devices.

## **J. STUDENT SEARCHES**

1. Students will be required to turn in all items brought to Belle Point Center. Pencils and paper are provided by the school. Students will be asked to empty all pockets and may be asked to reveal the sock/shoe area. Students will have a pat down and/or electronic scanner search upon entering the building.
2. The Fort Smith School District and Belle Point Center uses video surveillance to assist in security and investigations.

## **K. SUSPENSION: PBI**

Positive Behavior Intervention may be used as an alternative to out-of-school suspension. Students will be required to attend school in Belle Point dress code. See “PBI attached Student Expectations.”

## **L. SUSPENSION: OSS**

Suspension from school is a penalty that may be used for chronic or serious infractions of school rules. The following guidelines will be used when suspending a student:

1. Length of suspension will be determined by school authorities and will reflect the offense committed.
2. Parents will be notified in writing of the action taken.
3. A student on suspension will not be allowed to participate in or attend any school activity at or away from school.
4. A student on suspension will not be allowed on school property unless accompanied by a parent on official business. Violation of this regulation will result in the student being prosecuted for trespassing.
5. Suspension will result in loss of bus privileges.
6. **A student will be allowed to make up work missed during the suspension. This work is due on the day the student returns and is the responsibility of the student to request the work.**
7. A student will be admitted back to school on the day following the end of the suspension after a satisfactory solution to his conduct is agreed on by parents and administrators in conference.
8. Upon the student’s 20<sup>th</sup> office referral in a semester, the student may be given a minimum of 3 days suspension for excessive office referrals. More days may be assigned, depending upon the severity of the infraction.
9. Continued discipline infractions will result in FINS petition being filed with the Juvenile Court.

## **M. HOMEWORK POLICY**

Students are afforded the opportunity to complete their homework in class under the supervision and with the support of the classroom teacher. Students who do not complete their work in the time

allotted can take their work home to complete. Parents and/or guardians may request additional work for their son/daughter to enhance their skill development.

## **N. FSPS NETWORK/INTERNET ACCEPTABLE USE GUIDELINES**

### **1. Acceptable Use**

The Fort Smith Public Schools' digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to students, whether in use at school or off school premises.

### **2. Unacceptable Use (ACA 6-21-107)**

The District has established and will maintain an Internet filtering system to prevent computer users from accessing harmful material. The use of the network is a privilege, not a right, which may be revoked at any time for inappropriate conduct as determined by the Fort Smith Public School District. Such conduct would include, but not be limited to, the placing or viewing of unauthorized or unlawful information (data or graphics) on a system, messages/data, the sending of messages/data that are likely to result in the loss of a recipient's work or systems, and the sending of "chain letters," or "broadcast" messages to lists or individuals. District computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. The unauthorized disclosure, use, and/or dissemination of personal identification information regarding students or staff is strictly prohibited. Any unauthorized access to District, staff, or student information by any individual is prohibited. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. Users must also observe the acceptable use of policy of other networks. What is acceptable use on the District network may not be acceptable on outside networks. An account assigned to an individual, including Student Use Accounts, may not be used by others. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. It is not acceptable to use the network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation or computer worms or viruses, and using the network to make unauthorized entry to any other machine/service accessible via the network. No one should deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access. Use of the network for recreational games is not acceptable.

### **3. Behavior in Use**

All faculty, students, staff, and associates are responsible for use of district computing resources in an effective, efficient, ethical, and lawful manner even in the absence of reminders or enforcement. Users are expected to follow normal standards of polite conduct in their use of the computing resources. Responsible behavior includes consideration for other users, as well as efficient use of the computing time and materials. Annually every user will be required to

successfully complete training as defined by the School District in order to be eligible to access network services. The District cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by another party. Users are personally monetarily responsible for their unauthorized access to any “pay” service. The District cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the District’s computer facilities. Faculty cannot be held liable for the student’s use of the network. Students may access the network for individual work, in the context of another class, at a location other than on campus. The faculty is responsible for instructing and supervising students on acceptable use of the network, network etiquette, electronic mail, chat rooms, and other forms of electronic communication. Students have no expectation of privacy in their use of school digital devices.

#### **4. Plagiarism**

Copying a student’s computer assignment takes little effort; as does detecting and proving such plagiarism. The standard academic penalties for this are severe. Systems staff will cooperate with instructors in verifying plagiarism. Guilty users will lose computing privileges. Students may be subject to receiving a failure for the assignment and possible failure for the course. This includes students who have completed a course and shared their old work with those in a subsequent semester.

#### **5. Use of Copyrighted/Licensed Materials**

Unauthorized copying, transmittal of, or use of licensed or copyrighted media (example: software) is considered theft and a violation of copyright laws. Placement of media (example: software onto an on-site user’s computer hard disk) onto School District information systems equipment should not be done without prior authorization. Final responsibility of management of a given piece of equipment and the media placed on it is held by the assigned user or on-site lab supervisor.

