Harmony Grove High School
2621 Highway 229
Benton, AR  72015
(501) 778-6907
Website:  www.harmonygrovesd.org
2019-2020
Handbook
For
Student Conduct and Discipline

Mr. Heath Bennett
Superintendent

Mr. Landon Grimes
Junior High School Principal

Mr. Chad Gardner
Dean of Students

Mrs. Kristi Mann
Junior High School Counselor

Mr. Rickey Mooney
Athletic Director

Mrs. Vickie Jackson
Junior High School Secretary

Mrs. Andrea Lovell
Junior High School Attendance Secretary
School Colors

The colors of Harmony Grove School District are cardinal red and white. All athletic teams and cheerleaders perform in uniforms consisting of the colors red and white.

School Emblem

The official school emblem is a Cardinal (Redbird). We use this emblem as often as possible to represent our school.

Harmony Grove Junior High School Mission Statement

Harmony Grove Junior High School believes that all students can learn regardless of their previous academic performance, family background, socio-economic status, race or gender. Our school purpose is to provide all students the opportunity to be proficient in Mathematics and Literacy, while promoting positive growth in social/emotional behaviors and attitudes.

“Producing responsible, productive, ongoing learning members of society.”

Harmony Grove High School Alma Mater

HAIL TO THE RED
AND HAIL TO THE WHITE
HAIL OUR ALMA MATER
LONG MAY SHE LIVE
WE LOVE NO OTHER
SO LET OUR MEMORY BE
FONDEST OF DEAR OLD
HARMONY GROVE
FONDEST OF DEAR OLD
HARMONY GROVE

Handbook Purpose

The Harmony Grove Junior High School Student Handbook is designed to acquaint students and their parents with the policies and regulations necessary to provide a safe, efficient, and effective learning environment for all students. We hope you use this handbook to answer some of the most often asked questions that may confront you during the year. Should you have any questions about the material contained in this handbook, please contact the high school office for clarification. It shall be the policy of the Harmony Grove School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook. Principals or counselors shall also review Policies 4.45- Smart Core Curriculum and Graduation Requirements and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal, and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.
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WARNING!!!!
DO NOT BRING WEAPONS TO SCHOOL!

If you should unintentionally bring a knife, gun, or other weapon to school, turn it in to school officials immediately. School officials may waive disciplinary consequences depending on the circumstances involved.

Law enforcement will be contacted.

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

“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 on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.
If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her 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 shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

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. 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.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019
SUPERINTENDENT’S OFFICE.................................................................778-6271
WESTBROOK ELEMENTARY.............................................................778-7331
MIDDLE SCHOOL................................................................................860-6796
JUNIOR HIGH.....................................................................................778-6907
HIGH SCHOOL..................................................................................776-2337
HIGH SCHOOL COUNSELOR..............................................................778-6247
HIGH SCHOOL LIBRARY.................................................................778-0133
MUSIC DEPARTMENT.................................................................778-5413
ATHLETIC DEPARTMENT..............................................................860-6840
SPECIAL EDUCATION OFFICE.........................................................778-4693
SPECIAL EDUCATION OFFICE FAX..................................................778-3964
TRANSPORTATION OFFICE..........................................................860-6973
GENERAL POLICIES OF THE HARMONY GROVE SCHOOL DISTRICT

ACCIDENT INSURANCE-STUDENT

Supplemental student accident insurance coverage is provided at no cost for students attending or participating in school-sponsored and supervised activities on or off school premises and while participating in interscholastic athletics. Coverage is provided while traveling to, during, or after such activities as a member of a group, in transportation furnished or arranged by the school.

This insurance is not intended to provide primary health insurance coverage. Parents are strongly encouraged to maintain their own personal health insurance in addition to student accident insurance.

4.43—BULLYING

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;

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

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

“Cyberbullying” means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:
a. Building a fake profile or website of the employee;
b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
c. Posting an original or edited image of the school employee on the Internet;
d. 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;
e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
f. 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;
g. Signing up a school employee for a pornographic Internet site; or
h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or 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.

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.

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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco
parentis of a student that their student is the victim in a credible report of bullying; and
b. Prepare a written report of the alleged incident of bullying;

2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than
the fifth (5th) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person
having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim
in a credible report of bullying whether the investigation found the credible report or complaint of bullying to
be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person
having lawful control of the student, or person acting in loco parentis of the student who is alleged to have
been the perpetrator of the incident of bullying:
   a. That a credible report or complaint of bullying against their student exists;
   b. Whether the investigation found the credible report or complaint of bullying to be true;
   c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident
      of bullying; and
   d. Information regarding the reporting of another alleged incident of bullying, including potential consequences
      of continued incidents of bullying;

5. Make a written record of the investigation, which shall include:
   a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of
      the statements from all material witnesses to the alleged incident of bullying;
   b. Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved
   in the incident of bullying.

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. In addition to any disciplinary actions, the District shall take appropriate steps
to remedy the effects resulting from bullying.

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, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school
volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include,
without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of
bullying.

Copies of this policy shall be available upon request.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

**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.

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 any one 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 principals’ designee, depending on the severity of the offense.

a. **1st offense- Probation and Parental Contact**
   b. **2nd offense- three (3) day suspension from riding all busses**
   c. **3rd offense- five (5) day suspension from riding all busses**
   d. **4th offense- ten (10) day suspension from riding all busses**
   e. **5th 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.**

CHILD ABUSE AND NEGLECT REPORTING LAWS
It is the policy of the Harmony Grove School District to comply with the state’s Child Abuse and Neglect Reporting Laws and with the mandatory reporting section of those laws. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes reasonable results of abuse or neglect, as defined by law, shall immediately report to the Department of Human Services as required by law. The Harmony Grove School District exists to provide an appropriate public education for students who reside in the district. The home is recognized as an institution where parents are responsible for the well-being of their children. In keeping with the philosophy of the Harmony Grove Public Schools, parents/guardians will be informed by mail, under normal circumstances, whenever outside agencies have interviewed a student at school. Under extraordinary circumstances, as determined by the building principal, confidentiality will be maintained in the best interest of the welfare of the child. With this in mind, the building principal will be responsible for determining when parent/guardian notification is appropriate.

COMPUTER SYSTEM / INTERNET APPROPRIATE USE POLICY
The Harmony Grove School District is pleased to provide to student’s access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions for computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student’s access will be denied, if not already proved, or withdrawn and he or she may be subject to additional disciplinary action.

**PERSONAL RESPONSIBILITY:** By signing the handbook pages, you are agreeing not only to follow the rules in this policy, but also are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

**ACCEPTABLE USES:**

a. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for ONLY educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

b. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. USES that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district’s Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. USES that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. USES that are commercial transactions. You should not give others private information about you or others, including credit card numbers and social security numbers.

4. USES of prohibited PUBLIC social communication websites such as Zanga, Facebook, Myspace, Twitter, Instagram, and Vine. District email accounts are for academic purposes only and should not be used for social communication.

c. Cyber Ethics. All users must abide by rules of network etiquette, which include the following:
   1. Be polite. Use appropriate language. No swearing; vulgarities; suggestive; obscene; belligerent; or threatening language.
   2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
   3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
   4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

IV. INTERNET SAFETY:
      All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

   b. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face to face meeting with someone you
“meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

c. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

d. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information for internal administrative purposes or approved educational projects and activities.

e. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing any material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY:
Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY:
The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION:
The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users
are taking full responsibility for their use, and a user who is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages, including attorney’s fees and expenses, resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parents(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the school district’s network.

VIII. UPDATES:
Users, and if appropriate, the user’s parents/guardians, may be asked to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user, or his/her parent(s) or guardian, or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal’s designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District’s schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student’s building principal. Unless a valid no-contact order has been filed with the student’s principal or the principal’s designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, 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 Division 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, legal guardian, person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing 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.

Date Adopted:  8-15-2005
Last Revised:  6-18-2019

COUNSELING SERVICES
The district school based mental health department, The Pointe, provides school based mental health services to individuals, families, and groups when referred by each school’s guidance counselor. For more information, contact your school’s guidance counselor.

DISCRIMINATION COMPLAINT PROCEDURES
1. Students who believe that they have been discriminated against based upon race, national origin, religion, disability or sex, including sexual harassment or bullying, should report the alleged incident to the principal as soon as possible, but no later than thirty (30) days, after the event(s) in question. If the complaint involves the principal, the complaint may be made to the superintendent.
2. The complaint will be investigated and, when possible, the complainant will be advised of what action, if any, has been taken to resolve the complaint.
3. If the student is not satisfied with the principal’s resolution of the complaint, he or she may appeal to the superintendent.
4. The appeal must be made in writing within ten (10) working days from the decision of the principal. The decision of the superintendent shall be final.

4.11—EQUAL EDUCATIONAL OPPORTUNITY
No student in the Harmony Grove School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the District Superintendent, who may be reached at 2621 Hwy 229, Benton, AR 72015, by phone at 501-778-6271, or email: hbennett@harmonygrovesd.org.
For further information on notice of non-discrimination or to file a complaint, visit http://wdcrrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Date Adopted: 7-01-2004

Last Revised: 2-12-2018

4.14—STUDENT Media AND THE DISTRIBUTION OF LITERATURE

Student Media

All student media that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored media. School-sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
   a. Are obscene as to minors;
   b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
   c. Constitute an unwarranted invasion of privacy as defined by state law;
   d. Suggest or urge the commission of unlawful acts on the school premises;
   e. Suggest or urge the violation of lawful school regulations;
   f. Attacks ethnic, religious, or racial groups; or
   g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18;
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter “non-school materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or
advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

The Superintendent, along with the student media advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

EIGHTEEN-YEAR-OLD POLICY
Public law 93-380 (Buckley Amendment) states that upon reaching the age of eighteen “the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.” While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither can 18-year-old nor a parent can authorize the revocation of school policy and procedure.

EMANCIPATION
Students who are eighteen years of age must have a parent or legal guardian sign all school-related documentation, unless the eighteen-year-old student is emancipated (no longer under parental or legal guardian control.)

4.2—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 under Policy 4.5.

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, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a 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, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 Division of Elementary and Secondary education.

2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis;
   f. United States military identification; or
   g. Previous school records.

3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person’s expulsion has expired following the hearing before the Board.

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.

**Unified Services Member's Children**

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.
“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“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;

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components 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.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

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.
In the event that official copies of an eligible child’s education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child’s unofficial education records pending receipt of the eligible child’s official records; and
- Request the eligible child’s official education records from the sending district.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

**4.4—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 Division of Elementary and Secondary Education (DESE) 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 DESE 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.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person’s expulsion has expired following the hearing before the Board.

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.

Date Adopted: 8-16-2004
Last Revised: 6-18-2019

**Assignment of Students to Classes:**

Any students transferring from a school accredited by the Arkansas Department of Education to Harmony Grove School District shall be placed into the same grade the student would have been in had the student remained at the former school.

Students who transfer into the district will be given weighted credit for Advanced Placement courses, International Baccalaureate courses, honors course approved by the Arkansas Department of Education, and concurrent classes taken for weighted credit at their previous schools on an appropriate grading scale. Students
transferring to the Harmony Grove School District from a home school or school that is not accredited by the Arkansas Department of Education will be evaluated as follows:

**Grades 10-12:** Students in grades 10-12 who have completed coursework in another school will be required to take tests in the academic areas for which credit is desired. No letter grade will be issued, only “CR” for “credit earned”. The tests will be considered by the appropriate departments.

**New student enrolling as a senior**
A student who enrolls within the first nine weeks of the second semester, and is classified as a senior, may become eligible to receive a diploma if records show that the student will meet graduation requirements by the end of the spring semester. Students who enroll after the above period must apply to their former school for a diploma.

A new student enrolling as a senior may have a greater opportunity to take accelerated credits at the previous school and as a result may have an elevated grade point average placing him/her above continuing students. If the elevated GPA is as a result of the accelerated credits; the student may not replace the local student when competing for honors, but may share the distinction.

Harmony Grove will honor a reciprocal agreement with a gaining school and will issue a diploma if a Harmony Grove senior withdraws from HGHS and subsequently enrolls in a public accredited high school after the beginning of the fourth quarter, provided he or she completes the required coursework with passing grades and would otherwise be eligible to graduate. Harmony Grove administration will make the final determination to award a diploma.

**4.52—STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.
If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

**Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by DESE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district’s court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child’s school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child’s transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is
eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

Date Adopted: 6-27-2011

Last Revised: 6-18-2019

**Foreign Exchange Student Acceptance Criteria**

Harmony Grove High School welcomes exchange students to our campus. Agencies wishing to place an exchange student at HGHS may contact Mrs. Susie Simmons at 501-778-6247 for information. Our students will gain knowledge for having the opportunity to learn about other countries, their cultures and customs. The following practice has been adopted to ensure that both the organization and the student understand the expectations of the school.

- Approved agencies must be included on the Advisory List published by the National Association of Secondary School Principals and the Council on Standards for International Educational Travel. In addition, foreign exchange students will have a local contact person and will reside within the Harmony Grove School District.
- Act 966 requires that organizations that work with foreign exchange students must register with the Arkansas Secretary of State Office before they are allowed to place students in Arkansas.
- The Harmony Grove School District does not “hold spots” for exchange student applications. When all required paperwork is completed and accepted, then and only then will the student be considered for the foreign exchange program at Harmony Grove High School.
- Foreign exchange students who have graduated or completed their course of study in their home country will not be accepted.
- A maximum of three (3) foreign exchange students will be accepted for each academic school year. Each student will be required to attend the full academic school year.
- A maximum of one (1) student will be accepted from any one organization.
- Foreign exchange students WILL NOT BE ACCEPTED AFTER AUGUST 1ST.
- Foreign exchange students shall be fluent in the English language.
- Foreign exchange students attending classes from Labor Day to the end of the school year will be eligible to receive a CERTIFICATE OF ATTENDANCE, if they attend at least 96% of the school days.
- Foreign exchange students will be eligible to receive a diploma from Harmony Grove High School if they meet the graduation requirements from the State of Arkansas, Harmony Grove High School, and successfully complete his/her senior year.
- Foreign exchange students may not transfer to Harmony Grove from another school district and must attend Harmony Grove High School for the entire school term.
- Foreign exchange students will not be allowed to take the GED (General Education Development) Test.
- Foreign exchange students will not be allowed to change a class schedule.
- Foreign exchange students will complete all required immunizations before being admitted to Harmony Grove High School.
- Foreign exchange students will not receive priority scheduling.
- Approved organizations will provide a transcript (translated into English) of the student’s academic record.
- Foreign exchange students will not be eligible for special programs such as Special Education services, ESL, or section 504 accommodations.
- Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.
- **Foreign exchange students will not be allowed to walk in the graduation ceremony.** To be recognized at the graduation ceremony, foreign exchange students must be enrolled in senior English
and American History. Additionally, they must not have failed any courses during the school year nor had excessive absenteeism.

