

**Elementary School Policies  
for  
Student Conduct  
And Discipline**

Handbook  
For  
Parents/Guardians and Students

Board Approved  
July 20, 2021

Harrison School District  
110 South Cherry  
Harrison, Arkansas 72601  
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**2021-2022**

Harrison  
School District  
Board Of Education

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Mr. Mark Martin, Vice President  
Mrs. Marisa Keylon, Secretary  
Mr. John Burnside  
Ms. Wordna Deere  
Mr. Nate Wilson  
Mr. John McCuiston

Dr. Stewart Pratt  
Superintendent

## HARRISON ELEMENTARY SCHOOLS

Forest Heights Elementary  
Mark Ditmanson, Principal  
1124 South Tamarind  
741-5837  
Fax 870-741-8559  
[mditmanson@hps.k12.ar.us](mailto:mditmanson@hps.k12.ar.us)

Skyline Heights Elementary  
Josh Magness, Principal  
1120 West Holt  
741-5821  
Fax 870-741-0335  
[jmagness@hps.k12.ar.us](mailto:jmagness@hps.k12.ar.us)

Harrison Kindergarten School  
Jeff Winkle , Director  
500 North Chestnut  
741-5043  
Fax 870-741-0057  
[jwinkle@hps.k12.ar.us](mailto:jwinkle@hps.k12.ar.us)

HARRISON SCHOOL DISTRICT  
Harrison, Arkansas

**HANDBOOK REVISION COMMITTEE**  
**2021-2022**

This handbook was updated and revised by a committee of principals, teachers, parents, and a student from the K-4 elementary schools.

Committee Members

Patricia Billups  
Joni Bennett  
Josh Magness  
Missy Taylor  
Mark Ditmanson  
Shay Hudson  
Jeff Winkle

**Student Handbook**

It shall be the policy of the Harrison 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, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

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.

**HARRISON SCHOOL DISTRICT**  
**Harrison, Arkansas**

Dear Parents/Guardians and Students:

Welcome to the Harrison Elementary Schools! We are very proud of our schools and know that your experience here will be productive and rewarding.

The purpose of this handbook is to inform you about applicable philosophy, policies, and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that each of you cooperates with us in this vital activity.

In this handbook, you will find the discipline policies of all Harrison elementary schools. Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein.

We look forward to the opportunity of working with your child.

Sincerely,

Elementary Principals  
Harrison School District

## **NONDISCRIMINATION POLICY**

It is the policy of this educational institution to provide equal opportunity without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, qualified disability or veteran status in its educational programs and activities. This includes but is not limited to admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socio-economic level, disability, national origin and other population

EQUITY COORDINATOR – Executive Director, 110 South Cherry ST., Harrison, AR 72601, Telephone (870) 741-7600.

Inquiries regarding SPECIAL EDUCATION issues should be directed to: Special Ed. Director, 110 South Cherry, Harrison, AR 72601, Telephone (870) 741-7600.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Executive Director, 110 South Cherry, Harrison, AR 72601, Telephone (870) 741-7600.

Inquiries regarding TITLE VI AND TITLE IX issues should be directed to: Title IX Coordinator, 925 Goblin Drive, Harrison, AR 72601, Telephone (870) 741-2439.

Inquiries regarding SECTION 504 issues should be directed to: Executive Director, 110 South Cherry St., Harrison, AR 72601, Telephone (870)741-7600.

Inquiries on non-discrimination may be directed to the district Executive Director, who may be reached at 110 S. Cherry St, Harrison, AR, 72601; Telephone 870-741-7600.

# **STUDENT AND PARENT HANDBOOK**

## **PHILOSOPHY**

The Board of Education of Harrison School District No.1 believes that each individual student should be accepted into the educational program as he/she is, and that he/she shall be provided with a stimulating environment and opportunities for learning experiences designed to promote continuing satisfactory adjustments to life.

In the practical application of this philosophy, opportunities shall be provided each individual within the limits of his/her capacity to:

1. Develop physical, mental and emotional health.
2. Develop moral and ethical values.
3. Develop an appreciation for his/her role in the family and in society.
4. Develop skills for effective participation in the democratic process.
5. Develop the ability to communicate ideas.
6. Develop knowledge and understanding of his/her natural environment.
7. Develop economic competence as a consumer.
8. Develop saleable skills and vocational competence.
9. Develop appreciation for the arts.
10. Develop wise use of leisure time.