#### **6. Violations Statement**

Violations of the guidelines set forth in this policy shall constitute a violation of school rules and will result in punishment of the student with a minimum penalty of a reprimand to a maximum penalty of expulsion. Violations of some of the guidelines set forth in this policy may constitute a criminal offense. Transmission or use of any material in violation of any international, U.S., or state laws or regulations is prohibited. Systems staff and district administrators will cooperate fully with law enforcement agencies in correcting any violations.

#### **7. Online Safety Pledge**

The student’s signature on the District’s Student Handbook signature page indicates she/he will uphold all aspects of the following pledge.

I want to use the computer and the Internet.

I understand that there are certain rules about what I should do online.

I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers’/parents’ names, addresses, or telephone number to anyone I meet on the Internet.

2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or me.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I “meet” online.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school’s policy.
11. I have no expectation of privacy in my use of school digital devices.

### **8. Additional Rules for Digital Devices Issued to Students for Classroom Use**

1. Digital devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Students are responsible for the proper care of digital devices at all times, whether on or off school property, including costs associated with repairing or replacing the digital device.
3. If a digital device is lost or stolen, this must be reported to the schools administrators immediately. If a digital device is stolen, a report should be made to the local police and to district administrators immediately.
4. The Board’s policy and rules concerning computer and internet use apply to use of digital devices at any time or place, on or off school property.
5. Students are responsible for obeying any additional rules concerning care of digital devices issued by school staff.
6. Violation of policies or rules governing the use of digital devices, or any careless use of a digital device may result in a student’s digital device being confiscated and/or a student only being allowed to use the digital device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

### **9. Internet Safety and Web Filtering Policy**

The Fort Smith Public School District has developed a set of policies and guidelines to address the Internet safety of both students and staff members. These guidelines follow security guidelines as recommended by the Department of Information Systems of the State of Arkansas and the Arkansas Public School Computer Network Division. They are also in compliance with the Child Internet Protection Act.

1. Web filtering servers will be employed, updated and maintained to prevent access by minors to inappropriate subject matter on the Internet and the Web.
2. The use of electronic mail, chat rooms, or any other form of direct electronic communications by students will be prohibited unless monitored by a staff member to protect the students’ safety and security.

3. A network firewall will be employed, updated, and maintained to prevent unlawful or unauthorized access, including “hacking”, from the outside or from within the computer network.
4. Information security access rules and secure password policies will be employed to prevent the unauthorized disclosure, use, or dissemination of personal identification information regarding students and staff members.
5. Student access to materials harmful to them will be restricted through the implementation of web filtering servers, a network firewall, and anti-malware software.

## **N. BELLE POINT TECHNOLOGY NON-NEGOTIABLES**

The following will result in an automatic office referral. Other consequences may also be assigned in addition:

1. Facebook
2. Facebook Messenger
3. Instagram
4. YouTube for streaming music videos
  - a. Youtube is okay for educational purposes
2. Pornographic websites or videos
3. Websites used to Bully
4. Websites used for Texting, calling, chatting, etc
5. Misusing or mistreating your computer Intentionally (on purpose) such as:
  - a. slamming computer
  - b. pulling, removing keys
  - c. drawing, leaving marks of any kind
  - d. pulling off labels/stickers
  - e. taking someone else’s computer without permission

## **O. STUDENT CONDUCT NOT PERMITTED ON SCHOOL PREMISES OR AT ANY ACTIVITY RELATED TO SCHOOL**

### **A. Disregard of Directions or Commands**

A student shall comply with reasonable directions or commands of teachers, interns, substitute teachers, paraprofessionals, principals, administrative personnel, the Superintendent, transportation staff, school security officers, or other authorized school

personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

### **B. Disruption and Interference With School**

No student shall:

1. Block the doorway or corridor.
2. Prevent students from attending a class.
3. Block normal pedestrian or vehicular traffic.
4. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
5. Refuse to identify themselves to a staff member upon request.
6. Encourage other students to violate any rule or School Board policy.
7. Engage in conduct disruptive to educational objectives.
8. Engage in reckless, negligent, or malicious conduct that might cause physical harm to the student or others.
9. Use any form of bullying or intimidation that may include, but is not limited to teasing, taunting, threatening, frightening, and/or hurting other students physically or emotionally, or influencing others to use such practices.
10. Urge or induce others to violate school policies.
11. Participate in hazing in any form including initiation into an organization, extracurricular activity, or sports program.
12. Interfere with or distract another student during the period of silence. Students are to remain silent during this time period (ACT 576 of 2013).