4.40—HOMELESS STUDENTS
The Harmony Grove School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth’s living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district’s school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District’s LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy “school of origin” means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child’s school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

1. Are:
   - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
   - Living in emergency or transitional shelters;
   - Abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth’s living situation is part of the student’s education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

Date Adopted: 7-01-2004
Last Revised: 2-12-2018

**Special Education:** Special Education students entering the district will receive services according to their current Individual Education Plan (IEP) while records are gathered to confirm eligibility for services according to state and federal regulations. The school district maintains a specific educational program in compliance with federal and state guidelines. A full continuum of service options and related services are available to meet the needs of identified students from 3-21 years of age.

**504 Placement:** 504 students entering the district under a 504 plan from another district will receive accommodations according to that plan until an evaluation of the plan can be completed and any necessary adjustments made.
EMERGENCY MANAGEMENT

All schools in the District shall conduct fire drills at least monthly. 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.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for 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 plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District’s Panic Button Alert System. Students shall be included in the drills to the extent practicable.

(Date adopted 5/18/15)

Chemical Spill Emergency Evacuation Plan

In the event of emergency evacuation from Harmony Grove School buildings, all students, faculty, and staff must be loaded and bused to a “pre-designated location.” That location is the Glen Rose School gymnasium. Parents cannot interfere with the emergency evacuation of any student or staff member. Parents may, however, meet their student at Glen Rose and pick them up after the appropriate check out method has been completed. All students will be transported back to the school when the area has been deemed safe.

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“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.
“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

**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 excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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 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.

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.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

**Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

**ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.
The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

**ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

**STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

**ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

**Intrascholastic Activities**

**AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

**Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Date Adopted: 4-21-2014
**Supplemental Instructional Program (SIP)** – Probationary Status: Any student that has less than a 2.0 GPA and more than a 1.8 GPA for the previous term and desires to participate in an extracurricular program will be permitted to do so under the Supplemental Instruction Program. The parents and student will be notified by the sponsor of the organization about the SIP. If the student and parents choose not to participate in the program, then the student will be allowed to practice with the organization but will not be permitted to participate in the competition. Probationary status is limited to one term both at the High School.

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOoled STUDENTS

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student’s resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.
The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Date Adopted: 4-21-2014

Last Revised: 6-18-2019
4.56.2F— HOME SCHOoled STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN Extracurricular ACTIVITY AT Resident District

Student’s Name (Please Print) ____________________________________________________________

Parent or Guardian's Resident Address

Street ___________________________________________ Apartment _____________

City ________________________________ State _____ Zip Code___________

Student's date of birth __/__/__ Last grade level the student completed ___________

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.

Name of test, Date taken, and score achieved ____________________________________________

Extracurricular activity(ies) the student requests to participate in

___________________________________________________________________________________

Course(s) the student requests to take at the school _________________________________________

Proof of identity ____

Date Submitted __/__/__

Parent's Signature ________________________________________________________________

Date Adopted: 3-16-2015

Last Revised: 6-19-2017

4.56.2F2— HOME SCHOoled STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN Extracurricular ACTIVITY AT NON-Resident District

Student’s Name (Please Print) ____________________________________________________________

Parent or Guardian's Resident Address

Street ___________________________________________ Apartment _____________

City ________________________________ State _____ Zip Code___________

Student's date of birth __/__/__ Last grade level the student completed ___________
Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.

Name of test, Date taken, and score achieved

Extracurricular activity(ies) the student requests to participate in

Course(s) the student requests to take at the school

Proof of identity_____

Date Submitted __/__/__

Parent's Signature ____________________________________________

As the superintendent of the above student’s resident district, I agree that the above student may participate in extracurricular activities at _____________ School District.

Resident Superintendent’s Signature: _____________________________

As the superintendent of the _____________ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at __________________________ School District.

Non-resident Superintendent’s Signature: __________________________

Date Adopted: 6-19-2017

Last Revised:

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOoled STUDENTS

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home schooled student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

a. August 1 for Fall semester courses; or
b. December 1 for Spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.
The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

The District may reject a private school or home schooled student’s request for attendance if the District’s acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student’s attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home schooled student’s request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home schooled student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home schooled student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home schooled student shall:

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
  - Submit, along with the student’s application, a copy of the student’s transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

The responsibility for transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student’s parents.

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

Date Adopted: 8-20-2018
FAMILY CENTER
The Harmony Grove School District – in close partnership with family and community – is committed to the concept of parents becoming directly involved in their student’s education process. We are committed to providing each student with a safe, educationally stimulating learning environment so that all students will learn. The Harmony Grove Family Center supports parents as both learners and teachers. The school’s center provides materials and a space where parents can get together with other parents and school staff to learn how to assist in their children’s at-home learning. Parents can come to such a center for educational materials, training, informal meetings, and even for referral to other community services.

FEDERAL AND STATE LAWS
Harmony Grove High School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal’s office.

FIELD TRIPS
Harmony Grove Junior High School does, in order to enrich the student educational process, provide for opportunities for field trips away from school. The trips are intended to expose the students to a variety of cultural and educational experiences. These activities must not be excessive and detrimental to the student’s basic education.

Students with undesirable behavior will not be allowed to participate.

A student with excessive absences, tardies or failing a course will not be allowed to participate.

A student will be notified not less than 24 hours if he/she is ineligible to participate in a field trip.

If a student cannot participate in a field trip and the trip is part of the student’s grade, the student will be given an alternate assignment of equal value.

Student conduct while on the field trip will be governed as per handbook policy.

FREE TEXTBOOKS
Books are purchased by the school with the expectation of using them for a period of six years. Students who lose, destroy, or deface books which are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear that occurs from normal use of the book. This rule also applies to any school issued equipment or clothing.

FOOD SERVICE
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.

Student’s parents or guardians may purchase and deliver from off-campus facilities. They must be delivered by a family member or guardian and not delivered by a food facility.

Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. Students that are disruptive and disorderly in the cafeteria will be subject to appropriate disciplinary actions.

Prices are:
Breakfast $ 1.00, $.30 (reduced)
Lunch $ 2.25, $.40 (reduced)

A student will only be allowed to charge UP TO $10.00. After $10.00 an alternative breakfast or lunch will be given to the child.

Parents can set up and manage student’s lunch account at www.lunchprepay.com
**FULL DAY OF SCHOOL**

Act 675 of the 2003 session requires high school students in grades 9-12 to attend a full school day. There may be exceptions to this policy: “Financial hardships” means harm or suffering caused by a student’s inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student’s family. This will be handled on a case by case basis.

**GIFTED AND TALENTED PROGRAM**

The gifted and talented program is for students in grades 6-12. The criteria for being selected to enter this program include a case study approach. Nomination forms for possible inclusion in the program may be obtained from the G/T coordinator.

4.6 HOME SCHOOL PROCESS

**Enrollment in Home School**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian’s intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;

b. The mailing address and telephone number of the home school;

c. The name of the parent or legal guardian providing the home school;

d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;

e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;

f. A statement if the home-school student plans to seek a driver’s license during the current school year;

g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and

h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver’s license during the school year.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

**Enrollment or Re-Enrollment in Public School**

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;

- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and

- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
Curricula used in the home school;
- Tests taken and lessons completed by the home-schooled student; and
- Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student’s grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District’s other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- Award of course credits earned in the home school;
- Placement in the proper grade level and promotion to the next grade level;
- Participation in any academic or extracurricular activity;
- Membership in school-sponsored clubs, associations, or organizations;
- A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- Scholarships.

Date Adopted: 7-01-2004

Last Revised: 6-19-2017

I.D. Badges

Students at Harmony Grove Junior High School are required to wear a Student I.D. Badge. The student I.D. Badges should be presented in the lunch line to purchase lunch. Students are provided one free I.D. Badge, cover, and lanyard at the beginning of each school year. Additional I.D. Badges may be purchased in the technology department for a cost of $5. Students are expected to wear their I.D. Badges on the lanyard around their neck, or a clip at shoulder height. Students unable to do so, will be issued a warning and given the opportunity to obtain a new I.D. Badge within one school day of the warning. Repeated failure to obtain, carry, and present a Student I.D. Badge while on campus will result in disciplinary action ranging from detention hall to in-school suspension. I.D. Badges must be visible at all times during the school day.

INCLEMENT WEATHER POLICY

Under certain conditions, it may be determined that our schools will be closed because it is unsafe to operate school buses. Announcements of school closing will be made as follows:

- Harmony Grove will use the “Alert Now” call System
- On local television stations
- On Harmony Grove social media channels (Facebook/Twitter)

All days missed because of inclement weather will be made up at a later date.
5.5—SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school’s principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student’s teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Date Adopted: 7-01-2004

Last Revised: 2-12-2018

5.6—CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the District’s educational program and their ability to help fulfill the District’s educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school’s office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal’s response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal’s response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same Challenge to Instructional Material form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent’s response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal’s response and a copy of the contesting individual’s Challenge to Instructional Material form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent’s response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent’s decision to the Board. The Superintendent shall present the contesting individual’s Challenge to Instructional Material form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.
The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board’s primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Date Adopted: 7-01-2004

Last Revised: 2-12-2018

NONDISCRIMINATION-FEDERAL LAWS AND REGULATIONS
PL 94-142: In disciplining the disabled, it is necessary that due process procedures mandated by PL 94-142 and Arkansas Laws be followed by the Individualized Education Plan team (IEP). TITLE VI. SECTION 601 OF THE CIVIL RIGHTS ACT OF 1964: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

TITLE IX. SECTION 901 OF THE EDUCATION AMENDMENT OF 1972: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973: Section 504 provides individuals with disabilities basic civil rights protection against discrimination in any program or activity receiving financial assistance, including public schools. Section 504 provides services for students identified as having a disability, as defined by the act, which substantially limits a major life activity Coordinator: Daniel Henley, Superintendent (501)778-6271.

PARENT NOTIFICATIONS
This District’s mass communication/emergency notification system, Home Access Center (HAC), provides parents and guardians with school and district notifications. You can manage contact information and notifications by logging on to https://hac24.eschoolplus.k12.ar.us/homeaccess24/
The following is needed to access your student’s account:
   • Select a District: Harmony Grove (Saline County) School District
   • Username
   • Password

Please contact the High School office for student’s username and password

4.38—PERMANENT RECORDS
Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student’s permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
Student shall not be compelled to recite the Pledge, but students who chose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action. No student shall be harassed when choosing not to or choosing to recite the Pledge. This action may result in a minimum of a verbal warning to a maximum of expulsion.

**The Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C.§ 1232h, requires the Harmony Grove School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”): Political affiliations or beliefs of the student or student’s parent; Mental or psychological problems of the student or student’s family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Harmony Grove School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

**PUBLICATION POLICY (STUDENT)**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school sponsored activities, shall be subject to the editorial control of the district’s administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, and drugs.
2. Publications may be regulated to prohibit writings which are in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
   a. Those obscene to minors
   b. Those libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of truth
   c. Those that constitute an unwarranted invasion of privacy as defined by state law
   d. Publications that suggest or urge the commission of unlawful acts on the school premises
   e. Publications which suggest or urge the violation of lawful school regulations
   f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.
Student Publications on School Web Pages
Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements.
2. Not contain any personally identifying information, as defined by “directory information” in policy 4.13 (privacy of student records), without the written permission of the parent of the student or the student if over eighteen (18).
3. State that the view expressed is not necessarily those of the school board or the employees of the district.

POSTERS
Signs and posters that students wish to display must first be approved by the principal. Posters displayed without permission will be removed and appropriate disciplinary action will follow.

PRIVACY OF STUDENT RECORDS/DIRECTORY INFORMATION
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are the following:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including the following:
   - Disclosures made to school officials (teachers, administrators, directors, health professionals, counselors, attorneys, clerical staff, members of committees and disciplinary boards, and contractors or other parties to whom the school has outsourced institutional services or functions) with legitimate educational interests.
     - “Legitimate educational interest”, as it applies to school officials, is defined as the need to review an educational record in order to fulfill his/her professional responsibilities.
   - Disclosures made to another school at which the student intends to enroll.
   - Disclosures made to state or local education authorities for auditing or evaluating federal or state-supported education programs, or enforcing federal laws that relate to those programs; and
   - Disclosures including information the school has designated as “directory information” (see definition below).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Any student and his/her parent(s) are entitled to see school records regarding that student’s educational progress in school. Personal memoranda prepared by a teacher, counselor, or administrative staff member concerning observations of the staff or teachers with reference to student’s personalities and behavior problems will not be exhibited to the parent(s) or student. Pursuant to Act 49, Arkansas code 9-27-352: Any local educational agency that receives a court order regarding the retention, amendment, or removal of a juvenile safety plan shall: Keep
the information confidential, include the information in the juvenile’s permanent educational records, and treat
the information and documentation contained in the court order as educational records under the Family
Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as it existed on January 1, 2007. The local educational
agency shall not release or disclose, or make available the information or documentation contained in the court
order for inspection to any party except as permitted under the Family Educational Rights and Privacy Act, 20
U.S.C. § 1232g, as existed on January 1, 2007. However, under no circumstances shall the local educational
agency release, disclose, or make available for inspection to the public, any college, university, institution of
higher learning, vocational or trade school, or any past, present, or future employer of the student the court
order or safety plan portion of a student record. When a student attains an age that he or she is no longer under
the jurisdiction of the juvenile court, the safety plan and the order regarding the safety plan shall be removed
from the school’s permanent records and destroyed.

