

# Harmony Grove Middle School



## Student Handbook 2017-2018

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We want to take this opportunity to welcome you to Harmony Grove Middle School. The administration of HGMS publishes this handbook in order students and parents alike might become acquainted with the policies and traditions of HGMS. It is the responsibility of each student and his/her parents to become thoroughly familiar with all operational procedures, policies and requirements contained with this handbook. This handbook will provide basic guidelines for student responsibilities and conduct concerning the Harmony Grove School Board Policies. A complete set of policies is available for your use in the District Central Office, in the Principal's office or on our website at <http://www.harmonygrovesd.org> . Copies are available upon your request.

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## School Calendar

### HARMONY GROVE SCHOOL DISTRICT 2017-2018

<b>August 14</b>	<b>First Day Of School</b>
<b>September 4</b>	<b>Holiday – Labor Day</b>
<b>September 14</b>	<b>Parent-Teacher Conferences – HS/JH/MS</b>
<b>October 19</b>	<b>Parent-Teacher Conferences - Elementary</b>
<b>October 20</b>	<b>Teacher In-Service</b>
<b>October 23</b>	<b>No School</b>
<b>November 20-24</b>	<b>Holiday - Thanksgiving</b>
<b>Dec 20 – Jan 2</b>	<b>Holiday - Christmas</b>
<b>January 15</b>	<b>Holiday – Martin Luther King Day</b>
<b>February 15</b>	<b>Parent Teacher Conferences</b>
<b>February 16</b>	<b>No School</b>
<b>February 19</b>	<b>Holiday – Presidents Day</b>
<b>March 19-23</b>	<b>Spring Break</b>
<b>March 30</b>	<b>Holiday – Good Friday</b>
<b>May 15*</b>	<b>Graduation</b>
<b>May 28</b>	<b>Holiday – Memorial Day</b>
<b>June 4</b>	<b>Last Day Of School</b>

Note: Five (5) emergency days are included, any days missed above the five will be added to the end of the school year. Any of the five days not used will be taken off the end of the school year.

### Designated Days for Celebrations 2017-2018

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in Arkansas public schools. The regulations also state that “students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials.” This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations.

The approved party days are as follows:

September 29th  
October 31st  
November 17th  
December 19th  
January 26th  
February 14th  
March 29th  
April 27th  
May 25th

## **Goal and Philosophy**

We as educators view every student as a precious and unique individual capable of achieving their highest potential who is blessed with the ability to succeed regardless of whatever circumstances they may encounter in their lives. It is the goal of Harmony Grove Middle School to ensure that every student is given the opportunity to achieve, to acquire the highest level of success possible, to aspire to greatness in all aspects of their education, and provide an environment where all students can thrive. We consider it our duty to do everything necessary to accomplish this goal for every child we serve.

## **Non-Discrimination Policy**

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1962; Title IX, Section 9-1, Education amendments of 1972, and Section 504 of the Rehabilitation Act of 1973; the Harmony Grove School District assures that no person in the United States shall on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Any person having inquiries concerning compliance with Title VI (race), Title IX (sex), and or Section 504 (handicap) is directed to contact the Coordinator: Harmony Grove School Superintendent (501)778-6271.

## **Residence Requirement**

Definitions:

"Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

"Residential address" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

## **Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

#### **Uniformed Services Member's Children**

For the purposes of this policy:

"Active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"Uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"Veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;

3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

### Student Transfers

The Harmony Grove School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

### Emergency Information

Each student should have current emergency numbers on file in the principal's office. Ill or injured students are not sent home without contact with an adult who will accept responsibility for the student.

In case of a significant illness or injury, every effort is made to contact the family. As soon as the parent or authorized person has been notified, the responsibility for care or treatment rests with the family. **In the event the parent or authorized person cannot be contacted, and the condition of the student warrants immediate medical attention, the student will be transported to Saline Memorial Hospital for treatment.**

### Weather Information

In the event of bad weather, Harmony Grove will use the "Alert Now" call system, or listen to AM 690 or local television channels for school cancellation announcements.

### Visitors

Visitors to the district facilities are required by policy to:

- check in with the appropriate office (Elementary, Middle School, Junior High or High School) upon arrival
- receive a visitor's pass before going to any classroom
- make the administration aware of your intentions on campus

All visitors must be in compliance with all state and local regulations during their stay on campus. This prohibits use of vapor devices, smoking or use of tobacco products of any kind by all visitors. This includes non-school hours and at all school functions, sporting events, athletic competitions or any other event on campus. This ordinance does not purely pertain to school sponsored events but includes other organizations using school property for the duration of their event on campus. Anyone found in violation of this policy will be asked by the appropriate school officials to refrain from smoking or tobacco use while on school property. If visitor does not

comply, he will be asked to leave. If he or she refuses, the police may be called.

## Absences and Attendance

Mandatory Attendance (Act 570 of 1999)

Under such penalty for noncompliance as shall be set by law, every parent, guardian, or person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before August 1<sup>st</sup> of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et seq., with the following exceptions:

1. Five-year-old children for whom kindergarten has been waived pursuant to A.C.A. 6-18-201.
2. Any child who has received a high school diploma, or its equivalent, as determined by the State Board of Education.
3. Any child age sixteen (16) or above enrolled in an adult education program as provided for in subsection (b) of this section or in the National Guard Youth Challenge Program.
4. Any child age sixteen (16) or above enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
5. Any child age sixteen (16) or above enrolled in an adult education program prior to June 13, 1994, under a waiver granted by a local school district, and currently attending the program.
6. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

The Harmony Grove School district shall provide a free and appropriate education from the Kindergarten level through the completion of the secondary program to all persons between the ages of five and twenty-one years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within District and to all persons between those ages who have been legally transferred to the District for educational purposes.

## Arrival and Departure from school

- **Students are not to arrive at school before 7:30 for any reason.**
- All students, whether eating breakfast or not, should go to their assigned classroom (homeroom) upon arrival on campus.
- Those eating breakfast will then be sent to the cafeteria where they will get a tray to bring back to their class.
- All students need to know their after school plans **before arriving at school**. If a change should occur during the day, parents need to call the office before 2:30 p.m. to allow the office ample time to relay the information to the student and their homeroom teacher.
- **Students who arrive on campus by bus or parents may not leave to walk to local stores or restaurants. Leaving campus is prohibited and may result in punishment ranging from in-school suspension to expulsion.**
- The campus closes at the end of the day at 4:00 p.m. Students are not to be on the campus after hours unless they are a part of a district sponsored after-school program or one affiliated with the school.
- Car Riders - 4th, 5th and 6th Grade students will be picked up by the HG Multi-Purpose Building.
- Daycare Van Riders - 4th, 5th and 6th Grade students will be picked up in front of the HG Junior High Building.