## **ADDRESSING A CONCERN and PARENT INVOLVEMENT**

This year we anticipate a good experience. Periodically, however, it may be that parents or students have a concern or problem that needs to be addressed. If this situation presents itself, follow these simple steps:

First, define the problem in the best way possible and determine exactly who can provide the information and direction needed to resolve the concern.

Arrange a meeting with the individual(s) that can aid in the solution of the specific issue in question. Start with the person that will be most likely to provide help. This is usually the person closest to the problem. This may be a teacher, transportation director, principal or counselor, to name a few.

At the meeting, acknowledge the concern and attack problems and not people. There should be no winner or loser, just a solution. Please ask direct questions and provide accurate information concerning the conflict. When the problem is defined, a constructive proposal to solve the problem is now in order. Try to maintain a demeanor that will aid in finding a solution rather than escalate the concern. Agree at the start to work toward a solution since all parties involved have similar needs to resolve the conflict and maintain harmonious relationships.

If the initial meeting does not successfully resolve the problem, please contact the principal. If the problem still persists, ask the principal to schedule a conference with a third party that may be able to help that has decision making authority in the area in doubt.

Please remember to start the process by calling ahead and establishing a time to meet. Per school policy, always report to the office of the principal on any visit to the school.

The Harrison Elementary Schools have a Parental Involvement Plan that is revised annually. The plan is sent home with all students at the beginning of each school year. The plan is also available on the District Website and in the office on each campus.



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# Parent and Student HANDBOOK

## 1.00

## RESIDENCE REQUIREMENTS

### Definitions:

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person’s parent or legal guardian; and
2. Formal legal approval.

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) years (on/before August 1) and twenty-one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District’s and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the

children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

#### **1.10**

#### **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, Student Transfers, 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) years 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 requirements 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 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 Harrison Elementary Schools:

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 State Department of Health.
5. Arkansas Code requires that a student be dropped from attendance if the student is absent for ten consecutive days and is unaccounted for by school officials. Students will not be dropped if absent for illness and will be returning to class.
6. Foster children residing within the district who have a change of residence to outside the district may stay enrolled unless the presiding judge rules otherwise.
7. The District will consider transfers on an individual basis and the transportation of transfer students unless otherwise required by law will be the responsibility of the student or parents. School choice will be considered on applications postmarked no later than May 1.
8. Parents of multiple birth siblings may request that siblings be placed in the same classroom or separate classrooms.
9. The District will follow entrance requirements for eligible children of uniformed services members in accordance with BOEP 4.2.

## **1.20**

### **ATTENDANCE AREAS**

Students will be assigned to the schools in their attendance areas.

Beginning the first day of school each year and every day thereafter, when a class exceeds the Arkansas State Accreditation Standards, students will be transferred according to the following priority listing:

1. Legal transfers by date of enrollment – last in, first out
2. Out of attendance area by date of enrollment – last in, first out
3. Students who live in the attendance area by date of enrollment – last in, first out

Such students will be transferred to:

1. The school in their attendance area, if possible
2. The school which has the greatest space available

When a student in an overcrowded class must move, then his/her siblings may move with him/her if possible.

Students who must transfer in order to reduce class size will be bused to the elementary school where transferred.

1. Forest Heights: All students in grades 1-4 living south and west of Highway 392 extended to the intersection of West Stephenson Avenue and South Pine Street and those living south of the intersection of West Central Avenue and Highway 7 South extended to the Highways 62/65/412 Bypass and south of the remaining portion of Highways 62/65/412 Bypass and in the Harmon/Olvey area shall attend Forest Heights Elementary School.
2. Skyline Heights: All students in grades 1-4 living north and east of Highway 392 West extended to the intersection of West Stephenson Avenue and South Pine Street, north of the intersection of South Pine Street and Highway 7 South extended to the intersection of Highway 7 South and Highways 62/65/412 Bypass, and North of Highways 62/65/412 Bypass shall attend Skyline Heights Elementary School.

Students placed in attendance areas in which they do not reside will be provided roundtrip transportation to their new schools from centralized routing locations as determined by the District.

### **1.30**

### **STUDENT TRANSFERS**

The Harrison District follows all Arkansas Law and the Division of Elementary and Secondary Education guidelines with respect to School Choice and Student Transfer requests in accordance with BOEP 4.4.

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 Division of Elementary and Secondary Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6 - HOME SCHOOLING.

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 non-resident 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.