Directory Information:
“Directory information” includes information in a student’s education record that generally would not be
considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to,

- Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance,
  and grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent school attended.

A school may (although it is not required to) disclose directory information to anyone, without consent, unless
the parent informs the school, in writing, of the desire to opt out of such disclosure. Parents must notify the
school in writing within 10 school days of the date of their child’s enrollment if they wish to opt out of these
disclosures. The appropriate form is available in each school’s main office.

REPRISAL
The district will discipline any individual who retaliates against any person who reports alleged sexual
harassment or who retaliates against any person who testified assists or participates in an investigation
proceeding related to sexual harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to
and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or
otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to an including
expulsion.

RIGHTS AND RESPONSIBILITIES
The Harmony Grove School District recognizes that all students have certain rights and responsibilities, and that
these rights and responsibilities should be exercised within the framework of upholding the individual dignity of
both students and other members of the education community.

SCHOOL CHOICE
Harmony Grove School District would like to remind patrons who do not live within our district boundaries of
the opportunity to attend our district through school choice. The deadline to apply is on or before May 1st prior
to the fall term for which the parent/legal guardian is requesting their child to begin attendance.

The application can be obtained from the district superintendent’s office. The Harmony Grove School District
will not allow any student who is currently under expulsion from another school to enroll in the District.
Refer to the Arkansas Department of Education website at http://www.arkansased.gov/divisions/public-school-
accountability/equity-assistance/school-choice for more information.
SCHOOL PICTURES

All students may have their pictures taken at the beginning of school for the yearbook. “School Day” packets must be paid for in advance, and defective pictures will be retaken later.

4.32—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 reasonable and individualized 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. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student’s consent. A personal search must not be excessively intrusive in light of the age and 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 Division 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, person having lawful control of the student, or person standing in loco parentis. 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, person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing in loco parentis notice of the release.

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, person having lawful control of the student, or person standing in loco parentis. 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, person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing in loco parentis notice of the release.
control of the student, or person standing 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.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

4.27—STUDENT SEXUAL HARASSMENT
The Harmony Grove School District is committed to providing an academic environment that treats all students with
respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of
discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational
environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention;
therefore, the District shall provide informational materials and training to students, parents/legal guardians/other
responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment
shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The
informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District’s
written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment;
that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is
available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct that is:

1. Of a sexual nature, including, but not limited to:
   a. Sexual advances;
   b. Requests for sexual favors;
   c. Sexual violence; or
   d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;

2. Unwelcome; and

3. Denies or limits a student’s ability to participate in or benefit from any of the District’s educational programs or
activities through any or all of the following methods:
   a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s
      education;
   b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions
      affecting that individual; and/or
   c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance
      or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature that has the effect of humiliation
or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or
benefit from, an educational program or activity.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees
and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable
behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the
surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such
circumstances, examples of sexual harassment include, but are not limited to:
Making sexual propositions or pressuring for sexual activities;
Unwelcome touching;
Writing graffiti of a sexual nature;
Displaying or distributing sexually explicit drawings, pictures, or written materials;
Performing sexual gestures or touching oneself sexually in front of others;
Telling sexual or crude jokes;
Spreading rumors related to a person’s alleged sexual activities;
Discussions of sexual experiences;
Rating other students as to sexual activity or performance;
Circulating or showing e-mails or Web sites of a sexual nature;
Intimidation by words, actions, insults, or name calling; and
Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District’s investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District’s ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.
It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Date Adopted: 7-01-2004

Last Revised: 2-12-2018

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District’s schools. Membership to student organizations shall not be by a vote of the organization’s members, nor be restricted by the student’s race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Date Adopted: 7-01-2004

Last Revised: 7-24-2018

TEACHER INFORMATION REQUEST

As a parent or guardian of a student you have the right to know the professional qualifications of your student’s teacher. Federal law allows you to ask for certain information about your student’s teacher and requires the district to provide you with this information in a timely manner. Specifically, you can ask for the following information about your student’s teacher:

- Whether the Arkansas Department of Education (ADE) has licensed or qualified the teacher for the grades or subject that he/she teaches.
- Whether the ADE has decided that the teacher can teach under an Arkansas Provisional License due to hold teaching license in another state.
- The teacher’s college major.
- Whether the teacher has an advanced degree and if so, the subject area.
- Whether there are teaching assistants or similar paraprofessional providing services to your student and if there are, what their qualifications are.
Any parent or guardian who would like to obtain this information may send a letter to the high school principal and a parent request form will be sent. After this form is returned, a response will be mailed in a timely manner.

**TOBACCO USE OF CAMPUS**

**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.

Possession or use of tobacco products by students on district property, in district vehicles and at school sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors to the school district property prohibited. This includes non-school hours and all events sponsored by the school others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

**Definition**
For the purpose of this policy, “Tobacco”: is defined to include any lit or unlit cigarette, cigar, electronic cigarette, pipe, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless tobacco, dip, chew, snuff in any form. “Tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, or any object giving off or containing material that is giving off smoke, and chewing or spitting smokeless tobacco of any form. “Use” means the chewing, lighting, and smoking of any tobacco product.

**Use Policy**
The health hazards of tobacco use have been well established. This policy is established to:

- Reflect and emphasize the hazards of tobacco use.
- Be consistent with the state and federal law.
- Protect the health and safety of all students, employees, and the public.
- Set a non-use example by adults.

**Prevention Education**
Tobacco prevention education will be incorporated into the districts 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 hat most effective delivery of the district’s classroom based tobacco prevention education.

**VIDEO SURVEILLANCE**
Harmony Grove Public School has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Students will be held responsible for any violations of school discipline rules caught by the cameras. Videos 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 (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.
DISTRICT DRUG POLICIES

DRUG POLICY
The Harmony Grove School District recognizes its responsibility to students to provide a drug free school. The district also recognizes that substance abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Substance abuse includes, but is not limited to the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications. The Harmony Grove School District provides a K-12 drug prevention program.

The possession, sale (accepting money or property), distribution, or misuse of alcohol, prescribed /non-prescribed or illegal drugs will not be tolerated. Violations of this policy may result in suspensions, expulsion, or other disciplinary action deemed appropriate by the district.

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the Harmony Grove School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substances as defined in this policy, or what that student represents or believes to be any substance 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 school campus for any reason and returns to the campus, is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to alcohol, or any alcoholic beverage, inhalants, or any ingestible matter that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other 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 recommended dosage is prohibited.

DRUG TESTING / CHEMICAL ABUSE POLICY
The Harmony Grove School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Chemical abuse or misuse includes, but is not limited to, the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications.

Purpose of a Chemical Abuse Policy
1. To allow the student participants involved in all activities representing Harmony Grove Schools to know that we are concerned about their total well-being. We are not interested in persecuting the students, but instead we are interested in helping the student who has a problem.
2. Emphasize concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. Confirm and support state laws which restrain the use of such mood-altering chemicals.
4. Assist students representing Harmony Grove Schools who are abusing or misusing chemical substances.
5. Assist students representing Harmony Grove Schools who desire to resist peer pressure that directs them toward the abuse or misuse of chemical substances.
6. Establish standards of conduct for students representing Harmony Grove Schools who are considered leaders and standard bearers among their peers.
7. Work with the parents to assist in keeping their children free from mood-altering chemicals.
8. Assist students who should be referred for assistance or evaluation regarding their use of mood altering chemicals.
9. To deter chemical abuse or misuse by all students through the use of random drug testing.
SCOPE:
The reasonable suspicion provisions of this policy apply to all students representing Harmony Grove Schools in the 7th through 12th grades. The random testing provisions of policy apply to all students representing Harmony Grove Schools. Harmony Grove School representatives include all students who represent Harmony Grove Schools during or after the school day. These representatives must obtain a consent form from their custodial parent/legal guardian as a condition of participation.

GENERAL:
- Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for any other drug-like substance, the use, possession or sale of which is unlawful. Illegal drugs include steroids and its derivatives or related substances which are not prescribe by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.
- Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.
- Prescribed medication is defined as any drug or medication prescribed by a physician for uses authorized by the manufacturer of the drug or medication.

REASONABLE SUSPICION PROVISIONS:
General - The use or possession of illegal drugs or alcohol by a student on property under the control of the district or prior to entering property controlled by the district or at a district sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student’s body is considered possession.

Reasonable suspicion - is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off of district property, but is on district property or at a district sponsored event while under the influence of illegal drugs; or that a student has used or possessed alcohol off of district property, but is on district property or at a district sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on district property, or has used a prescription medication off district property but is on district property or at a district sponsored event while under the influence of prescribed medication.

Examples of reasonable suspicion include, but are not limited to:
1. Eyewitness evidence by a district official, administrator, or employee
2. Eyewitness evidence of another person plus additional evidence
3. Individualized suspicion possessed by an employee of the district which is based upon a reasonable suspicion and/or reasonably reliable evidence.

ACTIONS BASED ON REASONABLE SUSPICION:
Once reasonable suspicion has been established, the Superintendent or Principal or their designee may request the student to submit to a search. A search of a student may include, but is not limited to the student’s outer-clothing, vehicle, locker, desk, and other storage places under control of the District, articles of clothing, and accessories, such as briefcases, purses, book bags, and pockets. A search may also include for a student to provide a specimen of breath or urine to be tested for the presence of illegal drugs or alcohol.

The District will not request permission from a student to search property under control of the District; the student has no expectation of privacy of that property. The District will request permission to search a student’s property that is on property controlled by the District. Students have no expectation of privacy in their property while on property under the control of the District.

If the student and/or the student’s custodial parent/legal guardian agree to the search of the student’s outer-clothing, the search will be limited to inspection of cuffs’, pockets’, sleeves, purses, bags, briefcases, outer-clothing garments such as coats or jackets, shoes and socks. Any illegal drugs or alcohol discovered during a search may be used in disciplinary proceedings and will be provided to law enforcement officials.
A student shall be suspended for five days if the student refuses to submit to a search or drug test upon request and/or if the student’s custodial parent/legal guardian refuses to allow the search. After return from this suspension, a student shall be expelled for the remainder of the school term if the student or the student’s custodial parent/legal guardian refuses to submit to a subsequent search. This subsequent search must be based upon reasonable suspicion independent from the evidence giving rise to the reasonable suspicion for the first search.

**RANDOM TESTING PROVISIONS:**

- The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student’s body is considered possession.
- Any student undergoing medical treatment prescribed by a physician that includes the use of any drug or medication capable of affecting the student’s mental or physical capabilities must notify the appropriate coach/sponsor. If there is any doubt concerning the effects of the drug or medication, the appropriate coach/sponsor should be notified.
- A student’s failure to notify the appropriate coach/sponsor that the student is undergoing medical treatment which includes the use of any drug or medication capable of affecting the student’s mental or physical capabilities is a violation of this policy. The penalty for this violation shall be the same as an initial positive test result under the random testing provisions.

**PROCEDURE:**

- **Type of Testing** - The district will require each participant planning to represent Harmony Grove Schools to provide a urine specimen during the physical exam. (The physical exam is required before a student can participate in student athletics.) Each specimen cup will have a number on it which will be assigned to a participant’s name. The number that is selected through a random process will be sent to the lab. Urinalysis is the method utilized to test for the presence of chemical in the body. Any student that does not show up for physicals will have to go to the team doctor’s office and give a urine specimen before he/she can participate in school activities.

- **Selection Process** - When students are participating in school activities, including practice and scheduled events, they will be subject to random selection for testing. Each student will be assigned a number. Periodically, while students are participating in school activities, days will be selected for testing. The amount of numbers drawn will be no less than (5%) or greater than (90%) of the students participating in school activities. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

- **Refusal to submit to testing** - Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the remainder of the school term.

- **Use of Positive Tests** - Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The specimen must be given at the doctor’s office
  1. The superintendent or his/her designee shall notify the student and the student’s custodial parents/legal guardians.
  2. The superintendent or his/her designee shall schedule a conference with the student’s custodial parents/legal guardians to explain the results.
  3. Counseling for the student will be strongly recommended at the student’s expense.
  4. The student will be placed on probation for twenty-one days. After twenty–one days, the student will be tested again at the student’s own expense and a written copy of the results will be given to the superintendent or his/her designee. If the test is negative, probation will be lifted. If the test is positive, the student will not be allowed to continue in school activities for the remainder of the school year. (A student will not be allowed to participate during the 20 days and will be removed from all activities if the second screening is positive.) To regain eligibility for
participation purposes for the next year, a student must have a negative Chemical Screening Test. This must be administered by the doctor’s office at the student’s expense.

5. For those students who test positive, the superintendent or his/her designee shall notify the appropriate coach that the student shall be on probation for twenty-one days.

This policy is for all students representing Harmony Grove Schools entering into grade 7th -12th.

- **Analysis of urine specimens** - The initial urinalysis method shall be an immunoassay screen. If a specimen test positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive results. The confirmation test will be at the student’s expense, utilizing gas chromatography/mass spectrometry GC/MS. It shall be conducted on the specimen. The student will be allowed to retest at the end of the 20-day probation period at his/her expense. If the GC/MS is positive, the student shall be considered to have a positive result. **If the GC/MS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.**

- **ALL** test results from the laboratory shall be communicated to the superintendent or his/her designee. To insure proper testing procedures, United States Department of Health and Human Services standards as defined by NIDA (National Institute on Drug Abuse) certified laboratories will be followed. All chemical screening tests will be done at Arkansas Medical Laboratory.

- **Consent** - All students who desire to participate in activities will be required to sign a form consenting to the testing at the physical exams and during random testing. The form must be co-signed by the student’s custodial parent/legal guardian. No student shall be allowed to participate in any activity until the consent form has been signed by both student and custodial parent/legal guardian and returned to the superintendent or his/her designee.

- **Cost of Chemical Testing:** The test to be given during physicals and the random selection testing will be paid by the district. Any second test or test requested by the parent will be at the parent’s own expense.