## Check-ins/Check-outs

Once a student reports to school, he/she cannot leave the campus without checking out through the office. **Approval shall be given by the principal or his designee only.** If a student becomes ill while at school, he/she must:

1. Obtain permission from the classroom teacher to go to the nurse's office.
2. If the nurse determines that the student needs to go home, she will contact the parents and notify the office that the student is leaving.
3. If the nurse is off campus, the administration will contact the parents.

Other approved reasons for checking out after arriving at school include the following:

- Doctor/dental appointments (must bring appointment card or parental note)
- Court appearance (must bring documentation or parental note)
- Funeral in the immediate family (must bring a note from parent)

Notes must be presented to the principal or his designee prior to the beginning of the school day. When a student (a) arrives at school late or (b) checks out and returns to school the same day, he/she must sign in at the principal's office. If questions arise concerning the legitimacy of the absence, the administration reserves the right to request further documentation from the parent.

Students who do not check in or out properly will be considered truant and the penalties for truancy will apply. This policy is inclusive of all students regardless of age or grade.

If student plans to be picked up at school, a parent note must be presented to the office and/or a phone call made to the office to inform them of the student's plans.

Full day is 7:55am – 3:10pm Morning ½ day is 7:55 am – 11:30 am Afternoon ½ day 11:30 am – 3:10 pm  
Arrival at school between 7:55 am - 8:30 am or leaving school between 2:40 pm and 3:10 pm will result in a tardy notation.

**Early pick-up makes the student subject to the time frames listed above.**

**Arrival to school after 8:30 am is recorded as ½ day absence.**

**Pick up before 2:40 pm is recorded as ½ day absence.**

**Once checked out from the office a student is to leave the campus immediately.**

## **Absences**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### **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 and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted. Absences in excess of ten (10) days without medical documentation will be considered excessive and coded as unexcused.

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 principal.

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 principal;

7. Participation in an FFA, FHA, or 4-H sanctioned activity;

8. Participation in the election poll workers program for high school students.

9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

11. 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. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with five (5) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

#### **When a student has three (3) unexcused absences:**

His/her parents, guardians, or persons 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 five (5) unexcused absences in a semester:**

The District shall notify the prosecuting authority

The parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

#### **At any time prior to when a student exceeds the number of unexcused absences permitted by this policy:**

The student, or his/her parent, guardian, or person 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, guardian, or person in loco parentis, and the school or district administrator or 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.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

## Truancy

Truancy is defined as one or more of the following:

1. An absence from class or school.
2. Being on campus and not being in the assigned class.
3. Leaving school without following the appropriate procedure in the office (see sign out process above).

Students guilty of truancy shall receive the following disciplinary consequences:

- Letter at 3, 5, and 7 absences
- Reported to truancy court at 5 absences

## Tardy to Class

Students are expected to be at school and to class on time thus habitual tardiness will **not** be tolerated.

7:30 Doors open

7:55 Day begins

7:55 – 8:30 Students arriving are counted tardy

8:31 – Arrival after this time, students are counted absent for ½ a day.

2:40 - 3:10 - Students checking out during this time are counted tardy.

5th tardy-will be treated as insubordination and may be reported to the Saline County Juvenile Court as a truancy issue.

Tardy counts start over at the beginning of every semester.

Full day is 7:55am – 3:10pm    Morning ½ day is 7:55am – 11:30 am    Afternoon ½ day 11:30 am – 3:10 pm

## Make up work

Students who miss school due to an **excused absence** shall be allowed to make up the work they missed during their absence under the following rules and the day is still counted as an absence:

1. Students are responsible for asking their teachers for assignments they may have missed as a result of the excused absence:
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not returned within the limits of the established schedule shall receive a grade of zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due the work must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy age 7- item 3 (see ABSENCES.)

**If a child is absent 2 or more consecutive days the parent may call the school for the assignments to be gathered and picked up by the parent.**

**If you need to contact a student during the day a message may be left at the office to deliver to a student. Do not call or ask a student to call you during the school day.**

## **Non-Custodial Parents Access to Students and Student Records**

Harmony Grove Middle School is not an arm of the court and thus has no jurisdiction to limit, withhold or prevent access to students or student records upon request by non-custodial parents. Consequently by law it is not the responsibility of the school to prevent non-custodial parent's access to their biological child, the child's records or vital documents.

## **Contact by Law Enforcement, Social Service, or by Court Order**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

## **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

## **Resolving Conflict**

When parents have questions or concerns about school procedures, there are appropriate steps which need to be followed until satisfactory resolutions are reached. The chain of command is listed in order below:

1. Parent-teacher conference
2. Parent-principal conference
3. Parent-superintendent conference

## **Grievance Procedure**

The grievance procedure is applicable to any situation not covered by law or other specific procedures provided for in board policies. This procedure may be used by a student who feels that there has been a violation, misinterpretation or inequitable application of rules and regulations, laws, or administrative order.

It is desirable that student problems be resolved at the earliest possible time and at the most immediate level of supervision. At any time during this procedure the student may obtain counsel.

Time limits for any step in the procedure maybe set by mutual consent of the parties and any step not necessary may be deleted from the process.

**Step 1:** A student who feels that he/she has a grievance should present the matter orally or in writing to the staff member involved.

**Step 2:** If the problem is still unresolved, the grievant may request a meeting with the principal to present the matter orally or in writing. This should be submitted within 30 days of occurrence of the problem. If the grievance is related to discrimination based on race, sex or handicapping condition the grievant may contact the Equity Coordinator for assistance.

**Step 3:** If the problem is still unresolved, the grievant may request the principal to arrange a meeting with the superintendent. This meeting shall be held within 10 working days after receipt of the request.

## Cafeteria

The cafeteria serves well-balanced meals prepared and served each day under sanitary conditions. All students eating breakfast or lunch must eat in the cafeteria, or they may bring a meal from home when they come to school but they are still required to partake of this meal in the cafeteria. Students, parents or guardians may purchase meals and deliver from off-campus facilities on an occasional basis as long as it is not a disruption to the school day. They must be delivered by a family member or guardian to the office and not delivered by a food provider. Breakfast is taken to the classroom by the students to be eaten there while lunch is served in the cafeteria.

**All food items must be consumed at meal times** as students are not allowed to have food or drinks in class unless under the direct supervision of a physician for an expressed medical condition which is by supported written documentation requiring this dispensation. In an effort to make school lunches affordable for all children, we list all current prices of the meals on our website. As a convenience to you, you may also pay for your student's lunches on-line, at the office or in the home room class.

Breakfast \$1.00      Reduced Breakfast \$0.30  
Lunch \$2.25        Reduced Lunch \$0.40

## Internet and Computer Use Policy

The Harmony Grove School District makes computers and /or computer internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with internet filtering software designed to prevent user from accessing material that is harmful to minors.