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

### **C. Immorality**

A student shall abstain from indecent and immoral acts. A student may not possess any material which depicts or otherwise describes any indecent or immoral acts.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

### **D. Fireworks, Explosives, and Other Incendiary Devices**

A student shall not possess, handle or store matches, cigarette lighters, firecrackers, smoke bombs, or any other kind of fireworks and/or explosive or incendiary devices that could cause injury to persons or damage to school property or that could be disruptive to the learning climate of the school. Neither shall a student possess any device resembling any of the above items.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

### **E. Gambling**

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

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**F. Abuse or Assault of School Staff (Act 1046 of 2001)**

1. A student shall not assault, threaten to assault, or physically or verbally abuse a school employee, or any other individual. Communicating a death threat in any manner is prohibited.
2. Any teacher, who in the line of duty and in compliance with school policy, who is the recipient of abuse (physical or other) from any student shall file a written report of the incident. Teachers shall have the right to ask for an investigation and hearing relative to the incident and action taken with those involved.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**G. The Possession of any Firearm or Other Weapon Prohibited on School Property or at School Functions (ACA 5-73-122, 6-18-502 & 6-21-608)**

1. A student shall not possess, handle or transmit any object that can be considered a weapon or dangerous instrument including, but not limited to, firearms, knives, throwing stars, and air guns, or any device designed to resemble a weapon. Pursuant to federal law, the Board has the right to expel a student for 365 calendar days for a weapons violation unless modified by the superintendent (Gun Free Schools Act of 2002).
2. A student shall not possess, handle or store contraband materials while on school property or at school-sponsored events.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**H. Using, Offering for Sale or Selling Beer, Alcoholic Beverages, Other Intoxicants or Mood-Altering Substances of any Kind on School Property or at School Functions (ACA 5-64-101 & 6-18-502)**

1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol, other intoxicant or mood-altering substance of any kind, or other controlled substances, as defined in the State of Arkansas Uniform Controlled Substances Act 5-64-101. The student may not possess any substance represented to be a controlled substance. The student may not possess any drug or alcohol paraphernalia while on school property or at any school function.
2. All medications for students, both prescription and non-prescription, are required to be stored and administered as outlined in the Fort Smith Public Schools Medication Policy, Section III. C. This policy is available for review in the office of all schools.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**I. Damage or Destruction of School Property (ACA 6-18-502)**

1. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.
2. The student shall make restitution for damages and/or theft of school property.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**J. Possession of Tobacco Products (ACA 6-21-609)**

All Fort Smith Public School property and all school activities are smoke free. A student shall not possess or use tobacco products including electronic cigarettes in any form on school property or at school functions.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**K. Providing False Information**

Students shall provide to the District valid information regarding identity, address, telephone number and other relevant data requested by the school. Students providing invalid or false information shall be in violation of this policy.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**L. Fraternities, Sororities, or Other Secret Organizations or Societies (ACA 6-18-601 through 6-18-607)**

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, or other secret organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the students enrolled in that school or local school system on the basis of the decision of its membership.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**M. False Alarms (ACA 5-71-210)**

No student shall communicate a false emergency alarm. False alarms shall include, but not be limited to, fire alarms, bomb threats, 911 emergency calls, and severe weather alarms.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**N. Electronic Devices**

No student shall possess any unauthorized electronic devices such as pagers, laser pointers, two-way radios, CD/MP3 players, radios, televisions, electronic games, or any other electronic device that might interfere with the educational process of the school during school hours. No student shall make any audio and/or video recording (including still photography) on a school campus or at a school activity which might interfere with the educational process of the school. Schools will not be responsible for lost or stolen cell phones or for the loss of or damage to confiscated items.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**O. Pets on Campus**

No pets of any kind are allowed on school property or at any school activity without the express permission of the building principal.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

**P. Behavior not Covered Above (ACA 6-18-502)**

1. The School District reserves the right to discipline student behavior that occurs on or in reasonable proximity to school property which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
2. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

#### **Q. Sexual Harassment**

1. Policy- It is the policy of the Fort Smith School District to maintain a school environment that is free from sexual harassment. Sexual harassment is against the law, deemed unacceptable conduct in the school environment and will not be tolerated. It shall be a violation of this policy for any student to harass another student, an employee, or agent of the District through conduct or communications of a sexual nature as defined below. For the purposes of this policy, “sexual harassment” is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature, whenever such harassment occurs on School District property or at a school-sponsored event.
2. Behaviors that Constitute Sexual Harassment Sexual harassing behaviors may include, but are not limited to, the following actions: a. Verbal harassment or abuse . b. Pressure for sexual activity. c. Repeated remarks to a person with sexual or demeaning implications. d. Unwelcome touching. e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, honors, programs, or activities available at or through the school. f. Non-verbal harassment (gifts, pictures, drawings, cartoons).
3. Retaliation Prohibited a. The District will discipline any student who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. b. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. c. Punishments for retaliation include, but may not be limited to, a warning, transfer, suspension, or expulsion.
4. Reporting and Investigation a. Alleged violations of this policy should be reported to the building principal or assistant principal. In the event the administrator is the suspected harasser, the student can report to the school counselor or to the District Sexual Harassment Coordinator. Any investigation will be conducted expeditiously and will be impartial. Investigations will be conducted in accordance with the District’s Sexual Harassment Complaint Procedures. b. School District employees and agents are responsible for reporting alleged violations of this policy in accordance with the District’s Sexual Harassment Complaint Procedures.
5. Punishment can include, but may not be limited to, written warning, suspension, or expulsion.