**Results and Notification**

Test results shall be reported to the superintendent or his/her designee within an average of five working days after receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported positive for a specific drug.

**Upon a first positive result:**

A student may request a retest at his/her expense within a 24-hour period of the results.

- The superintendent or his/her designee shall notify the student and the student’s custodial parents/legal guardians. The superintendent or his/her designee shall schedule a conference with the student’s custodial parents/legal guardians to explain the results.
- Counseling for the student will be strongly recommended at the student’s expense.
- The student will be on probation for twenty days. After twenty-one days, the student will be tested again at his/her own expense and a written copy of the results will be given to the superintendent or his/her designee. If the second test is negative, probation will be lifted. If the second test is positive, the student will not be allowed to continue in any activity for the remainder of the year. He or she cannot participate in game situations or activities involving other schools. To regain eligibility for activities the next year, a student must have a negative chemical screening test.
- For those student athletes who test positive, the superintendent or his designee shall notify the appropriate coach or instructor that the student shall be on probation for twenty-one days. (Participation in practice, games, or activities during this period will be prohibited.)

**Range**

All students entering 7th grade through 12th grade, who represent the school during or after the school day, will be subject to a urinalysis test at the time of physicals at the beginning of the school year, or any time a student is required to take a physical he/she will be subject to a urinalysis test for chemicals
MEDICAL POLICIES

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 the education concerning healthy behaviors, as well as providing health care services to students.

HEALTH SERVICES

The school nurse is available to administer First Aid and care for ill students during regular school hours. There are also other available staff trained in First Aid and CPR who may be utilized in the absence of the nurse.

Students with active head lice will be excluded from school until appropriate proof is provided that the student has been adequately treated. The students will not be excluded from school because of nits in the hair. Decisions concerning head lice will be made by the school nurse. One (1) day excused absence will be allowed for treatment of head lice. A parent should accompany the student to school to be re-admitted. After two occurrences of head lice, a school social service worker will contact the parents by phone or personal visit to offer head lice prevention training.

Arkansas School Infectious Guidelines furnished by the Arkansas Department of Education will be utilized in management of infectious diseases to reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion from school until a period of communicability has passed or treatment has been established to render a student non communicable are: chickenpox, head lice, influenza, scabies, whooping cough and streptococcal sore throat. The school nurse should be made aware of any illness that could possibly be contagious. Student’s known to have chronic infectious diseases must be individually evaluated to determine if their behavior and/or physical condition pose a risk of spreading of disease (Review team should consist of the school nurse, attending physician or local health authority, and the principal.) The student’s right to privacy will be respected at all times.

Injured Students:
1. If, at any time, either in the school building or on the school campus, a student is, suspected of having a serious injury, principal and/or other school personnel are directed to do what is expedient and safe for the injured student.
2. The school nurse should be contacted immediately, followed by a call notifying the parents or guardians. 911 will be called if necessary
3. An accident report shall be filed providing details of the accident.
4. The school assumes no financial responsibility for treatment.

4.57—IMMUNIZATIONS

Definitions

“In process” means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

“Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
• Red (rubeola) measles;
• Rubella;
• Mumps;
• Hepatitis A;
• Hepatitis B;
• Meningococcal disease;
• Varicella (chickenpox); and
• Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

A. Licensed physician;
B. Health department;
C. Military service; or
D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

1) Proof of immunization showing the student to be fully age appropriately vaccinated;
2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

**Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order...
to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District’s website a report that includes the following for each disease requiring an immunization under this policy:

The number of students in the District that were granted an exemption by the Department of Health from an immunization; the percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and the percentage of a population that must receive an immunization for herd immunity to exist.
SCHOOL NURSE
The school nurse serves as the health care coordinator for each school and develops individual health care plans for students. Parents/Guardians should contact the school nurse regarding any medical needs, concerns, or changes in a student’s health.

Students who need to go to the school nurse are to get a pass from their teacher or the Principal's office. The nurse will give the student a pass to return to class.

4.35—STUDENT MEDICATIONS
Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, 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 or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other 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-administration, 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 OTC medications to the extent giving such medications are included in the student's IHP.

The district’s supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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 rules.
Schedule II Medications

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).

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.

Self-Administration of Medication

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
2) Perform his/her own blood glucose checks;
3) Administer insulin through the insulin delivery system the student uses;
4) Treat the student’s own hypoglycemia and hyperglycemia; or
5) Possess on his or her person:
   a) A rescue inhaler or auto-injectable epinephrine; or
   b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students 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.

A student is 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 a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination 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, auto-injectable epinephrine, diabetes medication, or any combination 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 possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian’s written authorization shall not be required to assist the student in the application of sunscreen.
Emergency Administration of Glucagon and Insulin

Students may be administered Glucagon, insulin, or both 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 that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

A. The time scheduled for a dose of insulin in the student’s IHP; and
B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student’s IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that 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(s) certified to administer auto-injector epinephrine 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 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.
Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol 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(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District’s procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

Date Adopted: 10-15-2012

Last Revised: 6-18-2019

SUDDEN CARDIAC ARREST INFORMATION

<table>
<thead>
<tr>
<th>Sudden Cardiac Arrest Information Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is Sudden Cardiac Arrest?</th>
<th>What are the symptoms/warning signs of Sudden Cardiac Arrest?</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Occurs suddenly and often without warning.</td>
<td>● Fainting/blackouts (especially during exercise)</td>
</tr>
<tr>
<td>● An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.</td>
<td>● Dizziness</td>
</tr>
<tr>
<td>● The heart cannot pump blood to the brain, lungs and other organs of the body.</td>
<td>● Unusual fatigue/weakness</td>
</tr>
<tr>
<td>● The person loses consciousness (passes out) and has no pulse.</td>
<td>● Chest pain</td>
</tr>
<tr>
<td>● Death occurs within minutes if not treated immediately.</td>
<td>● Shortness of breath</td>
</tr>
<tr>
<td></td>
<td>● Nausea/vomiting</td>
</tr>
<tr>
<td></td>
<td>● Palpitations (heart is beating unusually fast or skipping beats)</td>
</tr>
<tr>
<td></td>
<td>● Family history of sudden cardiac arrest at age &lt; 50</td>
</tr>
</tbody>
</table>

ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.
ATTENDANCE POLICIES

School Attendance – Eligibility: Harmony Grove School District is open and free through completion of the secondary program to all persons from the ages of five (5) through age twenty-one (21) whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

4.3—COMPULSORY ATTENDANCE REQUIREMENTS
Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

Attendance Specifications:

1. Absences - Any absence missed due to illness, district policy, or by decision of a building administrator will be considered an absence. Students may have no more than a total of ten (10) absences per semester. Absences exceeding ten (10) will be considered to be excessive and may result in denial of course credit. Before a student accumulates ten (10) absences, the student will receive documentation from the school and the parent/guardian will be required to contact administration for a conference.
2. Make-up must be requested the first day the student returns to school.
   a. Doctor/Dental appointments or medical treatments—Only original doctor/dentist notes will be accepted. Copies may be made in the office if necessary.
   b. Senior College Visit- Two days are allowed to visit a college as long as the student provides adequate documentation of the visit upon his/her return to school. Prior permission from the principal is required. Documentation must include: the date, the letterhead of the institution or company, the student’s name. No photocopied notes will be accepted. These visits are not considered absences and will not count against exemptions. Work missed because of these absences must be made up by the student.
3. Truancy – Truancy is defined as one or more of the following:
   a. An absence from class or school without previous knowledge of a parent or school official.
   b. Being on campus and not being in the assigned class.
c. Leaving school without following the sign out procedure in the office.
d. Students guilty of truancy shall receive disciplinary consequences
e. Note: absences defined as truancies shall be unexcused.

4. Official documentation (medical, court, etc.) will become a part of the student's attendance records and must be submitted within five (5) school days after returning from the absence.

5. Students are expected to attend school while serving a bus suspension. Absences that result solely from not being able to ride the bus to and from school will be considered as unexcused days.

6. Students who are more than five (5) minutes late to class will be considered absent. Students leaving class five (5) or more minutes before class is over will be considered absent. Frequent check out of classes will not be permitted.

7. Students participating in approved school trips or functions will not be considered absent.

8. Upon written request from parents or guardians, students may make up work missed in classes while observing religious or specific holy days, which are not school related. Such absences must be approved by the principal in advance.

9. Students who are absent during all or part of the day shall not participate in any school activity on that day or night without prior permission from the principal. Permission may be granted in extreme extenuating circumstances.

10. Any junior high school student showing up late to school must “sign in” in the office. If for any reason junior high school students must leave school during the day, they must be "signed out" in the office and then will be called from class for early dismissal. Upon return to school, students must provide written documentation for the absence.

11. A referral to DHS for educational neglect shall be made and/or a truancy petition will be filed with the Saline County Juvenile Court for ALL STUDENTS with excessive absences or tardies. If excessive absences or tardies continue, Families in Need of Services petition (FINS) could be filed.

12. If a student leaves the Harmony Grove School District, the parents of any students who are minors, and those students who have reached majority age, shall reimburse the Harmony Grove School District for expenditures related to district materials (i.e. textbooks, workbooks, etc.) not returned and/or outstanding debts.

13. Parental Signature Cards will be required for all students and will be kept on file in the attendance office.

14. Harmony Grove High School does not recognize senior skip days. Absences of this kind will not be excused.

15. When an absence or tardy exceeds the number of days allowed by policy, a parent must request a conference with the administration prior to the absence to determine if it will be excused or unexcused. Depending on the length of the leave and if the absence will be considered excused, homework may or may not be given to students in advance.

16. The school administration has the right to verify the authenticity of medical notes if they appear suspicious or fraudulent.

**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.

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

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

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.

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).

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; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) 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, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds seven (7) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

Date Adopted: 6-27-2011

Last Revised: 6-18-2019

**TARDIES**

Tardy shall be defined as a student not being in his/her classroom when the tardy bell begins to ring. A student who is more than five (5) minutes late to a class without a valid excuse will be marked absent and will be dealt
with under the Management for Discipline Problems section of this handbook. Eight (8) tardies will result in a truancy referral. For penalty of tardiness refer to “Management for Discipline Problems”

**GENERAL ACADEMIC POLICIES**

**ADDING OR DROPPING CLASSES**

Students and parents will be given the opportunity to request courses for the next school year in the spring. Based on student requests, a master schedule will be designed. Once a master schedule is in place, schedule changing must be kept to an absolute minimum due to staffing concerns.

Dates will be set each year for students to pick up class schedules. At that time, schedules should be checked for accuracy making sure that all classes needed for graduation have been scheduled. Some changing may need to take place at this time if conflicts occurred during the scheduling process. Counselors will be available on schedule pick up days to discuss conflicts, errors, etc.

**No schedule changes will be made after the first week of school except for very extenuating circumstances, which may include:**

- a. Too many students are in a class and balancing is required by counselors.
- b. Student is inappropriately placed in a class.
- c. A scheduling error has occurred.
- d. A required course for graduation is missing from the student’s schedule.
- e. A student needs to retake a course because of failure.
- f. Student has already earned credit in a class that is scheduled.
- g. Class was cancelled due to lack of enrollment.

Please note that “changing your mind” will not be considered an extenuating circumstance.

If a change is requested for any reason other than one of the above, students must obtain a schedule change form from the Counselor's Office which will require a parent signature before the change will be considered. Administrative approval must then be obtained for the schedule change to take place.

**BELL SCHEDULE**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>1st Period</td>
<td>8:00-8:55</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:00-9:55</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:00-10:55</td>
</tr>
<tr>
<td>LUNCH</td>
<td>10:55-11:25</td>
</tr>
<tr>
<td>4th Period</td>
<td>11:30-12:25</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:30-1:25</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:30-2:20</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:25-3:15</td>
</tr>
</tbody>
</table>

**5.15—GRADING**

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period to keep parents/guardians informed of their student’s progress.

The evaluation of each student’s performance on a regular basis serves to give the parents/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.
The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child’s school enrollment;
2. The child’s attendance at a dependency-neglect court proceeding; or
3. The child’s attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:

A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district’s school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be (0.25 X 83) + (0.75 X 75) = 77%.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

5.14—HOMEWORK
Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.
Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Date Adopted: 7-01-2004

Last Revised: 7-24-2018

HOMEWORK POLICY

The utilization of homework is discretionary with teachers, in order to supplement, compliment, and reinforce teaching and learning. Homework assignments shall take into consideration the age and ability of the students and any other applicable circumstances in the judgment of the teacher. Homework may be included in evaluation of the progress and achievement of the student.

There is a strong connection between homework and improvement in student achievement. The more time and hard work a student devotes to class work, homework, and study, the greater the payoff will be in achieving good 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 High School.

Purpose of homework:
   a. Reinforce, supplement, and extend school learning
   b. Offer opportunities to develop good study habits and independent learning skills
   c. Develop a sense of responsibility for self-improvement. Serve as a link between home and school
   d. Help students catch-up with the class.
   e. Overcome a particular difficulty or reinforce a specific skill
   f. Help prepare students for the ACT and other standardized tests.

General Guidelines for Students:
   a. Copy homework assignments. Ask the teacher questions if the assignment is unclear.
   b. Do work in a quiet area. Reduce distractions by shutting the television and music off. Concentrate!
   c. Devote about one and one half hour to homework, long term assignments, and studying each night. After you complete the homework assignment review your class notes, answer additional questions, write down questions for the teacher, read from the text to review or to move ahead of the class, in addition, you should set aside some time to read the newspaper in order to develop a broad perspective on local and world events. Study on weekends. Use your time productively.
   d. Take pride in your work. Make sure your assignment has a heading, is neat and complete, and reflects your best effort.
   e. Complete and submit assignments in a timely fashion. Make up assignments missed because of absences. It is the student’s responsibility to seek out the teacher and to obtain make up assignments if it is allowed. For every day missed you have one day to make up your missed assignments. Make up tests are given at the convenience of the teacher.
   f. Remember, the quantity and quality of your homework will have a significant influence on your grades, you’re learning, and on your ability to pass class examinations, benchmark exams and do well on the ACT.