\* No student will be granted internet access until and unless **computer-use agreement form**, signed by both the student and the parent/legal guardian (if the student is under the age of eighteen {18}) is on file. The current version of the computer use agreement form is incorporated by reference into the board policy and is considered a part of this student handbook.

Students' use of computers shall only be as directed or assigned by staff or teachers: students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district owned computers or internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

In an effort to help protect student welfare when they navigate the internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

## Extracurricular Activities

### Definitions

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

### Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

<b>Sudden Cardiac Arrest Information Sheet</b>	
Sudden cardiac arrest is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life threatening.	
<b>What is Sudden Cardiac Arrest?</b>	<b>What are the symptoms/warning signs of Sudden Cardiac Arrest?</b>
<ul style="list-style-type: none"> <li>● Occurs suddenly and often without warning.</li> </ul>	<ul style="list-style-type: none"> <li>● Fainting/blackouts (especially during exercise)</li> </ul>
<ul style="list-style-type: none"> <li>● An electrical malfunction (short- circuit) causes the bottom chambers of the heart (ventricles) to</li> </ul>	<ul style="list-style-type: none"> <li>● Dizziness</li> </ul>
<ul style="list-style-type: none"> <li>● beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.</li> </ul>	<ul style="list-style-type: none"> <li>● Unusual fatigue/weakness</li> </ul>
<ul style="list-style-type: none"> <li>● The heart cannot pump blood to the brain, lungs and other organs of the body.</li> </ul>	<ul style="list-style-type: none"> <li>● Chest pain</li> </ul>
<ul style="list-style-type: none"> <li>● The person loses consciousness (passes out) and has no pulse.</li> </ul>	<ul style="list-style-type: none"> <li>● Shortness of breath</li> </ul>
<ul style="list-style-type: none"> <li>● Death occurs within minutes if not treated immediately.</li> </ul>	<ul style="list-style-type: none"> <li>● Nausea/vomiting</li> </ul>
	<ul style="list-style-type: none"> <li>● Palpitations (heart is beating unusually fast or skipping beats)</li> </ul>
	<ul style="list-style-type: none"> <li>● Family history of sudden cardiac arrest at age &lt; 50</li> </ul>
<p>ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.            ** Note that a student-athlete who exhibits unexplained fainting may be SCA because it is the number one warning sign of a potential heart condition. **</p>	

## Emergency Drills

All schools in the District shall conduct:

- Fire drills at least one per month.
- Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February.
- Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.
- Earthquake drills will be conducted twice per year, once per semester
- Annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.
- Drills may be conducted during the instructional day or during non-instructional time periods.
- Other types of emergency drills may also be conducted to test the implementation of the District's emergency/crisis plans. Students shall be included in the drills to the extent practicable.

## Grades, Evaluation, and Reporting/Scales

The evaluation of each student's performance on a regular basis serves to give the parent/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. Report cards will include the student's Independent Reading Level (IRL) at least once each semester.

Report cards are issued at the end of the four nine weeks grading periods. At the end of the second and fourth nine weeks grading periods the student is given a cumulative grade for two nine week periods and a semester exam and it is this grade that is recorded on the student's permanent record. The grade at the end of the first nine week period is in the nature of a progress report. Interested parents/guardians are encouraged to mark on their calendars the dates report cards are issued.

## Deficiency reports

The school shall issue to parents the grade of any student who is making the grade of D or failing with a grade of F. Deficiency reports will be mailed home during the fourth **(4th) week of each nine (9) week period**. A teacher may require a student to have a parent sign the deficiency report and return it for the teacher's files. Grades assigned to student's performance shall reflect only the extent to which a student has achieved the expressed academic objectives such as those contained in the learner outcomes and curriculum frameworks.

The following grading scale as approved by ACT 576 of the 1993 legislative session will be used in computing ALL courses in grades 4-12:

- 90 – 100 A 4.00 Superior (Distinguished)
- 80 - 89 B 3.00 Good (Proficient)
- 70 - 79 C 2.00 Satisfactory (Basic)
- 60 - 69 D 1.00 Poor (Below Basic)
- Below 60 F no credit

## Promotion/Retention

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the student's ability to do the work in the next grade/subject and with the welfare of the student considered. Promotion or retention of students shall be based on

the following criteria: the reading level of the student, achievement test scores, daily academic performance, report card grades, acquisition of skills, age, educational history, and maturity level. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- o Guide the student along pathways to graduation;
- o Address accelerated learning opportunities;
- o Address academic deficits and interventions; and
- o Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## Homework Policy

There is a strong and direct connection between homework and improvement in student achievement. The more time and hard work a student devotes to class work, homework, and study time the greater the result will be in achieving proficient grades on test, in courses, and on standardized examinations. Homework is an indispensable extension of the classroom learning experience; homework is an important factor in the grading policy of every class at Harmony Grove School. **Therefore any student who habitually fails to submit completed assignments on time may be required to forfeit recess time, receive In-School suspension, or be issued Saturday School until all work is completed.**

## Smart Core/Core Curriculum

Upon successful completion of 6th grade, each student will begin participation in the Smart Core/Core curriculum through his/her senior year of high school. All students will participate in the Smart Core curriculum, unless the parent or guardian waives the student's right to participate, by selecting Core. In this case, the student will then be required to participate in the Core curriculum. Failure to complete the Smart Core curriculum for graduation may result in conditional admission to college and ineligibility for scholarship programs. The informed consent agreement may be reversed so long as the student is able to complete the new required course of study by the end of the senior year. In accordance with Arkansas Department of Education policy, a parent/guardian shall meet with a school representative to discuss these curriculum requirements, and to sign the informed consent document each year.

## Pledge of Allegiance

The Pledge of Allegiance is recited each morning. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge must not disrupt the other students. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

## Moment of Silence

At Approximately 8:00 each morning, students and staff will observe a moment of silence. This will be a one minute silent period where students and faculty are free to pray, reflect, or simply maintain a one minute silent period.

## Library Media Center

The school library media center is well equipped and vital to the quality of the educational program. Pupils are encouraged to avail themselves to all materials, resources and opportunities for learning these facilities offer. Reference books may be checked out overnight and library books may be checked out for a two-week period. Students are responsible for the care and return of all books temporarily issued to them. If lost or damaged, **students will be required to pay a charge equal to the current replacement price of the book (This includes books checked out from classroom libraries)**. Use of the Internet will be directed by school policy (see internet policy above).

## Health Services

The board believes that healthy students promote a better learning environment, are more capable of student achievement, and will result in healthier, more productive adults. Therefore, the goal of the district's health services is to promote a healthy student body. This requires both educational opportunities concerning healthy behaviors as well as providing healthy physical care services to students.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing rules and regulations as found in Chapter five: Delegation of Nursing Care.