Minimum Penalty—Reprimand

Maximum Penalty—Expulsion

## **P. CONTROLLED SUBSTANCE DISCIPLINE PROCEDURES**

### **A. Controlled Substance – General Student Population**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol or intoxicant of any kind, or other controlled substance as defined in the State of Arkansas Uniform Controlled Substances Act 5-64-101. The student may not possess any substance represented to be a controlled substance. The safety of students and patrons attending on-site and away school activities is of paramount concern. Similarly, it is important that students comply with existing laws regulating the use and possession of intoxicants and controlled substances. Accordingly, the meaning of the term “use” should be deemed to include, but not necessarily be limited to, the consumption in any amount, of alcoholic beverages, controlled substances, or other intoxicants, prior to or during the travel to and from on-site and away student activities. The manifestation of use by such factors as detectable odor; physical appearance, e.g., bloodshot eyes or slurred speech; or other articulable observations may implicate the application of this policy and its accompanying consequences.

#### **1. Disciplinary Action Taken Toward any Student who is Involved with Controlled Substances at School**

The possession, use, sale, or distribution of any controlled substance or paraphernalia shall be prohibited on school grounds or at any school activity while a student is enrolled in Fort Smith Public Schools.

- a. \*First Violation: The student will be subject to disciplinary action which may include suspension from school and/or possible recommendation for expulsion, and the police will be notified.
- b. Second Violation: The student shall be suspended for a minimum of ten (10) days with a possible recommendation for expulsion. The police will be notified.

### **B. Controlled Substance – Activity Programs**

The Activity Program during or after school (ie: field trips) acts as an extension of the school curriculum and is an integral part of the educational program. Participation in activities helps prepare students for responsible roles in society, allows students the privilege of representing their school, and affords these students the opportunity to set good examples for others to follow. Students who involve themselves with illegal, controlled substances (including alcohol) and participate in school activities are not appropriately fulfilling their responsibilities to properly represent their school and set good examples for others.

Therefore, the following policy has been developed for school administrators to follow when controlled substance problems are encountered:

1. Disciplinary Action Taken toward Students who are Involved with Controlled Substances at School or while Participating in a School Activity and are Involved in Extra-Curricular Activities
  - a. \*First Violation: The student shall be removed from that said activity until ALL the requirements are met in Section XIX.A.1.a., First Violation.

- b. Second Violation: The student will be automatically removed from ALL extracurricular activities and shall not be allowed to participate in any school activities for the remainder of that school year. Also see Section XIX.A.1.b., Second Violation.

**C. Controlled Substance – Attempted Suicide**

School administrators who determine that a student has attempted suicide using controlled substances or non-prescription medications should require appropriate professional assistance for the student.

- 1. Disciplinary Action Taken Toward Students who have Attempted Suicide with Controlled Substances or Non-Prescription Medications at School or while Participating in a School Activity
  - a. A professional evaluation to assess suicide risk and the student’s capability of functioning in the unsecured environment of a public school is required before the student returns to school. The administration reserves the right to recommend expulsion when the offense is serious enough to warrant the more severe penalty.

<b>Q. HOUSE AND SENATE BILLS</b>
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- 1. Compliance with ACA 6-17-113 (threats) Act 1520. See attached senate bill 259.
  - a. Students may not assault, threaten to assault, or physically or verbally abuse a school employee, or any other individual. Communicating a death threat in any manner is prohibited.
  - b. Any school official who is the recipient of abuse (physical or other) from any student shall file a written report of the incident.
- 2. Compliance with ACA 6-16-108 (pledge of allegiance). See attached bill 1333.
- 3. Compliance with ACA 6-10-115 (required period of silence) Act 576. See attached house bill 1690.
  - a. Students who interfere or distract another student during this period of silence will receive an office referral warning for first offense and office referral for second offense. Continued disruption will result in further disciplinary action as determined by school authorities.
- 4. Compliance with ACA 6-18-514 (bullying). See attached senate bill 892.
  - a. “Jonin”, “roasting”, “joshin” will be considered bullying and will result in disciplinary action as determined by school authorities.
- 5. Compliance with ACA 9-25-102 (destruction of school property). See attached house bill 1010.