General guidelines for the parent:
   a. Examine class notes and go over homework assignments each night.
   b. Discuss and show interest in the work that is being done.
   c. Provide a quiet place for homework and stud.
   d. Assist your student in scheduling time for homework, study, and independent reading.
   e. Check for completion of homework.
f. Commend your student for satisfactory work and for improvement.
g. Teach your student the value of work. Suggestion: special rewards, gifts, presents, etc. should be based on your student’s cooperation at home and on his/her effort and performance in school.
h. Confer with the teacher when special homework problems arise. Call the teacher at (501) 776-2337 if you have questions or concerns. Leave a message so the teacher may get back to you during his or her conference period.
i. Attend parent workshops to show involvement and strong commitment to the school and to educational values.

PROGRESS REPORTS
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.

REMEDINATION and ACADEMIC IMPROVEMENT PLAN (AIP)
All students must participate in appropriate standardized state testing as established by the State Board of Education. Each student identified as not scoring at the proficient level or higher for the required grades and content on the state required assessment shall participate in a remediation program to address the specific needs of that child. Unless exempted by a student’s IEP, all students must successfully pass all end-of-course (EOC) assessments that are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

School personnel in conjunction with parents shall develop an appropriate individualized academic improvement plan (AIP) for those identified students

SECTION 504 OF THE REHABILITATION ACT OF 1973
Section 504 of the Rehabilitation Act of 1973 provides individuals with disabilities basic civil rights protection against discrimination in any program or activity receiving financial assistance, including public schools. Section 504 provides services for students identified as having a disability as defined by the act: which substantially limits a major life activity. If a student is eligible for services under 504, the student will receive accommodations, modifications, and related services to address the needs of the student. A conference must be held prior to a student receiving 504 services. To refer a student for consideration for 504 services, please contact your building principal. He/She will process your referral or direct it to the district 504 designee for processing.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2020
All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student’s permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (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 Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.
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 paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process 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.

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.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.
Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

3) Algebra II; and
4) The fourth unit may be either:
   - A math unit approved by DESE beyond Algebra II; or
   - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

a. DESE approved biology – 1 credit;
b. DESE approved physical science – 1 credit; and
   c. A third unit that is either:
      o An additional science credit approved by DESE; or
      o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit
Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

**CORE: Sixteen (16) units**

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

a. DESE approved biology – 1 credit;
b. DESE approved physical science – 1 credit; and
c. A third unit that is either:
   o An additional science credit approved by DESE; or
   o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
• American History, one (1) unit
• Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.8

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Date Adopted: 5-17-2010

Last Revised: 6-18-2019

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student’s permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (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 Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.
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 paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process 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.

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.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

**GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional one (1) unit to graduate for a total of twenty-three (23) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.
Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
6) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

7) Algebra II; and
8) The fourth unit may be either:
   • A math unit approved by DESE beyond Algebra II; or
   • A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

d. DESE approved biology – 1 credit;
e. DESE approved physical science – 1 credit; and
f. A third unit that is either:
   o An additional science credit approved by DESE; or
   o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

• Civics - one-half (½) unit
• World History - one unit
• American History - one unit
• Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit
**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

**CORE: Sixteen (16) units**

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

a. DESE approved biology – 1 credit;
b. DESE approved physical science – 1 credit; and
c. A third unit that is either:
   o An additional science credit approved by DESE; or
   o A computer science flex credit may be taken in the place of a third science credit.
Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Date Adopted: 5-17-2010

Last Revised: 6-18-2019

**ACADEMIC POLICIES FOR GRADES 7-12**

**EXAMINATIONS**

Junior high school students will be required to take comprehensive Semester exams on the dates specified by the principal.

**Exams are to be administered at the specified times and will not be administered early.**

In order for a student to be eligible to make up a term exam, the student must have an excused absence verifying the reason for the absence and must have prior approval from the principal.

The principal and/or teacher will specify the day or days to make up all mid-term and term exams.

Semester Exams:
1. Students with an “A” average in a course are eligible for an exemption if the number of days absent does not exceed four (4).
2. Students with a “B” average in a course are eligible for an exemption if the number of days absent does not exceed three (3).
3. Students with a “C” average in a course are eligible for an exemption if the number of days absent does not exceed two (2).

The student having more than 4 tardies in a semester will be required to take the semester exam.

All absences are counted, regardless of nature. It is required of all junior high school faculty members to administer a formal comprehensive exam at the end for each academic semester.

**Additional Policies:**

1. All exemptions are monitored on a class-by-class basis and teachers will enter all semester test scores into HAC.
2. School approved extracurricular absences will not count against students.
3. Students incurring in-school or out-of-school suspension will forfeit the exemption privilege, unless ISS is given in lieu of detention hall.
4. Any student qualifying for exemption may choose to take the final exam in order to better his/her overall grade. The exam score cannot lower the student’s overall grade.

**HIGH SCHOOL EDUCATIONAL PROGRAM**

**5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) shall be graded according to the following schedule:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.
“Honors Courses” are those courses that have been approved by DESE as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

Students who transfer into the district will be given weighted credit for the AP courses; IB courses; honors or concurrent credit college courses; and other courses approved by DESE for weighted credit that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

Date Adopted: 2-14-2005

Last Revised: 6-18-2019

**Class Rank:**
Exact class rank will be computed at the end of the 1st semester of the senior year. Should a tie occur, the “tying” students will be given the same rank number. The next student below a tied group will be given the same rank number as if no tie had occurred.

**Classification of Students:**
The following standard for classification is used prior to the opening of the fall semester of each year. The classification of a student will not change as the year progresses.
- **Senior:** Student with at least 16 units of completed credit.
- **Junior:** Student with at least 11 units but less than 16 units of completed credit.
- **Sophomore:** Student with at least 6 units but less than 11 units of completed credit.
- **Freshman:** Student has 8th grade completed, but less than 6 units of completed credit.

**5.22—CONCURRENT CREDIT**
A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

As permitted by the DESE Rules Governing Concurrent College and High School Credit, a student who takes a three (3) semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:
- The student;
- The student’s parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if
the transcripts are not received at all or in a timely manner; this may jeopardize students’ eligibility for extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student’s first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District’s campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

Community Service Rules:
Elective credit will be offered through community service.
   a. This is offered through ADMINISTRATIVE APPROVAL ONLY
   b. Students may earn ½ to one unit of credit, through this Community Service Program.
   c. Participation will be required for two terms to receive ½ credit.
   d. Community service must be documented in order to receive credit per Act 648 of 1993.
   e. Students who complete a community service program will receive a “CR” (no letter grade is assigned).

Correspondence Courses
A student may earn up to three (3) units of credit toward graduation through correspondence courses. Any credits must be earned through a college approved by the superintendent or principal before the course is attempted by the student.

Credit Recovery
We feel that Credit Recovery should be the last option. Our students deserve the quality instruction that our teachers provide. Credit Recovery does not give our students the solid foundation that is required for success in the next educational level.
   a. Credit Recovery during the school day will only be offered for seniors who have failed a course previously.
   b. Seniors will only be enrolled in Credit Recovery one time per term.
   c. Seniors not successfully completing Credit Recovery in the fall will forfeit the privilege of taking Credit Recovery the second term.
   a. For juniors and sophomores: Every attempt will be made to re-enroll them in the course that was failed. This will be based on availability.

Graduation Requirements for Seniors:
   a. A total of twenty-three (23) units earned in grades nine (9) through twelve (12) shall be required for graduation from Harmony Grove High School.
   b. Grade replacement is not the policy of the Harmony Grove School District. Any and all grades will be reflected on the student’s transcript and calculated in the student’s GPA.
   c. According to Act 977 of 1997 the State Board of Education, the State Department of Education and each local school district have established a required core curriculum for all Arkansas secondary schools. The core curriculum is aimed at preparing students to continue to learn in the workplace or in some form of post-secondary institution.
d. Act 977 of 1997 requires each school district to attach a seal to transcripts and diplomas awarded to the graduates who earned a minimum grade point average of 2.75 and complete the core curriculum.

**Honor Graduate Requirements:**

1. GPA of 3.5 or better
   - Summa Cum Laude: 4.0000 and above
   - Magna Cum Laude: 3.750 – 3.9999
   - Cum Laude: 3.500 – 3.749

2. Of the twenty-three (23) units required for graduation, all must be earned from the regular curriculum courses. The following requirements must be met.
   - 4 units of math with one course selected from the following: Algebra II, Trigonometry, Algebra III, College Algebra, or AP Calculus.
   - 3 units of science with one selected from the following: Chemistry, Physics, AP Biology or Anatomy and Physiology.
   - 1 unit of the same foreign language
   - 1 unit of Computer Technology

3. Fulfill all graduation requirements.

**Honor Graduates will be named at the end of their 1st semester of their senior year. All honors stand with the exception of a student who raises their GPA to honor graduate status by the end of the school year.**

**Requirements to Participate in Commencement:**

Under certain conditions, students will be permitted to participate in the graduation ceremony but will not receive a diploma. These conditions are:

1. Students who have at least 22 of the 23 credits, and who have no outstanding disciplinary consequences. However, students may participate in graduation if he/she lacks no more than one (1) unit of completing the graduation course requirements.

2. Participation in the high school commencement ceremony is limited to those students who
   a. Are in attendance in good standing at Harmony Grove High School during the spring semester.
   b. Those students who will have met Harmony Grove graduation requirements and are in attendance in good standing at the Arkansas School for Math and Science, Arkansas School for the Deaf, Arkansas School for the Blind, Harmony Grove HUB or Fusion program, or approved special education day school or day treatment center.
   c. Students who do not attend graduation practice will not be allowed to participate in graduation without prior approval from the principal. Seniors who are subject to disciplinary action that results in an expulsion from school are ineligible to participate in commencement.

**ALTERNATIVE METHODS OF INSTRUCTION DAYS (AMI)**

The Harmony Grove School District received a waiver from the Arkansas Department of Education allowing the use of Alternative Methods of Instruction (AMI) for up to 5 days when school is not in session due to inclement weather or other emergency related days when it is not safe to transport students to school. Using AMI days will allow the school to be closed while the students are still learning at home and those days will not have to be made up at the end of the school year.

Each student will receive a packet of work to be completed in the event of the school being closed. Five packets will be sent home either as a hard copy, or attached to Google Classroom for students to access through their chromebooks. These packets will be labeled “Day 1”, “Day 2”, “Day 3”, “Day 4”, and “Day 5”. On the first day missed due to the specified circumstances listed above, students are required to complete the assignment
marked “Day 1”. If the school is closed another day (whether consecutive or not), the student should complete the next packet in order. The students will have 5 days after returning to school to turn in the assigned work. If the student does not complete the work, he/she will be counted ABSENT for the AMI day and will receive a grade of “0” for each of the assignments.

5.26—ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.¹

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);
- The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student’s Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics from items a through l below:

a. Disruptive behavior;
b. Dropping out from school;
c. Personal or family problems or situations;
d. Recurring absenteeism;

e. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
f. Abuse: physical, mental, or sexual;
g. Frequent relocation of residency;
h. Homelessness;
i. Inadequate emotional support;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student’s academic and social progress. These may include, but are not limited to:

e. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
f. Abuse: physical, mental, or sexual;
g. Frequent relocation of residency;
h. Homelessness;
i. Inadequate emotional support;
j. Mental/physical health problems;
k. Pregnancy; or
l. Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student, outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student’s current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Division of Elementary and Secondary Education (DESE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student’s return to the regular educational environment.

The district’s ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the DESE Rules.

Date Adopted: 11-22-2004

Last Revised: 6-18-2019

FUSION ACADEMY (Grades k-12 located in Benton)
The Harmony Grove School District provides Fusion Academy, an alternative learning environment for students meeting the Arkansas Department of Education eligibility requirements. Academic classes are provided through on-line courses offered by Arkansas Virtual High School through the Department of Education. Students assigned to Fusion Academy will be expected to follow all rules and procedures established by staff and administration.
The Fusion Academy is located in Benton. Transportation is provided for Harmony Grove students to the Fusion Academy. Students will be provided all educational services through the Fusion Academy, but will remain enrolled in the Harmony Grove School District. Students attending Fusion Academy are not to be on any other school campus or attend any other school-sponsored event for any reason without permission. Exceptions can be made to allow a student to attend school functions if administrators from both Fusion Academy and Harmony Grove High School agree that such an exception is warranted.

HUB (Grades 9-12)
The HUB is a non-traditional learning environment for students in grades 9-12 that offers the possibility of flexible seat time for students who are faced with certain barriers identified by the Arkansas Department of Education. Academic courses are provided through on-line classes offered by Arkansas Virtual High School through the Arkansas Department of Education.
Students who attend the HUB may also be eligible for JAG (Jobs for Arkansas Graduates), a class that promotes job/volunteer training aimed at preparing students for success after high school. Students who participate in the HUB and JAG programs must be able to provide their own transportation to and from school and their job/volunteer site. HUB students will be housed on the Harmony Grove High School campus and will be required to follow all rules and procedures established by staff and administration at Harmony Grove High School. HUB students are also required to follow and adhere to all policies and procedures outlined in the Harmony Grove High School Student Handbook.

**Unconditional Admission to an Arkansas Public College or University:**

Act 1290 of 1997 amended previous statutory language regarding the courses that high school students must complete in order to be admitted unconditionally to a public college or university in Arkansas. Acting in response to this legislation, the Arkansas Higher Education Coordinating Board has established a core curriculum set of courses required for unconditional admission. Students who graduate from high school will have to complete four mathematics courses as well as the English (4 units), natural science (3 units), and social studies (3 units) courses that are part of the current recommended core curriculum.

**MAKE-UP WORK**

It is the responsibility of the student to request the make-up assignment on the day he/she returns to school. **If make-up work is not requested within two (2) day of returning from an absence, the student forfeits the opportunity to make up work missed.** Students are allowed the same number of days to make up work as the number of consecutive days missed. A student who misses one day shall be given one day to make up the work after the make-up assignment is obtained from the teacher. Long-term assignments are due on the day that the student returns from the absence.

If the student was absent on a test day, the student should ask the teacher for the tests on the day decided upon by the teacher and the student to make up the test.