The school nurse conducts various screenings during the school year. They may include but are not limited to hearing and vision, scoliosis, as well as body mass index.

Arkansas School Infectious Disease Guidelines of the Arkansas Department of Education will be utilized in the management of infectious diseases that reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion of students from school until the period of communicability has passed or treatment has been established to render the student non-communicable are: chicken pox, head lice, influenza, scabies, and streptococcal sore throat.

Students found with head lice are to be excluded from school until proof or treatment is provided and all traces of live lice and eggs (nits) are removed from the hair. The student is not to be re-admitted to school until the school nurse or designee has agreed.

There is a procedure in place to establish a safe and effective method of allowing students to take medication that must be taken during school hours. These are administered by the school nurses twice daily as designated by the dosage. Non-prescription medication must include a note from the parent/guardian listing the student's name, specific time and dosage to be taken, reason for taking medication, and it must be in the original container.

Prescription medication must be in a current prescription bottle with the pharmacy label and doctor's dosage directions. Inhalers must have label on inhaler and must not be passed expiration date. Any medication taken for more than five consecutive days must have medication permission form filed in the office. The parent /guardian is solely responsible for notifying the school of any changes in the medication. **This must be in writing.**

## Fever Policy

The Arkansas Department of Education has guidelines which state to call parents and send the student home if:

1. The student has an oral temperature of 99.5°F.
2. The student feels too ill to participate in school activities.
3. The student has a stiff neck with a fever.
4. The student has difficulty breathing with a fever.
5. The student is drowsy or has a markedly ill appearance.

It is recommended that students be fever free for 24 hours **without the use of medication** prior to returning to school. It is very important that we have current medication information and emergency numbers for all our students.

## Student Illness/Accident

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. **Parents are strongly encouraged to keep all such emergency information up to date.**

## Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school for the duration of their contagion. In some instances, a letter from a health care provider may be required prior to the student being readmitted to school.

The parents or legal guardians of a student found to have live lice or nits will be asked to pick their student up at school. The parents or legal guardian will be given information concerning the eradication and control of head lice. Before a student may be readmitted to school following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits and are deemed no longer contagious.

The school district no longer performs routine screening for infectious vermin. Students are only examined should suspicion of infestation become evident. Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Only the day the student is sent home is excused, all remaining days are deemed unexcused unless written documentation is provided by the parent or guardian upon return which reflects the required treatment of the infection or infestation. Students must provide their own transportation on the day they return to the campus to be screened by the nurse or designee as being free of any lice or nits.

## Medications

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).<sup>1</sup>

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-injectable epinephrine (epipen), or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

### **Asthma Inhaler Policy**

In accordance with Arkansas Code 6-18-1005, Harmony Grove has an asthma inhaler policy that allows students to carry their inhaler as needed. A written policy will be given to a parent upon request and an individualized healthcare plan will be written for the student by a committee including school nurse, parents, student, and other invited parties. Otherwise, the school nurse will keep control of the student's individual inhaler and dispense it on an "as necessary" basis.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>1</sup> and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>1</sup> and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.<sup>2</sup>

## Wellness Policy

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

## Nutrition/Physical Activity Standards

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in Arkansas public schools. The new regulations prohibit schools from providing students with items like sodas, frozen treats, chewing gum, and candies containing natural or artificial sweeteners. The policy does not restrict what parents may provide for their own child's lunch or snacks, but parents may not provide restricted items to other children at school. The regulations also state that "students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials." This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations. **The approved party days are as follows: September 29th, October 31st, November 17th, December 19th, January 26th, February 14th, March 29th, April 27th, May 25th.** Food items that are used as part of the classroom instruction are permitted when appropriate. Because of health issues the refreshments brought for these events must be purchased from a store or bakery. Homemade goods, such as cookies and cakes are not allowed. No food or beverage shall be used as a reward for academic, classroom, or sport performances and/or activities.

## Insurance

If any student does not have coverage with their family, he/she will be offered an opportunity to take out an accident policy available through the school on an annual basis.

## Personal Appearance

The school board recognizes that among those rights retained by the students is the freedom to govern personal appearance. However, when dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents under the following guidelines:

- Students should dress in appropriate attire.
- General appearance should be neat, clean, and conducive to learning.
- Any apparel or hairstyle which could cause harm to the student's health, prove to be unsafe, or cause interference with performance in school activities (P.E., lab, art, etc.) will be prohibited.
- Conventional shoes or sandals must be worn at all times (no cleats, no house shoes).
- Tennis shoes need to be worn for P.E. classes.
- Students may not wear any apparel that displays inappropriate messages such as sexual innuendoes, obscenities, use of alcohol, drugs or tobacco, disrespect for others, present double messages, etc.
- Neither should any apparel be worn or displayed that mocks, ridicules, demeans, or provokes others because of race, religion, national origin, or individual views. This would include emblems, insignia, badges, or symbol or gang related attire.
  1. No caps, hats, do-rags, kerchiefs, sunglasses or any head covering may be worn inside school buildings. The Principal may grant waiver for spirit days.
  2. All shirts/dresses/blouses are to cover the waist, back and stomach at all times. All shirts must be appropriate for school attire. All shirts must have sleeves that are at least two inches wide. They must be buttoned appropriately. No midriff, cleavage or open backs will be accepted. No see-through material will be allowed. No clothing should be form fitting. **Shirts may not be worn where the collar is more than a credit card length from the base of the neck.**
  3. All shorts, skirts, etc. must be at least mid-thigh length. Shorts, skirts (including splits), or dresses above mid-thigh in length are prohibited.
    - a. When purchasing shorts for school please buy shorts with 7 inch inseams or longer. Apparel shorter than 7 inch inseams will not be permitted.
    - b. If the administration feels that the shorts policy dress code is being abused, the privilege of wearing shorts will be rescinded for the entire student body or for selected individuals as deemed necessary.
  4. No undergarment should be seen at any time. No sport bras or lingerie are to be seen at any time. Pajamas or pajama pants may not be worn at any time.

5. No face or body paint.
6. No Facial jewelry with the exception of earrings will be allowed. Any jewelry worn in the ear that the administration deems excessive will not be allowed. No plastic piercing, gauges or nose rings will be allowed.
7. All pants/shorts must be appropriate for education attire. No sagging or ragged attire will be accepted. No metal belts or wallet chains will be allowed.

Cheer/Team uniforms may be worn to school on the day of a game should the game fall on a week day or on Friday should the game be on a Saturday.