**1.40****SCHOOL CHOICE**

The Harrison School District follows all Arkansas Law and the Division of Elementary and Secondary Education guidelines with respect to School Choice and Student Transfer requests in accordance with BOEP 4.5.

**1.45****LATE STUDENT PICK-UP**

The purpose of this guideline is to establish a procedure for dealing with students who are habitually left at school after school hours. This procedure only applies to students who are not picked up from their school campus by 3:45 P.M. when no prior arrangements have been made regarding after-school transportation. This procedure is only in effect when school is in session.

Because district staff members, generally, are not on duty after 3:30 P.M., any student who remains on school grounds after 3:45 P.M. will be transported to the Harrison Police Department by the building principal or the school resource officer. This procedure is for children who are waiting for after-school transportation and does not include those students who are attending extracurricular activities.

The agreement with the Harrison Police Department states: "When a Harrison School District student is brought to the Harrison Police Department, the officer in charge will determine what course of action is necessary on a case by case basis. If a decision is made to contact the Department of Human Services, the officer in charge will call the D.H.S. supervisor for Boone County. If a case worker has not responded within 20 minutes, juvenile services will be contacted."

**1.50****HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester, or
3. Five (5) school 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.
4. 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 anticipate 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 homeschool; 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 homeschooling their children shall provide information, which might indicate the need for special education services.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- o The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- o The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
- o The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property .

The Harrison School District follows all Arkansas Law and Division of Elementary and Secondary Education guidelines with respect to enrollment and re-enrollment of homeschooled students in public schools (BOEP 4.6).

#### **1.60 HOMELESS STUDENTS**

The Harrison School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children in accordance with BOEP 4.40.

#### **1.65 FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District will follow the policies for foster children in accordance with BOEP 4.52..

#### **1.70 TRANSPORTATION**

Boundary lines have been determined for all pupils who are eligible to ride school buses. Consult the Director of Operations at 741-5847 if you think your child is eligible.

All traffic from either direction must stop for a bus when it is stopped for children. (Act 1516 of 1999).

Rules of conduct of all school buses are included in this handbook. Parents/guardians are to review the policies with their children and return the proof of receipt.

Students use of motorized bikes, scooters, or motorcycles to get to and from school is discouraged. Students who are allowed by parents to ride motorbikes will file with the school resource officer all evidence of proper licensure and insurance as required.



### **Rules of Conduct on the School Bus**

It should be regarded as a privilege to ride a school bus.

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
  1. Students should be at the bus stop five minutes before the scheduled time.
  3. Students should stand back at least 10 feet from the bus stop and wait until the door is opened before attempting to board the bus. Playing on the highway or road while waiting for the bus is prohibited. If a student misses the bus, do not attempt to walk or hitchhike to or from school.
  5. Students must board the bus quietly and orderly and be seated quickly. Students must remain seated until the bus arrives at school or at their approved stop.
  6. Students will keep their hands, feet, books, etc. to themselves (No hitting, slapping, kicking, or throwing things).
  7. Students are not permitted to yell or talk loud, use vulgar language, tease other students, use rude gestures, or put down others while riding the school bus.
  8. Students are expected to conduct themselves in such a manner that they will not distract the attention of the driver or disturb other riders on the bus.
  9. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students are not permitted to put their hands, arms or heads out the window.
  10. Students are not to deface the school bus by writing on the bus or damaging the seats. Students are not allowed to eat, drink, chew gum or use tobacco while riding the bus. Aisles should be kept clear of books, lunches, coats, feet, etc. Students are encouraged to keep the bus clean at all times by not throwing paper or other objects on the floor of the bus.
  11. In the interest of safety, glass containers, inflated balloons, flowers/vases, or anything which could block the vision of the driver will not be allowed on the bus.
  12. Students are not allowed to bring knives, sharp objects, skateboards, fireworks, or firearms on the bus. Pets or other live animals are not permitted on the bus.
  13. Students are only allowed to get off the bus at school and at their designated bus stops.
  14. Students who must cross the road or highway to enter the bus must wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. Students who must cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
  15. Students cannot ride any bus except their assigned bus unless they present the driver with a note signed by a parent/guardian and endorsed by a school official.
  16. Students that lose their bus riding privileges from one bus cannot ride any bus in the Harrison School District until the bus riding privileges have been reinstated.