Parents may request make-up work through the junior high school office after a student has missed three (3) consecutive days. Work may be picked up at the junior high school office before 3:00 p.m.

Students may not make up work missed due to excessive absences or suspensions. Absences accumulated in excess of ten (10) per term may result in denial of course credit in that class for the term unless deemed as an extreme extenuating circumstance by the principal or assistant principal.

**Remediation**

In accordance with Act 35 any student K-12 identified as needing an Academic Improvement Plan must receive remediation by the school. The Academic Improvement Plan means a plan detailing supplemental or intervention and remedial instruction or both, in deficient academic areas for any student who is not proficient on a portion or portions of the state mandated Arkansas Comprehensive Assessment Program. Each student and his/her parent shall know their role and responsibilities to participate in the plan; this shall include a signed AIP form by the parent/guardian. By law student’s grades K-12 identified for an Academic Improvement Plan who do not participate in the program shall be retained or lose credit.

**4.54 - STUDENT ACCELERATION**

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be
triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school's Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented (GT) Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The Districts GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

Date adopted: 2-19-2013

Last Revised: 6-18-2019

GENERAL POLICIES

ASSEMBLY AND PEP RALLY POLICIES

1. Students attending assemblies are expected to be courteous with no talking during performances.
2. Students attending assemblies are expected to stay in their seats with no moving during the performance.
3. Students who misbehave in an assembly may not be allowed to attend assemblies during the remainder of the school year. Other appropriate disciplinary action will be taken if necessary.
4. All students are to stand for the Alma Mater and National Anthem.
5. All students are required to attend assemblies unless excused by the administration.

ASSERTIVE DISCIPLINE POLICY

Philosophy: The faculty and administration believe that all students can behave appropriately during classes. No student will be allowed to stop the teaching or learning process.

Classroom Rules:
1. Be in assigned seat/location when the tardy bell begins to ring.
2. Bring book, paper, pencil, and completed assignments to class every day.
3. No teasing, put-downs, or rude gestures toward others.
4. Keep hands, feet, and other objects to yourself.
5. Follow teacher's directions and the Student Handbook rules.

AUTOMOBILES ON CAMPUS

Students who drive to school are expected to adhere to all related policies governing the operation of motor vehicles and motorcycles. Safe driving precautions must be followed.

Junior high school students who drive or ride vehicles to school must park in the assigned areas on campus. Off-campus parking will not be permitted.

Students who fail to park in undesignated areas will receive:

a. Warning.
b. A second violation will result in one day of early morning detention hall.
c. A third violation will result in (1) day of ISS.
d. A fourth violation will result in loss of parking privileges for the remainder of the school year.

After vehicles are parked on campus, students will not be allowed to sit in the parked vehicles or to congregate around them.

Students are not to return to the vehicles before school, at noon, or between classes without administrative approval.

Students are not to park in the designated teacher parking areas.

4.50—SCHOOL MEAL MODIFICATIONS
The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district’s Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student’s disability that is sufficient to understand how the disability restricts the student’s diet;
2. An explanation of what must be done to accommodate the disability, which may include:
   a. Food(s) to avoid or restrict;
   b. Food(s) to substitute;
   c. Caloric modifications; or
   d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district’s Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student’s disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child’s disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

Date Adopted: 4-20-2009

Last Revised: 2-12-2018
4.51—FOOD SERVICE PREPAYMENT

Meal Charges

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the following locations:
  - ELEMENTARY: Homeroom Teacher or Office
  - MIDDLE SCHOOL: Homeroom Teacher or Office
  - JUNIOR HIGH: Office
  - HIGH SCHOOL: Drop Box or Office
- Depositing funds through the District’s online service;

A student’s parents will be contacted by authorized District personnel regarding a student’s prepaid account balance when reaches a negative balance or $10.00 or more.

Unpaid Meal Access

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive a reimbursable meal.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

Date Adopted: 4-17-2017
Last Revised: 6-18-2019

CAFETERIA AND OUTSIDE EATING AREAS (7-12)

Parents may only bring food or drink for their own child; not for other students

1. All students are assigned only one (1) period for lunch.
2. Once students sit down to eat, they are to remain seated.
3. Students are not to cut in line.
4. Students are not to throw food.
5. Students are not to leave food or beverage containers on the table.
6. Students are not to purchase food for another student.
7. Students are to be in a line or seated and eating.
8. Students should not be in any building during lunch with the following exceptions: Cafeteria
   Students are not to bring glass containers, bottles or open containers to school.

4.47—POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.
To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student’s IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student’s building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device’s recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student’s parent shall agree in writing to the requirement for the device’s recording and listen-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device’s recording or listen-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.
No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Date Adopted: 6-18-2007

Last Revised: 6-18-2019

*If electronic device has pornography displayed on the device it will be taken and the student will be punished from in school suspension up to expulsion. Authorities will be called. Second offense will lead to expulsion. If transmission of images has occurred the offense will be reported to the Prosecuting Attorney.

For penalty of cell phone usage please refer to “Management for Discipline Problems”

CHANGE OF ADDRESS
The school requires immediate notification of change of address, email, and/or telephone numbers so that the parent can be notified in case of an emergency.

CLOSED CAMPUS
After you arrive on campus in the mornings, you are not to leave the campus under any circumstances unless you have checked out through the office. If you ride a bus, you are not to leave after arriving. If you drive on campus, you are not to leave after arriving. Neither are you to get into a vehicle with a friend and leave. Students are also reminded not to leave campus to go to a friend’s car.

CONDUCT AT SCHOOL ACTIVITIES AND ATHLETIC EVENTS
1. Students will be expected to conduct themselves at school activities in the same manner as during school hours.
2. Any action by the student, which draws attention away from said event, will not be tolerated. Inappropriate behavior includes, but is not limited to the following items: obscene or rude language, remarks, cheers, and actions that are directed toward any active participants, coaches, or officials. Signs or any other paraphernalia unless cleared with the administration and athletic director are forbidden at school activities. Harmony Grove officials have the responsibility and authority to determine inappropriate behavior.
3. The same disciplinary action will be taken for misconduct at school activities as would apply during school hours. There will be no warnings. Misbehavior may result in the dismissal from all school activities for the remainder of the school year.

Athletic Events:
The following rules apply to all athletic events:
1. No one will be permitted to stand along the sidelines/court except those who are serving in an official capacity. This includes players, managers, cheerleaders, and others whom the coach may deem necessary.
2. It is expected that people are attending games for the purpose of observing the games. Therefore, youngsters will not be allowed to play in any areas on or near the football field/gym floor.
3. There will be no going in and out at the ball games.
4. Passes may be used only one time for admittance to each game.
5. The host school may display stationary banners that are not controversial or derogatory.
6. Any derogatory chants or calls (Hog Call, etc.) made to the opponent’s players, cheerleaders, drill team members, or fans is a display of poor sportsmanship and will not be tolerated. Actions such as turning backs when the other team is introduced and holding up newspapers during introductions will not be tolerated.
7. Students should win with character and lose with dignity. Any Harmony Grove student behaving inappropriately at home or away games is subject to suspension.
4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY
The District’s Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District’s Student Code of Conduct.

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. In addition to other disciplinary measures provided for violations of the District’s Student Code of Conduct, the student’s bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student’s parent or guardian.

Date Adopted: 7-17-2006
Last Revised: 6-18-2019

DANCES OR FUNCTIONS (GRADES 7-9)

1. All school-sponsored dances and parties must be concluded by 10:00 pm.
2. Only officially enrolled students of Harmony Grove School and their approved guests will be allowed to attend school-sponsored dances or functions. The sponsor prior to the dance, party, or function must approve all guests. A student bringing an approved guest will be responsible for the conduct of this guest while on school premises.
3. The sponsoring organization shall nominate musical groups to play at student dances. The sponsors shall assess the suitability of these groups and be responsible for their employment.
4. The School Board reserves the right to review and amend policies related to dances and/or to terminate dances at any time. **No one 21 or older will be allowed to attend school dances as a student’s guest.**

DRESS CODE

The school board recognizes that among those rights retained by the people is the freedom to govern personal appearance. When, however, 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:

1. Students should dress in appropriate attire
2. General appearance should be neat, clean, and conducive to learning.
3. Any apparel or hairstyle which could cause harm to the student’s health, prove to be unsafe, or cause interference with work in school activities (P.E., lab, art, etc.) will be prohibited.
4. Conventional shoes or sandals must be worn at all times (no cleats, no house shoes).
5. Tennis shoes need to be worn for P.E. classes.
6. 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.
7. 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.
8. No caps, hats, do-rags, kerchiefs, or sunglasses or any head covering may be worn in the school buildings. Principal may grant waiver for spirit days.
9. All shirts/dresses/blouses are to cover the waist, back and stomach at all times.
10. All shirts must be appropriate for school attire.
11. All shirts must have sleeves that are at least two inches in length. They must be buttoned appropriately.
12. No midriff, cleavage or open backs will be accepted.
13. No see-through material will be allowed.
14. Leggings, jeggings, yoga pants or form fitting pants of any kind must be covered with a top consisting of a bottom hem that is the fingertip length (middle finger) all the way around.
15. No running shorts
16. All shorts, skirts, etc. must be at least mid-thigh length. Shorts, skirts (including splits), or dresses above mid-thigh in length are prohibited.
   **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.**
17. No undergarment should be seen at any time.
18. No sport bras or lingerie are to be seen at any time. Pajamas may not be worn at any time.
19. No face or body paint.
20. 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.
21. No plastic piercing or gauges will be allowed.
22. All pants/shorts must be appropriate for education attire. No sagging or ragged attire will be accepted.
   Pants are not to have holes, rips, or tears above the fingertip length that reveals skin or undergarments.
23. No metal belts or wallet chains will be allowed.

The school reserves the right to determine what manner of clothing, apparel, displays, or appearance is or is not acceptable.

Any dress, jewelry, or accessory that does not comply with the health and safety codes of the State of Arkansas will not be allowed.

Any dress, jewelry, or accessory that interferes with the educational process or the rights of others will not be allowed.

If a rule of dress is broken:
   1. Parents could be contacted.
   2. The student will be removed from class until arrangements are made for substitution of clothing.
   3. Time missed for a student who is sent home for inappropriate dress will be considered an unexcused absence.
   4. Jewelry, apparel, hats and caps will be removed and kept until a parent has retrieved the article.

If rules are broken repeatedly the administration will deal with the student in appropriate manner including possible suspension.

The rules of this dress code are intended from a pedagogical standpoint to help avoid disruption and distraction in the classroom, foster respect for authority and discipline, provide conformity to community standards, and promote health and safety.

Each year a committee will be convened to discuss changes in the dress code policies. This committee will consist of an administrator, teachers, and a parent representative.

The freedom of an individual may be restricted in order to reach educational objectives. Personal freedoms are not absolute they must yield when they intrude on the freedom of others. The school administration carries the burden of infringing upon an individual’s freedom in order that an educational goal might be met. The administration believes strongly that teachers have the right to teach in an atmosphere conducive to teaching and learning.

The primary function of the school administration concerning a dress policy is serving the interest of the community in requiring the educators of its students to allocate their time primarily to the educational process.

The administration realizes it is extremely difficult to develop a dress code which will cover all situations which might arise during the school year as the style of dress changes from month to month and season to season.
The administration believes the primary responsibility of determining student dress and appearance lies with the parent, and then with the student, the school administration is the final authority regarding the dress code.

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.

Since styles, fashions, and fads change, the administration may make decisions regarding other modes of dress that are considered inappropriate. If a student’s teacher is concerned with a possible violation of the previous guidelines, this concern must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action. Final decision of wearing apparel will be at the discretion of the administration. Exceptions to the above rules and regulations may be approved for special occasions by the administration.

For penalty of improper dress code please refer to “Management for Discipline Problems”

**DRINK CONTAINERS ON CAMPUS**

Students are not permitted to bring glass bottles or unsealed drink containers. Open cans, open plastic bottles, and cups with a lid or top are unacceptable and not permitted on campus.

**FLOWER, BALLOON AND CANDY DELIVERY**

Due to interruptions in classrooms and hallways, flowers, balloons, and other related items will be dispensed during 7th period.

**HALLWAY TRAFFIC**

Any student in the hallway during class must have a written pass. If a student is going to another teacher during study hall to make up a test, he/she must have a pass from the teacher, and he/she should remain with that teacher for the entire period. Hallway traffic must be kept to a minimum.

**HOW TO RESOLVE PROBLEMS**

If you have a concern regarding your child, please take the following steps to resolve:

1. Contact his/her teacher(s).
2. If you still have a concern regarding your child and his/her education, contact the principal.
3. If you still have concerns regarding your child, contact the Superintendent’s office.
4. If at this level a satisfactory resolution cannot be reached, the Board may become involved as indicated by policy.

**JUVENILE PROBATION & INTAKE OFFICERS**

Juvenile Probation Officers and Juvenile Intake Officers will be in use throughout the Harmony Grove School District to assist staff, students, and law enforcement with maintaining both a safe and secure learning environment. JPO’s and JIO’s will be instructing and guiding students who need assistance for behavioral or mental issues. JPO’s & JIO’s have law enforcement training and ability, but their primary role in the school setting is to create relationships which strengthen the students’ ability to avoid truancy, drug dependency, and criminal behavior. Questions about the JPO’s & JIO’s should be directed to the principal or the Chief Juvenile Officer of Saline County.

**LIBRARY MEDIA CENTER**

The purpose of the Harmony Grove Junior High School Library Media Center (LMC) is to provide access to both print and electronic resources that support the school’s curriculum and the recreational reading needs of students, faculty, and staff in a quiet, welcoming environment.

The Harmony Grove Junior High School LMC hours of operation are Monday-Friday from 7:55 am until 3:15 pm. Students are welcome to come to the LMC to do research, check out books, work on homework, or read quietly during this time.

Student free flow is allowed throughout the day as long as the student has a pass from his/her teacher.
Students are allowed to check out up to two books at a time for a two-week period. (Classroom sets have longer due dates.) Students may be given EMD or other disciplinary action for overdue materials.