**The school administration is the final authority regarding the dress code. Any clothing, jewelry or accessory that the administration deems as inappropriate in an educational setting, presenting a safety concern or that causes a disruption in the educational process will be prohibited.**

When students arrive on campus improperly dressed, the parents will be called and given the opportunity to bring appropriate clothing. In the meantime, the **student will be given appropriate covering and sent to class.** If the parent cannot bring clothing, the student will wear the covering the remainder of the day. The student will not be allowed to leave campus to change clothing. The penalty for improper dress is:

- a minimum of a warning with the option to change into proper attire
- a maximum of suspension

### **Cell Phone/Electronic Device Policy**

In an effort to promote appropriate use of technology while keeping the integrity of the classroom intact, the HGSD cell phone/electronic device policy will allow students to use their phones in various ways during designated times during the day. We embrace the potential that cell phones can be used as a technological learning tool in the classroom and we encourage teachers to implement the use of cell phones when it is appropriate and relevant to the lesson.

Students must refrain from answering, making calls, texting or playing games during class, in hallways, lunchroom, gym, etc. except with the permission of the Principal, teacher or designee. Students are to refrain from electronically communicating with students who are in class. Such behavior will be grounds for disciplinary action.

Students may not use their phones during instructional time for any reason. This means cell phones are to be turned off, placed on silent and put away before entering the classroom. Headphones may NOT be used or be visible during instruction time. As an example, when one is leaving for the restroom, cafeteria, library, pull out class or any other location outside of the classroom.

Teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.

When the device is in use in the classroom for work the student **WILL NOT**:

- Answer any SMS (text) message or phone call
- Be on any social media site (Facebook, Twitter, Vine, etc...)
- Access or play any game or access any entertainment site on their device
- Access or use any application (app) on their device unless expressly instructed to by the instructor
- Take any picture or video that the instructor has not authorized or is aware of
- Upload any picture or video taken in any class to any social media site or website
- SMS (text) message or email any picture or video taken in class to any person or situation, including themselves
- Access any type of mobile web browsing for any reason unless directed by the instructor
- Take any picture, video or text any class assignments or assessments without permission
- To take photos or recordings in locker room, classroom and restrooms with deliberate indecent intent
- Use to look up answers with intent to cheat,

*Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year without notification as approved by the school board.*

Phones that are misused will be confiscated by the classroom teacher/staff member and turned in to the main office. With the given freedom of this policy comes greater punishment for misuse of phone. **The school is not responsible for the loss or theft of electronic devices.**

- **1<sup>st</sup> Offense** – Cell phone confiscated, returned at the end of the day with a parent's signature of policy.
- **2<sup>nd</sup> Offense**- Cell phone confiscated, returned to a parent or guardian and 1 days of ISS

- **3<sup>rd</sup> Offense**- Will be treated as Insubordination. Phone will be confiscated for a time determined by the Principal up to three days, ISS with length determined by Principal or designee up to expulsion.

Punishment should remain similar to those previously established, but there will be greater penalties for chronic misuse. Refusal to surrender your phone when asked is considered "defiance" and will be treated accordingly.

If a communication device is being used to engage in academic dishonesty, including cheating, intentional plagiarism, wrongfully giving or receiving assistance during an academic examination or wrongfully obtaining test copies, scores or materials relevant to the test or, any phone used to record any classroom, to record any altercation on campus, to take pictures of any inappropriate behavior, has or sends any inappropriate material, cyber bullying, texting or pornography displayed will be confiscated for up to ten days by school authorities, or an unspecified amount of time by law officials. Material of this type can and will be given to the juvenile officials or police as necessary. Students involved in this manner of misuse could face punishment ranging from In School Suspension (ISS) to expulsion for the length of one year

**Any cyber bullying, texting, or inappropriate material sent to the device or from the device will be investigated. Device will be confiscated during the entire time of investigation.**

**The school will willingly work with the authorities on any indication of cyber bullying, cyber cheating, or "sex-ting". The school will follow protocol given by the prosecuting attorney's office:**

### **Textbooks and Equipment**

Student will be assigned school property from time to time (decks, textbooks, etc.). The use of these items will be free but the school has the right to make inspection at any time to determine proper maintenance or lack thereof and abuse has occurred abuse to these items of school property. The students and/or guardians will be responsible for any lost or damaged items.

### **Smart Core and Curriculum and Graduation requirements**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* allowing them not to participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. **This policy is to be included in student handbooks for grades 6-12** and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **School Choice**

#### **Standard School Choice**

Exemption

By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.

Deadline to apply and submit to the district for school choice is May 1 of each calendar year.

Definition:

For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

**School Choice Transfers Out of the District**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

**School Choice Transfers into the District**

**Capacity Determination and Public Pronouncement**

The Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 1.

**Application Process**

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before May 1 proceeding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

**Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the

District's stated capacity standards, the acceptance shall be null and void.<sup>5</sup>

- Instructions for the renewal procedure for succeeding school years.<sup>6</sup>

Students whose applications have been accepted and who have enrolled in the District are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the

Students meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extra-curricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.<sup>7</sup>

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.

#### **Facilities Distress Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following three differences.

- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

### **Opportunity School Choice**

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian or the student if over the age of eighteen, must successfully completed the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the

Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.<sup>10-11</sup>

### **Transfers out of or within, the District**

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

The District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

### **Video Surveillance**

The board has a responsibility to maintain discipline as well as to protect the safety, security, and welfare of its students, staff, and visitors while simultaneously safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in any district buses and vehicles. Video recorder placements shall be based on the presumption that students, staff, and visitors have no reasonable expectation of privacy in public areas or at events that occur in plain view of other students, staff, or visitors.

- The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Video containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.
- Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Discipline Policies**

The Students of Harmony Grove Middle School are expected to respect each other, those in authority, and school property.

Following is a list of typical offenses that result in disciplinary responses from school officials. However, some of the listings could involve criminal charges if they violate local, state, or federal law. The list may not be complete but it includes many of the more common offenses in schools.

**Unless separately listed punishment could range from a minimum of a verbal warning to a maximum of expulsion. The decision is made by the administrator investigating the offense.**

**Behavior not covered—the Harmony Grove School District reserves the right to punish behavior which is not conducive to good order and discipline in the school even though such behavior is not specified in the following written rules.**

### **Alcohol/Drugs (illegal)**

No student in the Harmony Grove School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substances as defined in this policy. This policy applies to any student who; is on or about school property, is in attendance at school or any school sponsored activity; has left the campus for any reason and returns to the campus; is in route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or an alcoholic beverage; unauthorized inhalants that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or another narcotic drug; PCP, amphetamines, steroids, "designer drugs," look-alike drugs; or any controlled substance. Selling distributing or attempting to sell or distribute, or using over-the counter or prescription drugs not in accordance with the recommended dosage is prohibited. Any student found guilty of using, possessing, or being under the influence of drugs or liquor/alcoholic beverages will face the following consequences:

First Offense: 10 day suspension from school with recommendation for expulsion for the current semester and one additional semester with loss of credit. Notification of parents/guardians will occur as soon as possible following the offense as well as that of law enforcement and juvenile authorities. In such instances of criminal activity, all school officials will cooperate fully with these agencies

Second Offense: 10 day suspension from school with recommendation for expulsion for one calendar year from the time of the incident with full loss of credit which could equal up to 3 semesters. Notification of parents/guardians will occur as soon as possible following the offense as well as that of law enforcement and juvenile authorities. In such instances of criminal activity, all school officials will cooperate fully with these agencies

Further offences will be dealt with on the same basis.

