

# **VERA LLOYD**

PRESBYTERIAN FAMILY SERVICES

## **DYS Student Handbook**

**2023-2024**

### ***The Mission of***

*Vera Lloyd Presbyterian Family Services, Inc. is to heal, prepare, and empower children, youth, and families in need.*

### ***Vision Statement***

*By June 30, 2023, we will be the agency of choice for ensuring Arkansas children, youth, and families are stable and healthy.*

### ***Core Values***

*Culture of Caring and Respect*

*Commitment to Integrity and Accountability*

*Dedication to Inclusion and Acceptance*

# **Arriving Early and Late**

Since DYS school, is on a set schedule, it is very important that students are in class and ready to begin online school work.

Class begins at 8:00. That means all students should be in the classroom and in assigned seats, ready to begin classwork on their assigned chrome books.

## **Absences**

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the facilitator.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;

5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the facilitator.
7. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the facilitator, or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent;, legal guardian;, person having lawful control of the student;, or person standing in loco parentis,; or have an accompanying note that is not presented within the timeline required by this policy, shall be considered as unexcused absences.

When a student has 3 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds 6 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law. It is the Arkansas General Assembly's intention that students

having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student,; the student's parent,; legal guardian,; person having lawful control of the student,; or person standing in loco parentis,; and the school or district administrator designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

## **SCHOOL PROPERTY**

As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new and face disciplinary action.

# **Dress Code**

1. Dress should reflect an acceptable common standard in the interest of modesty and decency.
2. No clothing that promotes alcohol or drugs
3. No bandanas, hats/caps, or hoodies
4. No pajamas
5. No sagging

# **Chrome Book Policies**

## **Loaning Equipment to Others**

Students may not lend Chromebooks or Chromebook components to others for any reason.

## **Student Storage/Saving Files**

Students are responsible for maintaining and backing up their files and documents. Any files saved to the Chromebook may be lost in the event of a hardware failure or may be removed during maintenance. Students may backup to “cloud” storage on the web, such as Google Drive or Apple iCloud.

## **Internet Use**

As required by the Children’s Internet Protection Act (CIPA), an internet filter is maintained by the district for school use on the Chromebook. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Log files are maintained on each Chromebook with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the Chromebook, network, and the Internet. Students are required to notify a teacher or administrator

if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

## **Passwords**

Students should log in only under their assigned username and password. Students should not share their passwords with other students.

## **Chromebook Inspections**

Students may be randomly selected to provide the Chromebook for inspection. Students with damaged Chromebooks who fail to report the damage will be subject to additional fines and disciplinary action

## **Academic Dishonesty**

A student will not cheat on tests, nor will a student aid other students in cheating on tests. Possession of cell phones or any electronic device is prohibited during tests and at DYS School.

***Penalty: Zero for test***

## **Profanity, Verbal Harassment, Obscene Gestures**

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process (A.C.A. §5-60-113, school bus drivers; A.C.A. §5-17-207, disorderly conduct; A.C.A. §5-71-208, harassment; A.C.A. §6-17-106, insult/abuse of teachers; A.C.A. §6-18-506). Inappropriate behavior or language about or

towards an employee of the district will be categorized as a higher level of offense.

## **Bullying**

Bullying is the intentional harassment, intimidation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee, or person with whom the other student or public school employee is associated. Bullying behavior can be a threat of, or actual physical harm, damage to property, interference to education or operation of school or educational environment.

Students who bully another person will be held accountable for their actions.

## **Cyber bullying of Students**

Students commit the offense of cyber bullying when one transmits, sends, or posts a communication by electronic means with the purpose to harass, intimidate, ridicule, defame, or threaten another student or person or student to whom associated. These transmissions of electronic communications may be of a severe, repeated, or hostile nature towards another student. Electronic means is any form of textual, visual, written, or oral communication made through the use of a computer online service, internet service, telephone, or any other means of electronic communication. Cyber assaults through social networking sites, internet chat rooms, or online messaging services are prohibited. Disciplinary action will be taken on any form of cyber bullying that has the potential to impact the educational environment of school. See policy House Bill 1072 of 2007 and Senate Bill 214 of 2011. Cyber bullying is a Class B misdemeanor.

# **Terroristic Threatening**

Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to other students or school employees (A.C.A. §6-17-113, duty to report all threats and acts of violence).

Penalty: Suspension – Expulsion; legal authorities shall be notified

# **Theft**

## **Theft-Misdemeanor**

Students shall not take or possess property that does not belong to them (A.C.A.

§536-103; A.C.A. §5-36-106; less than \$500). The parent must make restitution.

***Penalty: Restitution and In-School Suspension – Expulsion***

## **Theft – Felony – Personal or School Property**

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a more serious crime. Additionally, a student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, parents must make restitution. (A.C.A. §5-36-103; A.C.A. §5-36-106). ***Penalty:***



***Restitution and In-School Suspension – Expulsion; legal authorities shall be notified***

## **Eating Area Rules**

1. Students will not use the microwave or open the fridge without permission from staff.
2. Students will not play in the eating area.
3. Students will not write or draw on tables, chairs, walls, or counters.
4. Students will throw away all trash before leaving the eating area.
5. Students will clean tables after eating and/or drinking.

## **Rules for Life Skills**

1. Students will sit quietly at the table.
2. Students will keep hands, feet, and objects to themselves.
3. Students will raise their hand and get permission from staff before speaking or getting up.
4. Students will not bully, tease, use foul language, or fight.
5. Students will not touch any electronics, remotes, or decorative items.

## **Consequences**

1. General Reminder- The class will get a verbal warning as a whole and be reminded of the rules.
2. Individual Reminder- The student that is not following rules, after the general reminder will be called upon and given a verbal warning.

3. Time Out- The same student will be called out of the classroom to discuss any problems he is having.
4. Lunch Detention- The student will have lunch in the Facilitator's office.
5. Office Referral- The student will sit in the facilitator's office and work on class assignments the rest of the day.

**Administration:**

**Mendy Henry, Education Support Specialist/Facilitator  
Deverick Franklin, DYS House Supervisor  
Tracey Bratton, Campus Director**