Students may also use computers for in the LMC for educational purposes only. They may use computers and Internet in accordance with the district’s “Computer System/Internet Appropriate Use Policy” and instructions from LMC staff.

Students who have overdue materials may be prohibited from computer or book checkout.

While the LMC provides a safe, relaxing atmosphere for students to talk quietly, its primary purpose should not be ignored. To maintain this atmosphere, students should abide by the following expectations:

- Noise, disturbance or inappropriate behavior is prohibited, including abusive or threatening behavior to LMC staff and other LMC users. Students who are not looking for books must find a seat.
- The LMC is a “No Tolerance No Talking” area.
- No food or drinks are allowed in the LMC.
- Any damage or defacement of LMC materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures, which may include replacing the material. LMC users are asked to report any instances of such defacement to LMC staff.
- Printing is allowed for educational purposes only. Students may not make multiple copies. Ink cartridges are expensive, and students should not abuse the privilege of using the printer.
- When students are part of a class or sent individually to work in the LMC, they may use computers for school assignments only. If these expectations are not met, students will be asked to leave and may not return until the behavior has changed.

**LOCKERS**

- Students are not to go to lockers under any circumstances during class unless permission is requested by a teacher.
- Lockers for keeping books and other personal property will be assigned during open house at the beginning of each school year.
- The price for the use of the lock is $5.00 per year.
- Students may not use a locker other than the one issued by the school.
- Only the locks issued are to be used - NO personal locks.
- Lockers should be kept secured at all times. Since the school does not accept liability for the loss of valuable articles, jewelry, etc., students are advised not to bring such items to school.
- Lockers are subject to search at any time. (See Search & Seizure Policy)

**LOST AND FOUND**

Found articles should be taken to the designated area for lost and found. Articles with no means of identification will be given to a charitable organization, if not claimed, on a regular basis. Owners should write names and have identification marks on personal belongings.

**LUNCH PERIOD**

Harmony Grove Junior High School is a closed campus. Any student that leaves campus without permission during lunch will be disciplined according to Policy.

**Students are not allowed to check out during lunch for the sole purpose of eating lunch off campus.**

**PERSONAL PROPERTY**

Students assume sole responsibility for loss or damage to any personal belongings such as garments, equipment, books, cell phones, electronic devices, etc. The school will, in every way possible, endeavor to protect all personal properties, but the school is not liable for any losses. Large sums of money and jewelry of either real or keepsake value should not be brought to school. In case of emergency, money and valuables should be brought to the office for safekeeping.

**PROHIBITED CLUBS, GANGS, FRATERNITIES, SORORITIES OR SIMILAR ORGANIZATIONS**
Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school sponsored activity. Gang related activity whether genuine or a pretense that is identified by school officials will result in a minimum of out of school suspension and a maximum of permanent expulsion.

Students who are arrested for gang related offenses, regardless of where the offense may have occurred, may be expelled minimally for the remainder of the semester to a maximum of permanent expulsion, depending on the circumstances of the arrest. Gang related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other threats.

Recruiting, soliciting, or encouraging a person through duress or intimidation to become or remain a member of any gang; and/or extorting payment from any individual in return for protection from harm from any gang. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

SHOP POLICIES

The primary purpose of the shop is for the education of Harmony Grove students; therefore, the shop is not to be used by the general public for repairs or other projects. As the shop teacher is responsible for all shop tools and equipment, students are not authorized to utilize the shop area unless the shop teacher is present. At no time will tools be loaned out.

SOLICITATION

No items will be sold on the school campus or school bus without permission from the principal.

VISITOR POLICY

All visitors must check in at the principal’s office and obtain a “Visitor’s Pass.”

Parents and other interested patrons are always welcome on the campus of Harmony Grove Junior High School to visit or transact necessary business. However, the school is not a place for non-students to loaf before school, during school or during lunch. We encourage persons with legitimate business to visit our schools. This visit must be cleared in the principal’s office. We will not issue passes for persons to remain on campus during our school day unless there is a specific reason.

In order to insure proper utilization of class time, we must prohibit students from bringing friends to attend classes with them. This not only contributes to crowded conditions in the classroom, but also places the teacher and school in an awkward position of being responsible for someone who does not attend our school.

It is a misdemeanor for any person to loiter on or near public or private school grounds without lawful business or purpose.

GENERAL DICIPLINE POLICIES

DEFINITIONS

Alternative Environment: As required by A.C.A. 6-18-508, the Harmony Grove School District provides an ALE program and is overseen by the administration. Assignment of students to the ALE program is not subject to appeal or review by the Harmony Grove School Board of Directors.

Classroom Rules and Procedures: Individual teachers may have specific rules designed for his/her classroom in addition to the general rules used by each teacher. The rules must be consistent with other handbook and school board policies. The teacher will document warnings and efforts to put a stop to the unwanted behavior. Early-morning detention can be assigned by the classroom teacher as a means to punish unwanted behavior. If the efforts of the teacher are not successful, then the principal should be consulted.
**4.39—CORPORAL PUNISHMENT**

The Harmony Grove School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent’s designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

**Detention Hall:** Early morning detention hall (EMD) will be from 7:15-7:50 am Monday through Friday each week. This program is intended to give an alternative to suspensions. This program may be used only for minor offenses. Failure to report to detention hall will result in ISS or Saturday School.

**4.31—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 (5th) 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (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, legal guardian, person having lawful control of the student, person standing in loco parentis, 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, who 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 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis
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, legal guardians, persons having lawful
control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student
engagement and access to education during a student’s period of expulsion. The District’s program shall include
offering an expelled student an opportunity for enrollment in digital learning courses or other alternative
educational courses that result in the receipt of academic credit that is at least equal to credit the expelled
student may have received from the District if the student had not been expelled.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

**In School Suspension (ISS):** 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. ISS is a
structured environment that is very restrictive. Students are assigned to this program for various disciplinary
infractions. Initial assignments to the ISS will be fifteen days or less. Assignments of students to ISS by school
district administration are not subject to appeal or review to the Harmony Grove District Board of Directors.
A student assigned to ISS will report to the ISS room at the beginning of the school day. At the end of a school
day, a student assigned to ISS will immediately leave campus once released for the day.
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.
In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed in-school suspension nor shall the student participate in any school sponsored activities.

**Parent:** The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district.

**Reasonable Force:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.

**Reasonable Suspicion:** Reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rules.

### 4.30—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 (5th) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- 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:

- The student shall be given written notice or advised orally of the charges against him/her;
- 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
- 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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing
in loco parentis, 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 responsibility of a student’s parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student’s period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District’s engagement or access to education program.

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.

Date Adopted: 7-01-2004

Last Revised: 6-18-2019

**Saturday School**

Saturday School is an alternative to the students and parents for out of school suspension. Saturday school will be offered two Saturdays a month, and will be held in the ISS room (Room 602). Sessions will begin at 8:00 am and end at 12:00 noon. Failure to attend Saturday School without prior approval, or late arrival, will result in disciplinary action ranging from Saturday School reassignment to out of school suspension.

Students will be given Saturday School for, but not limited to, the following offenses: 1) Excessive Tardiness, 2) Insubordination/Disruptions, 3) Detention Hall offenses, 4) Truancy, 5) Possession of Tobacco. Saturday School will not be an option for the offenses of: 1) Drug and Alcohol possession, 2) Fighting, 3) Possession of Weapons, 4) Assault, 5) Terroristic Threatening, 6) Employee Abuse (Physical or Verbal).
Rules for Saturday School: 1) Upon arriving, students must have necessary materials (chromebook, textbooks, handouts, etc.). Students will not be allowed to enter any other building on campus. 2) Appropriate school clothing must be worn. The student dress code will be strictly enforced. 3) All classroom/school rules will be followed during a Saturday School assignment. 4) Cell phones will be turned in to the Saturday School supervisor upon arrival and returned at dismissal. 5) Heads on desk, or sleeping, will not be tolerated and students will be sent home resulting in further disciplinary action ranging from Saturday School reassignment to out of school suspension.

**Truancy:** Truancy shall be defined as absent from school. Students will be assigned to Truancy Court for excessive absences and/or tardies. Truancy shall be defined as anything beyond (7) absences without medical/court documentation.

**DISCIPLINE FOR PERSONS WITH DISABILITIES**
In disciplining the disabled, it is necessary that due process procedures mandated by P.L. 94-142, Section 504 of the Rehabilitation Act, and Arkansas laws be followed by the individualized education plan team (IEP).

**DUE PROCESS**
Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for a conference when needed and to arrange with proper school authorities for desired student hearings.

Students are entitled to due process when the disciplinary procedure involves suspension or expulsion. The due process rights of students and parents are as follows:
- Prior to any suspension, the school principal or a designee shall advise the students in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations.
- The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or a designee.
- Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the student.
- At the end of each year, all disciplinary statements are removed from student files. If student is cleared of misconduct, the documentation will be removed from the files.

**4.18—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 or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual’s personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

4.21—STUDENT ASSAULT OR BATTERY
A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptation, is calculated to:

a. Cause a breach of the peace;
b. Materially and substantially interfere with the operation of the school; or
c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019
4.24—DRUGS AND ALCOHOL
An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Harmony Grove School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance 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 school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student’s ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; “designer drugs”; look-alike drugs; or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

4.28—LASER POINTERS
Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; on 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. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

Date Adopted: 7-01-2004
Last Revised: 6-18-2019

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.

MANAGEMENT FOR DISCIPLINE PROBLEMS
1. Possession of a firearm, explosive, pistol, pellet gun, etc. Firearm means any device designed to expel a projectile by action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip to render it immediately operable.
   a. 10-day suspension with recommendation for expulsion for one (1) calendar year or permanently.
Any student who brings a firearm or other weapon prohibited upon school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

Parents, guardians, or other persons in loco parentis of a student expelled for possession of a firearm or other weapon will be required to sign a statement acknowledging that the parents have read and understand the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property, prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

2. **The possession of a weapon other than a firearm on school property.** A student shall not possess, handle or transmit a knife, razor, razor blades, ice pick, spring-operated pellet/BB gun, paintball gun, air soft gun, mace, pepper gas, brass knuckles, club, or any other object that can be considered a weapon or dangerous instrument. A student shall not possess, handle or store contraband materials while on school property or at school-sponsored events. Legal authorities will be contacted when an illegal weapon is confiscated.

   a. 5-day suspension with recommendation for expulsion the remainder of the term. No credit.
   b. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently. No credit.

Any student who brings a firearm or other weapon prohibited upon school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

3. **Fighting with a weapon other than a firearm on school property.** A student shall not fight with, handle or transmit a knife, razor, razor blades, ice pick, spring-operated pellet/BB gun, paintball gun, air soft gun mace, pepper gas, brass knuckles, club, or any other object that can be considered a weapon or dangerous instrument. Legal authorities will be contacted when an illegal weapon is confiscated.

   a. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently. No credit.

Any student who brings a firearm or other weapon prohibited upon school campuses by law will be referred to the local criminal justice and/or juvenile delinquency system.

4. **Threats of mass violence such as bomb threats, shootings, falsely notifying authorities by calling 911, pulling fire alarms, etc.** A report will be filed with the appropriate law enforcement agency. The school year may be extended to make up required instructional days.

   b. 10-days suspension with possible recommendation for expulsion for the remainder of the term, school year, or permanently.

5. **Sale, distribution, or purchase of legal or illegal drugs, alcohol and/or look like drugs (substances represented as a controlled substance) in any form at school or at a school function.** A report will be filed with the proper law enforcement agency.

   a. 10-day suspension with recommendation for expulsion for the remainder of the current term and the following term. No credit

The District strongly encourages the parents to have their student receive a drug and alcohol assessment by a Certified Drug and Alcohol Counselor.

6. **Possession, or Use of legal, or illegal drugs, alcohol and/or look- alike drugs (substances represented as a controlled substance) in any form at school at a school function. Under the influence of drugs, alcohol, narcotics, hallucinogens, inhalants and/or illegal drugs in any form at
school; the misuse of over-the-counter or prescription medication. A report will be filed with the proper law enforcement agency.

a. 10-day suspension with recommendation for expulsion for the remainder of the school year, two consecutive terms, or permanently. No credit.

7. Purchase, use, possession of roach clips, pipes, or any other drug paraphernalia. A report will be filed with the proper law enforcement agency.

a. 10-day suspension with possible recommendation for expulsion for the remainder of the school year, two consecutive terms, or permanently

8. Physically abusing or threatening to do bodily harm to a school employee.

a. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently.

According to Act 1520 of 1999, the school administrator must report any violent criminal act against a teacher or school employee to the local law enforcement agency and an immediate investigation shall be conducted by an official and filed with a prosecutor or judge.

9. Cursing or using obscene gestures toward a teacher or school employee.

a. 5-day suspension
b. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently. No credit.

10. Refusal to be searched by an appropriate administrator or submit to a field sobriety test shall result in student being removed from campus by parent/guardian or local authority if parent or guardian cannot be contacted. This day will count as the first suspension day.

a. 5-day suspension from school
b. 10-day suspension with recommendation for expulsion for the remainder of the school term. No credit.

11. Assault/Battery (Authorities will be notified)

a. 5-day suspension
b. 10-day suspension with recommendation for expulsion for the remainder of the school year, two consecutive terms, or permanently. No credit.

12. Death threats. (Authorities will be notified)

a. 5-day suspension
b. 10-day suspension with recommendation for expulsion for the remainder of the school year or permanently. No credit.

13. Indecent exposure, sexual activity, sexual misconduct, including but not limited to pantsing and scooping.

a. 3-day suspension from school
b. 4-day suspension from school
c. 5-day suspension with recommendation for expulsion for the remainder of the term. No credit.

14. Racial slurs, verbal harassment, sexual harassment, coercion, or intimidation.

a. 3-day suspension
b. 5-day suspension  
c. 10-day suspension with recommendation for expulsion for the remainder of the term. No credit.

15. **Bullying (including electronic acts), hazing, or physical or mental harm. Refer to the Bullying section of the Student Handbook.**
   
a. Office referral, parent notification  
b. 3-day suspension and counseling.  
c. 5-day suspension and counseling.  
d. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently. No credit.