Student discipline records will run concurrent for the student's tenure at Harmony Grove when dealing with such matters. Consequently, any student may be searched if there is reasonable suspicion that they may be concealing evidence of wrongdoing.

Any school employee who suspects a student is in possession of these materials must report the name and details to the principal at which time due process will be observed in the administration of this policy.

Further offenses will be dealt with on the same basis as if they were the first offense. Student's discipline records shall run continuously for the years of attendance at Harmony Grove School in dealing with offenses concerning the use of illicit or illegal drugs. A student may be searched where there is reasonable suspicion that the student may be hiding evidence of a wrongdoing. Any school employee who suspects that a student report the name and details to the principal. Due process will be observed in the administration of the policy

## **Bullying**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

**Cyber-bullying of School Employees** is expressly prohibited and includes, but is not limited to:

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
5. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
6. Signing up a school employee for a pornographic Internet site; or
7. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as pushing or chest bumping a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying; including a single action which, if allowed to continue, would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

**First Offense – Office referral and parental contact**

**Second Offense – Three days of AIS**

**Third Offense – Three days of OSS with the provision that, should physical contact occur, the penalty increases**

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

**Notes:** Different consequences are permitted depending on the age or grade of the bullying student.

## **Fighting or Threatening Behavior**

### **(Assault)**

Fighting is defined as one or some combination of the following:

- **Exchanging** taunts (name calling or other insults) to the point of violence
- **Exchanging** verbal or written comments intended to provoke violence (including threats).
- An **intentional exchange** of "physical contact" for the purpose of inflicting pain or provoking a violent response (punching, slapping, kicking, hair pulling, etc.).

Any fighting on school grounds, school transportation or at off-campus school functions may result in suspension of all students involved.

**Students identified as having instigated a fight** (encouraged a fight by saying or writing things that resulted in others fighting) will be disciplined for contributing to disorder and the promotion of violence on school property.

**Students are expected to report to school personnel any actual or rumored incidents of violence, written or verbal threats of violence, aggressive behavior or harassment.** Arkansas law requires that this information be reported to the police.

## **Prohibited Conduct**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the board. Prohibited behaviors include, but shall not be limited to the following.

1. **Disrespect** for school employees and failing to comply with their reasonable directions (**insubordination**). Consequences range from warning through OSS and corporal punishment.
2. **Disruptive behavior** that interferes with orderly school operations. Consequences range from warning through OSS and corporal punishment.
3. Willfully and intentionally **assaulting or threatening** to assault or physically abusing any student or school employee.

Consequences range from OSS to referral for expulsion and police notification.

4. **Possession of any weapon** that can reasonably be considered capable of causing bodily harm to another individual. Consequences range from OSS to referral for expulsion and police notification.

5. **Possession or use of tobacco** in any form on any property owned or leased by any public school. Consequences range from ISS and/or police notification to OSS.

6. Willfully or intentionally **damaging, destroying, or theft of property**. Consequences range restitution and repair, AIS, OSS to referral for expulsion and police notification.

7. Students who are responsible for phoning in a **bomb threat** or other threat can be charged with a Class D Felony. On our campus the consequences may be ISS to Expulsion and charges being filed.

8. Possession, selling, distributing, or being under the influence of an **alcoholic beverage, any illegal drug, unauthorized inhalant**, or the inappropriate use or sharing of **prescription or over the counter drugs**, or other intoxicants, or anything represented to be a drug. Consequences range from OSS to referral for expulsion and police notification.

9. Inappropriate displays of affection (**PDA**). Consequences range from warning to ISS.

10. **Cheating and or Forgery...** Consequences range from 0% credit to ISS. See also cell phone/technology usage.

11. **Gambling...** Consequences range from warning to OSS.

12. Inappropriate student dress (**dress code**). Consequences range from warning and correcting the violation to OSS.

13. Use of **vulgar, profane, or obscene language** or gestures. Consequences range from warning through OSS and corporal punishment.

14. Excessive **tardiness...** consequence is ISS.

15. Engaging in behavior designed to **taunt, degrade, or ridicule another person** on the basis of race, ethnicity, national origin, sex, or disability; **Hazing** or aiding in the hazing of another student. Consequences range from warning through OSS and police notification.

16. **Gangs or gang-related activities**, including belonging to secret societies of any kind. Consequences range from warning through OSS and police notification.

17. **Sexual harassment...** Consequences range from warning through OSS and police notification.

18. **Bullying (cyber-bullying)** Consequences range from warning through OSS and police notification.

19. Possession of a laser pointer will result in the confiscation of the laser pointer and consequences from verbal warning to OSS.

### Consequences for Major Misconduct

The following serious violations will result in disciplinary action and **may result in suspension or expulsion**:

- Fighting/assault
- Repeated, or especially violent episodes or fighting
- Failure to submit to the authority of adults (Insubordination)
- Destruction of property or theft - to include financial restitution
- Substantial destruction of property, or theft of any item(s) of significant value - to include financial restitution
- Habitual profanity or obscene gestures
- Chronic disruptive behavior
- Threatening and/or bullying behavior toward staff or students
- Use of profanity or threats directed at school personnel
- Gang activity and/or association
- Bullying/harassment (including cyber-bullying)
- Sexual harassment
- Possession and/or distribution of dangerous objects, weapons, alcohol, drugs, or drug paraphernalia
- Possession or distribution of pornography

### Consequences for Routine Offences

Teacher or principal phone/email parents  
Office referral  
Conference/Warning  
Recess detention  
Lunch detention  
Corporal Punishment  
In- School Suspension (AIS – Alternative Instructional Setting)  
Out of School Suspension – 3 to 5 Days  
Out of School Suspension – 10 Days  
Filing of FINS report to the county (Families in Need of Support)  
Expulsion from school

### Disruption of School

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. The principal has the authority and duty to initiate disciplinary action whenever the behavior of any student(s) disrupts or interferes with classroom instruction or other parts of school.

## **Academic Dishonesty (Cheating)**

**Cheating is defined as using/claiming the words or work of another person as one's own** in order to complete a quiz, test, assignment, or project. This includes providing answers or doing work for someone else to claim as their own.

The first offense shall result in an office referral and 0% credit assigned to all students who knowingly participated in the incident. Subsequent offenses may result in 0% credit on the assignment/test, three days suspension, and a parent conference with all the student's teachers. See also cell phone/technology usage.

## **Removal from the Classroom**

Arkansas law requires a mandatory conference for any student removed from the same class twice in one grading period. The purpose of this conference is to determine the source of the disruptions and reach a solution that will allow the student to be successful in that classroom. The parent/guardian of the student must be notified of the conference but their presence at the conference is not required.

## **Tobacco Policy-use and Possession Prohibitions**

The Harmony Grove school District, inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days a year. This includes all days when school is not in session and all events and other activities not associated with or sponsored by the school.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor or anything that deals with the use of tobacco, snuff cans, lighters, cigarette paper, etc.

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of health and social consequences of use/non-use of tobacco products. Teachers whose instructional assignments, which include tobacco use prevention education, will be trained in order that students will be afforded that most effective delivery of the district's classroom based tobacco prevention education.

Tobacco Policy Enforcement and Cessation

### **Middle School students (4-6)**

First Offense: will result in any or all of the following:

- Confiscate tobacco products
- Notify parents
- Notify police
- Meet with substance abuse educator or designated staff
- Participate in tobacco education program
- Detention, corporal punishment, or suspension
- Resource list of available cessation program in our area

Second Offense: Will result in any or all of the following:

- Confiscate tobacco products
- Notify parents
- Parental conference
- Notify police
- Meet with substance abuse educator or designated staff
- Mandatory tobacco education program
- Detention, corporal punishment, or suspension
- Resource list of available cessation program in our area

Third Offense: will result in any or all of the following:

- Confiscate tobacco products
- Notify parents
- Parental conference meeting
- Notify police
- Turn tobacco product over to police
- Meet with substance abuse educator or designated staff
- Mandatory tobacco education program
- Suspension

## **Weapons and Dangerous Instruments**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en-route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are the exception.

A weapon is defined as any firearm, knife, razor, sharp implement, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

**Possession means having a weapon as defined above, on the student's body or in an area under his/her control and will be treated as an emergency situation with the requisite penalties imposed.**

If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm<sup>1</sup> shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>21</sup> Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>32</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

## **Bus Transportation Policies**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges.

Bus stops are planned to meet State Department of Education recommendations, whereby, stops shall be at least 1 mile apart, and within one mile of a student's home. Priority for establishing bus stops are dependent on a number of factors, the highest priority being primary students who do not have a parent, another adult or older students to supervise them to and from bus stops. In the event parent/guardians cannot agree upon a centralized neighborhood stop, the administration may have to establish such stops between houses.

In the event of inclement weather, including heavy overcast with probable precipitation, or the temperature announced over the local radio station shortly before being transported is below 36 degrees busses will stop at each student's driveway on county and state roads.

**Students are NOT allowed to ride to or from school on a bus that is not their own. Thus, students may not use the bus system to go home with another student for any reason.**

Riding the bus is a privilege not a right. The following rules and regulations pertain to all students who ride busses either part-time or full-time:

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
2. Students are to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on

the bus (which includes keeping hands to oneself, attending to your own matters, leaving other students along, and being reasonably quiet). Students may be assigned to a particular seat at any time.

3. No knives or sharp objects of any kind are allowed; neither are firearms, pets, nor other living animals, etc.
4. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep seated while the bus is stopped except as the driver directs. Never use the emergency door unless instructed to do so by the driver.
5. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at anyone outside the bus.
6. Students are not to deface the bus or any school property. Act 36 of 1987 places the financial liability of parents at \$5,000 when their children damage or destroy public property.
7. No food or drinks are to be taken on the bus.
8. Keep the aisle of the bus clear of books, lunches, coats, etc.
9. Do not put feet in the aisle.
10. Keep backpacks, purses, and other items closed and all school materials away.
11. Drivers will not let students off the bus except at regular stops.
12. Students riding buses other than the bus to which they are assigned by residence has caused overcrowding on some of our buses. Students will be allowed to ride only the bus to which they are assigned by residence.
13. Do not call names or use abusive language.
14. Act 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver in the presence of students. Students shall be suspended and criminal charges filed.
15. The driver may find it necessary to establish other policies in light of his or her own bus needs.

**Bus Infractions Consequences:** The following discipline policy will be used at the discretion of the principal and/or the principal's designee, depending on the severity of the offense.

1st offense- Verbal Warning and Parental Contact

2nd offense- three (3) day suspension from riding all buses

3rd offense - ten (10) day suspension from riding all buses/mandatory conference with parent or guardian prior to reinstating bus privileges

4th offense- suspension from all buses for the remainder of the term or year

Transporting students who have lost their transportation privileges to and from school shall become the responsibility of the student's parent or legal guardian.

**School Sponsored Trips:** When students are required to ride school provided transportation to a school sponsored event, the students will be required to return on the same transportation except under the following conditions.

- a. The student becomes ill or injured requiring medical care beyond that available at the activity site.
- b. With approval of the activity sponsor, the parent or legal guardian of the student signs out with the activity sponsor or designee and provides transportation for the student back home.

**Bus Restitution:** Students that damage school property on the school bus will receive the discipline in addition to paying the cost of repairing or replacing the damaged property. The student will not be allowed to ride the bus until restitution has been made and discipline has been served.

### **In-School Suspension**

Harmony Grove School operates an in-school suspension program. An attempt to notify parents will be made when a student has been assigned in-school suspension. Placement of students in the in-school suspension program will be made for disruptive behavior or violation of school rules. A student will not be allowed to participate in, or attend school activities on or off campus while assigned to in school suspension. If a student is removed from ISS for disciplinary reasons, he/she will receive an out of school suspension and will return to ISS and complete the days assigned.

### **Suspension from School**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to, that:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

- a. The student shall be given written notice or advised orally of the charges against him/her;
- b. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
- c. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

## **Expulsion**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

### **Corporal Punishment**

In some cases, corporal punishment may be deemed appropriate for certain disciplinary referrals. Corporal punishment will be used only with the approval of the principal. When corporal punishment is used the following guideline will be followed:

1. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. The student will be allowed time to respond, at which time action that is deemed most appropriate will be taken.
2. Corporal punishment will not be administered in front of other students.
3. No more than three licks will be given at one time for any one offense.
4. A certified witness must be present.
5. The paddle in the principal's office is to be used.
6. Any cases of corporal punishment must be documented and put on file in the Principal's office on the appropriate forms.

Note: When corporal punishment is appropriate and the student refuses such punishment, a three (3) days suspension shall result.

### **Due Process**

Every student is entitled to due process of any disciplinary action resulting in suspension or expulsion.