16. **Possession or use of fireworks, stink bombs, caps, paintballs, ammunition, poppers, etc. are not permitted on school property or at school sponsored events.**
   
a. 2-day suspension  
b. 5-day suspension  
c. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently. No credit.

17. **Fighting on school property or at school-sponsored events is prohibited.**
   
a. 3-day suspension and a parent conference on the first offense.  
b. 5-day suspension  
c. 10-day suspension with recommendation for expulsion for the remainder of the term. No credit.

   School administrators must report any violent criminal act against a student (fight) to the local law enforcement agency, and an immediate investigation shall be conducted by an official and filed with a prosecutor or judge.

18. **Gang related activities. (Use and/or drawing of gang signs, symbols, and paraphernalia.)** Students will not participate in secret societies, organizations, gangs or similar groups, whether organized in the community or in other settings. These are prohibited on school grounds, any school sponsored activity, or while on the way to school. Students found in violation of this policy shall be subject to disciplinary action up to and including expulsion. The following actions are prohibited by students:
   
   - Wearing or possessing clothing, bandanas, jewelry, symbol, or any other sign associated with membership in, or representative of, any gang;  
   - Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership of a gang;  
   - Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of a gang;  
   - Extorting payment from an individual in return for protection from harm from any gang.

   a. 3-day suspension  
   b. 5-day suspension  
   c. 10-day suspension with recommendation for expulsion for the remainder of the term. No credit.

   *Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.*
19. Being on any Harmony Grove School District campus or attending a Harmony Grove District function while suspended from school (home or away).
   a. The original suspension will be doubled unless the suspension is for more than 2 days. If the original suspension was for more than 2 days, a new suspension for the same number of days will be written and administered when the student returns.

20. Willful destruction of school or personal property. Restitution for all damages will be made.
   a. 3-day suspension or 9 days of detention hall.
   b. 5-day suspension
   c. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently. No credit.

21. Theft of school or personal property. Restitution will be made.
   a. 3-day suspension, or 9 days of detention hall.
   b. 5-day suspension
   c. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently. No credit.

22. Cutting class(es), leaving campus at lunch or truancy. Truancy is defined as an absence from school without parent and/or authorities’ prior knowledge and consent. Make-up work is not allowed for class time missed during truancy.
   a. 1 day In-school suspension
   b. 2 days In-school suspension
   c. 3 days In-School suspension
   d. 2 days Saturday School
   e. 3 days Saturday School

23. Use or possession of tobacco including any tobacco or nicotine delivery system, product, E-Cigs, vapes etc.
   a. 1-day ISS and parent conference
   b. 2-day OSS
   c. 1-day Saturday School
   d. 2-days Saturday School

24. Assault threats, profanity, vulgar and/or insulting language, possession of pornographic material, or obscene gestures.
   a. 1-day suspension or 3 days detention hall.
   b. 2-day suspension or 6 days detention hall.
   c. 3-day suspension or 9 days detention hall.
   d. 5-day suspension
   e. 10-day suspension with recommendation for expulsion for the remainder of the term. No credit.

25. Disruptions—Horseplay, gambling, throwing objects or any minor disruption that interferes with normal school activity.
   a. 1-day suspension or 3 days detention hall.
   b. 2-days suspension or 6 days detention hall.
   c. 3-days suspension or 9 days detention hall.
   d. 2-days Saturday School
   e. 3-days suspension
26. **Insubordination** (disregard of directions or command, resistance to authority, disrespect for authority, disobedient, disorderly, rude, discourteous, lying).
   - a. 1-day suspension or 3 days detention hall.
   - b. 2-days suspension or 6 days detention hall.
   - c. 3-days suspension or 9 days detention hall.
   - d. 2-days Saturday School
   - e. 4-days suspension
   - f. 5-day suspension

27. **Sitting in cars before school or noon, going to cars between classes, or moving cars during school hours without permission.**
   - a. 1 day of ISS or 3 days in detention hall.
   - b. 2 days of ISS or 6 days in detention hall.
   - c. 3 days of ISS or 9 days in detention hall.

28. **Reckless driving.**
   - a. 1 day of ISS or 3 days in detention hall.
   - b. 2 days of ISS or 6 days in detention hall.
   - c. 3 days of ISS or 9 days in detention hall. Student will be denied the privilege of driving to school.

29. **Duplication/Falsification of school records.**
   - Notes:
     - a. 3 days in detention hall. A parent conference is required on the first offense.
     - b. 2-days In-School Suspension
     - c. 3-day suspension
   - Medical, academic:
     - a. 3-days In-School Suspension. A parent conference is required on the first offense.
     - b. 5-day suspension
     - c. 10-day suspension with recommendation for expulsion for the term. No credit.
   - Drug Test:
     - a. 3-day suspension. A parent conference is required on the first offense.
     - b. 5-day suspension
     - c. 10-day suspension with recommendation for expulsion for the term. No credit

30. **Unauthorized accessing or attempting to access computer files will be dealt with based upon the intent and result of the act.**
   - Sending messages and writing notes involving use of another student’s secret password:
     - a. Parent notification and 3 days in detention hall.
     - b. 2-day suspension
   - Any accessing of the file of another student by a student for the purpose of sabotage, cheating, or other malicious behavior:
     - a. 2-day suspension AND a zero on work acquired from the file of another student.
     - b. 3-day suspension AND termination of the user’s access to district computer network and Internet for the remainder of the school year.
• Tampering with or Destruction of system software or network; accessing teacher, administrative or district files; willful introduction of a virus into any system, using school equipment for the advancement of illegal activities:
  a. Payment for repair or replacement due to damage plus 5-day suspension.
  b. Must pay for damages. 10-day suspension with recommendation for expulsion for remainder of school year. No credit.

31. Accessing inappropriate material or sending or receiving inappropriate electronic messages or misuse of District Email accounts for social network and communication.
   a. 1-day of In-School Suspension or 3 days detention hall.
   b. 2-days of In-School Suspension or 6 days detention hall.
   c. 3-days of In-School Suspension or 9 days detention hall.
   d. 5-day suspension
   e. 10-day suspension with recommendation for expulsion for the remainder of the term. No credit

32. Out of Authorized Area. (Which includes, but not limited to; unassigned building, parking lot, unsupervised classrooms and/or buildings without written permission from teacher and/or principal)
   a. 1 day of ISS or 3 days in detention hall.
   b. 2-days of ISS or 6 days in detention hall.
   c. 3-days of ISS or 9 days in detention hall.
   d. 4-days of ISS

33. Misuse of pass.
   a. 1 day of ISS or 3 days in detention hall.
   b. 2 days of ISS or 6 days in detention hall.
   c. 3 days of ISS or 9 days in detention hall.

34. Handheld video games, stuffed animals, skate boards, roller blades, laser pointers, magnets, heelies, spent ammunition casings (including those incorporated in items such as jewelry or key rings), miniaturized images of weapons, or any items that may disrupt the instructional process are not allowed on campus and will be confiscated and returned to parent or parent designee.
   a. 1-day of ISS or 3 days in detention hall.
   b. 2-days of ISS or 6 days in detention hall.
   c. 3-days of ISS or 9 days in detention hall.
   d. 4-days of ISS
   e. 5-day suspension
   f. 10-day suspension with recommendation for expulsion for the remainder of the term or permanently. No credit.

35. Failure to attend Detention Hall as assigned or removed from Detention Hall.
   a. 1 day of detention will be added to original assignment up to 3 days.
   b. In-School suspension (1 day of ISS equivalent to 3 days of detention hall)

36. Failure to attend In-School Suspension as assigned or removed from In-School Suspension.
   a. Out-of-school suspension equivalent to the session(s) missed

37. Violation of bus safety rules and procedures. All rules that are followed at school are also to be followed on the school bus and/or at the school bus stop. If a child breaks any rule(s) other than a safety rule(s), the violation(s) will be reported to the school administrator who will then follow the school's student handbook under this section, "Infractions to Avoid." This violation will also count as one of the 5 bus discipline steps before a student is denied bus-riding privileges for the semester or year. Riding a bus while suspended will result in the suspension being doubled.
a. 1st Offense: Bus probation notice sent home.
b. 2nd Offense: 3-day suspension from riding ALL buses.
c. 3rd Offense: 5-day suspension from riding ALL buses.
d. 4th Offense: 10-day suspension from riding ALL buses.
e. 5th Offense: Suspension from ALL buses for the remainder of the semester or year.

**Bus restitution:** Students that damage school property on the 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.

38. Prescription and non-prescription medications must be administered by the school nurse or designee. Students will not be allowed to carry prescription or non-prescription medications at any time. (Exceptions will be allowed only with the school nurse’s approval and a written record must be on file in the nurse’s office.)

- Medication will be confiscated and a parent conference is required. These medications will be given to the school nurse. 3 days in detention hall.
- Medication will be confiscated and given to the school nurse. 2 day ISS
- Medication will be confiscated and given to the school nurse. 3-day suspension
- Medication will be confiscated and given to the school nurse. 10-day suspension with recommendation of expulsion for the remainder of the term. No credit

39. Possession of smoking paraphernalia. Smoking paraphernalia includes matches, cigarette lighters, etc.

- 1-day of ISS or 3 days in detention hall.
- 2-days of ISS or 6 days in detention hall.
- 3-days of ISS or 9 days in detention hall.
- 5-days suspension

40. Tardies to school or class. TARDIES WILL START OVER AT TERM.

_Tardies are defined as a student not being in his/her classroom when the tardy bell begins to ring. Disciplinary action will be taken on the 2nd tardy._

- 1st tardy – Teacher verbal warning
- 2nd tardy – 1-day detention hall
- 3rd tardy – 2-days detention hall
- 4th tardy – 3-days detention hall and loss of semester test exemption in class.
- 5th tardy – 1-day in-school suspension
- 6th tardy – 2-days in-school suspension
- 7th tardy – 3 days in-school suspension
- 8th tardy—Truancy referral

41. Academic Dishonesty/Plagiarism. If communication device/Chromebook is being used to engage in academic dishonesty, including, but not limited to: cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores. Any additional form of plagiarism will also result in students forfeiting their current semester test exemptions and consequences listed below:

- Zero on work. (All occurrences-homework, classwork, etc.). A parent/teacher conference is required on the first offense, and office documentation is sent to administrator.
- Zero on work. 2-days of ISS or 6 days of detention hall.
- Zero on work. 3-days of ISS.
- Zero on work. 4-days of ISS.
- Zero on work. 5-day suspension with recommendation for expulsion for the remainder of the term. No credit.
42. Public display of affection.
   a. Refer to principal for parent notification.
   b. 1 day of ISS or 3 days in detention hall.
   c. 2 days of ISS or 6 days in detention hall.
   d. 3 days of ISS or 9 days in detention hall.

43. Dress Code Violation. Student will be detained until the problem is corrected and the missed class time will be unexcused.
   a. Refer to principal for parent notification, students may be required to change clothes.
   b. 1 day of ISS or 3 days in detention hall.
   c. 2 days of ISS or 6 days in detention hall.
   d. 3 days of ISS or 9 days in detention hall.
   e. 4 days of ISS

44. The selling/purchasing or exchanging of items not sponsored by the Harmony Grove School District is prohibited.
   a. Parent notification and warning. Money or item exchanged will be returned.
   b. Parent notification. Money or item exchanged will be returned. 1 day of ISS or 3 days in detention hall.
   c. 3-days In-school suspension
   d. 3-days suspension
   e. 5-days suspension

45. Students who park in unauthorized areas will be disciplined in the following manner:
   a. First violation - warning
   b. Second violation -2 days in detention hall
   c. Third violation - 4 days in detention hall
   d. Fourth violation – 6 days in detention hall
   e. Fifth violation - treated as insubordination

46. Students caught cutting in line in the cafeteria, littering on school grounds, throwing or leaving food/beverage containers on the tables in the cafeteria or outside covered areas, or into other parts of the building will be disciplined in the following manner: [There will be no warning given.]
   a. 1 day of cafeteria/lunch area cleanup duty or 1 day in detention hall and parent notification.
   b. 2 days of cafeteria/lunch area cleanup duty or 2 days in detention hall.
   c. 3 days in detention hall or 3 days of cafeteria/lunch area clean up duty.

47. If a student is using electronic devices during class time in any manner other than specifically permitted by the classroom instructor; or if the student permits any audible sound to come from the device the consequences are:
   a. First (1st) offense- Confiscation of item to be returned to student at the end of the school day; written warning.
   b. Second (2nd) offense- Confiscation of item to be returned to student at the end of the school day; two (2) days of early morning detention hall (EMD).
   c. Third (3rd) offense- Confiscation of item to be returned to student’s parent; one (1) day of ISS.
   d. Fourth (4th) offense- Confiscation of item to be returned to student’s parent; 3 days of ISS.
   e. Fifth (5th) offense- Will be treated as insubordination. Phone will be confiscated for a time determined by the Principal up to three (3) days, ISS with length determined by Principal or designee up to expulsion.

*School is not responsible for lost or stolen devices
48. Taking photographs or recordings in locker rooms, classrooms, or bathrooms; with the intent to create, send, share, view, receive, or possess an indecent visual depiction of oneself or another person the consequences are:
   a. 1st offense - 5-day suspension. Device may be confiscated during the suspension. If phone or information on the phone is needed by authorities, it will be given to them.
   b. 2nd offense - 10-day suspension with a possible recommendation for expulsion. If phone or information on the phone is needed by authorities, it will be given to them.

49. Failure to wear or possess student I.D. badge during the school day:
   a. Verbal warning.
   b. Written warning (if lost replacement badge must be obtained within 1 school day).
   c. 1 day of detention hall.
   d. 2 days of detention hall.
   e. 3 days of detention hall.
   f. Any other occurrence will be treated as insubordination.

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. The minimum will be a verbal reprimand and the maximum will be a permanent expulsion recommendation. The building level administrator may choose a more severe penalty at any time based on a student's past disciplinary record.

The principal reserves the right to make any changes necessary without notice to code. Any item in this handbook is subject to change without notice, with school board approval.