1. Due process is afforded to students for all handbook infractions.
2. The due process rights of students and legal guardians are as follows for those students who are suspended for ten (10) days or less:
  - a. Prior to any suspension, the school principal or his/her designee, shall advise the student in question for the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - c. Written or verbal notice of the suspension and the reason(s) for suspension shall be given to the parent(s)/ legal guardians of the student.
3. The due process rights of students and legal guardians are as follows for those students who are recommended for expulsion.
  - a. The school principal or his/her designee shall advise the student in question for the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - b. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - c. The superintendent of schools shall, in writing, by registered or certified mail, notify the student and his/her parent/legal guardian of the recommended expulsion and the reason/reasons for the recommendation.
  - d. The notice shall also specify a time and date for a hearing, at which time the board of directors shall hear the superintendent's recommendations and report its findings.
  - e. The student and the parent/guardian have the right to be represented by counsel at such a hearing.

### **Alternative Environment (ALE/AIS)**

As required by A.C.A. 6-18-508, the Harmony Grove School District's ALE is in partnership with the Benton School District and provides long term placement for students that cannot remain in the regular school environment and would benefit from this alternate

placement. This is for a term not to exceed six (6) months. **AIS (Alternate Instructional Setting)** is provided on campus and is overseen by the administration. Assignment of students to either A.E. program is not subject to appeal or review by the Harmony Grove School Board.

### Search, Seizure and Interrogations

The district respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the district in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is a reasonable suspicion to believe such student or property contains illegal items or other items in violation of board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to lockers, desks, and parking lots, as well as personal effects left there by students. A personal search must not be excessively intrusive in light of the age and the sex of the student and the nature of the infraction.

The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present. State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant. If the district makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order or person acting in loco parentis on the student enrollment forms.

### Harmony Grove Middle School Parent/Student/School Compact

The following guidelines will contribute to an effective educational program for your child. Failure to live up to this agreement will result in an educational program which is less effective than should be.

Parents will:	Students will:	School will:
Send your child to school daily Call or send a note when absent Read with your child daily Provide quiet time at home for work	Come to school on time daily Read at least 20 minutes daily Do our best work at all times Complete/return homework	Provide a caring educational environment Provide regular parental communication Plan/teach engaging lessons Promote discussion of issues/topic

# HARMONY GROVE MIDDLE SCHOOL 2017-2018

## Signature Verification of Receipt of Documents/Release of Information

### MANDATORY - RETURN THIS FORM

**THIS FORM MUST BE FILLED OUT COMPLETELY AND SIGNED BY PARENT OR GUARDIAN.**

<p><b><u>RULES OF STUDENT DISCIPLINE IN THE HGS DISTRICT</u></b></p> <p>I have received a copy of the Student Handbook for the Harmony Middle Grove School which contains the following. I understand it is my responsibility to read and follow these rules.</p> <ol style="list-style-type: none"> <li>1. Discipline policies</li> <li>2. Minimum and maximum consequences</li> <li>3. Homework policy</li> <li>4. Parental Involvement Plan</li> <li>5. Attendance laws and policies</li> <li>6. Smart Core Curriculum</li> <li>7. Grading policies</li> <li>8. AIP remediation</li> <li>9. Transfer students</li> <li>10. Internet Usage</li> </ol>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;"><i>Parent/Guardian Signature</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;"><i>Student Signature</i></p>
<p><b>1. <u>STUDENT COMPUTER USE/INTERNET SAFETY AND RESPONSIBILITY</u></b></p> <p><b>Parent:</b> As a parent or legal guardian of the minor student signing, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information or media.</p> <p><b>Student:</b> As a user of the Harmony Grove Public Schools’ computer network, I hereby agree to comply with the stated rules-communicating over the network in a responsible fashion while honoring all relevant laws and restrictions and Computer Use Policy given to me. See Board Policy 4.29. I understand that if I violate the rules, my account may be terminated and I may face other disciplinary measures.</p>	<p><b>Please Select YES or NO for Computer/Internet use.</b></p> <p style="text-align: center;"> <b>Yes</b>                      <b>No</b>  <input type="checkbox"/>                      <input type="checkbox"/> </p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;"><i>Parent/Guardian Signature</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;"><i>Student Signature</i></p>
<p><b>2. <u>RELEASE OF DIRECTORY INFORMATION</u></b></p> <p><b>A.</b> I agree to the release of Directory Information. “Directory Information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. “Directory Information” includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, grade classification, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities.</p>	<p><b>Please select YES or No below for Directory Information.</b></p> <p><b>A.</b>    <b>Yes</b>                      <b>No</b>  <input type="checkbox"/>                      <input type="checkbox"/> </p>

<p><b>B.</b> I grant permission for my student's photograph, which may be electronic, or video/audio recordings of my child to be released or used for school purposes on website or media.</p> <p><b>3. WEB PAGES</b> I permit the school district to print photographs, student work, and identification of the above named student on the school district's websites. I also permit photographs of the above named student to appear on social media web sites authorized and monitored by the student's teacher. Identification of students on web pages may include the student's full name.</p> <p><b>4. Printed Material</b> I grant permission to allow my child's work to be printed, photographed, filmed or reproduced for print purposes with or without their name affixed.</p>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Yes <input type="checkbox"/></td> <td style="text-align: center;">No <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Yes <input type="checkbox"/></td> <td style="text-align: center;">No <input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Yes <input type="checkbox"/></td> <td style="text-align: center;">No <input type="checkbox"/></td> </tr> </table> <hr/> <p style="text-align: right;"><i>Parent/Guardian Signature</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>						
Yes <input type="checkbox"/>	No <input type="checkbox"/>						
Yes <input type="checkbox"/>	No <input type="checkbox"/>						
<p>5. I do hereby give my consent to allow corporal punishment of my child in the event that his/her behavior so warrants such disciplinary action. I understand that I will be notified of any such action but by signing, give my authorization for this action to take place in compliance with its use as prescribed in the above document.</p>	<p><b>I do consent to this policy.</b></p> <hr/> <p style="text-align: right;"><i>Parent or Guardian(s) Signature</i></p> <hr/> <p style="text-align: right;"><i>Student Signature</i></p>						
<p>6. I authorize school nurses or their designee to perform Physical Exams and Screenings to my son or daughter.</p> <p>7. I authorize school nurses or their designee to administer medications to my son or daughter.</p> <p>8. I authorize my student to participate in surveys, analysis or evaluations.</p> <p>9. I agree to the Regulations for students riding Harmony Grove School buses.</p> <p>10. I acknowledge that I have received information regarding the signs and symptoms of Sudden Cardiac Arrest.</p>	<p><b>I do consent to these policies.</b></p> <hr/> <p style="text-align: right;"><i>Parent or Guardian(s) Signature</i></p> <hr/> <p style="text-align: right;"><i>Student Signature</i></p>						
<p><b>Name of Student:</b></p> <hr/> <p><b>Grade 4 5 6</b></p>	<hr/> <p style="text-align: right;"><i>Student Signature</i></p>						

Parent/Guardian Signature

Date