### **Consequences for Failure to Follow Rules of Conduct on the School Bus**

Violations of any of these rules and safety guidelines will result in disciplinary actions being taken. Names will be turned into the Director of Operations and offenders will be dealt with according to the severity of the case. The building principal or Director of Operations will be responsible for the discipline of the students.

- 1<sup>st</sup> offense: Verbal warning by the driver.
- 1<sup>st</sup> written offense: Offense written up and copy mailed to parent/guardian.
- 2<sup>nd</sup> written offense: Offense written up and copy mailed to parent/guardian, at which time the parent/guardian has the option of requesting a meeting the principal, bus driver, and/or Director of Operations.
- 3<sup>rd</sup> written offense: Offense written up and copy mailed to parent/guardian

notifying parent/guardian that the student is being suspended from riding the bus for three (3) days.

After the 3<sup>rd</sup> written offense, the discipline will be administered on a case-by-case basis by the building principal or Director of Operations.

A severe offense such as fighting, threatening others, or cursing the bus driver may result in the immediate loss of bus riding privileges given by the driver. The transportation supervisor will attempt to notify the parent/guardian on the day the severe offense occurs.

Discipline forms will be completed by the bus driver and distributed to the Director of Operations, principal, and parent/guardian.

The transportation department or the bus driver must be notified when there will be no morning riders on side roads with a single stop more than one-fourth mile from the main route. Notification must be made before the driver leaves on the morning route. Following failure of notification on three consecutive mornings, the bus will no longer make the morning stop until notification that students will be riding the bus.

Special note: The unauthorized entry of a school bus is a violation of state law. Persons with concerns regarding transportation should contact the Director of Operations or the principal.

**1.80 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 the child and ensure the attendance of the child at a District school with the following exceptions:

- 1) The child is enrolled in private or parochial school.
- 2) The child is being homeschooled 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.

**1.90 DAILY SCHEDULE**

1. Buildings will be opened for the entrance of students at 7:30 a.m. School buildings will not be opened to the students without a teacher in charge.
2. Instruction Begins..... 8:05 a.m.  
School Dismisses..... 3:00 p.m.  
Schedules vary from school to school for car riders, walkers and bus students.

**2.00 ATTENDANCE**

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

participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

## **ABSENCES**

Attendance and achievement go hand in hand. Students should be in school unless illness or extenuating circumstance justifies an absence. The purpose of this policy is to define excused, unexcused, and excessive absences. The policy also explains procedures the school may use to address attendance problems.

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

### **Excused Absences**

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.; \*
2. Death or 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; or
7. Participation in a FFA, FHA, or 4-H sanctioned activity;
8. 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.

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

\* Head lice infestation is excused for *one* day per occurrence.

## **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy; shall be considered as unexcused absences. Students with 5 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 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 5 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 having lawful control of the student, or persons 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, 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 shall be excused absences. Days missed due to expulsion shall be unexcused absences.

### **2.10 APPOINTMENTS AND EARLY CHECKOUT**

We encourage you to make health-related appointments after school hours.

### **2.20 STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

Parents/guardians must provide written permission before a student will be permitted to leave the school grounds with someone other than the parent/guardian. School trips will be supervised by a teacher, coach, school official, approved parent or adult sponsor.

### **2.25 CLOSED CAMPUS**

All K-4 elementary schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official.

### **2.30 TRUANCY AND TARDINESS**

Truancy is unexcused and defined as a student that is not present at school without the prior consent of parents and/or without permission from the office of the principal.

Tardiness to school in the morning is disruptive and repeated tardiness can not be tolerated. When excessive tardiness is a problem, a team of school officials and the student and parent will meet and develop a plan to alleviate the problem.

#### **2.40 HOMEBOUND INSTRUCTION**

Harrison School District will provide homebound instruction to eligible students under the following guidelines:

1. The student has a medical condition/injury which prevents him/her from participating in core academic instruction for a period longer than two consecutive weeks within the school year which is documented by the student's physician.
2. The student has an educational disability which prevents him/her from participating in core academic instruction for a period longer than two consecutive weeks within the school year which is documented by the student's IEP committee.

To initiate homebound services for a medical condition/injury, the student or student's parent/guardian contacts the student's school counselor to obtain a *Physician Recommendation for Homebound Services* form to be completed by the student's physician.

To initiate homebound services for a student with an educational disability, the student or student's parent/guardian contacts the student's special education teacher to convene an IEP committee meeting.

The final decision to approve homebound instruction lies with the Harrison School District's administrative staff, including one or more of the following: the School Principal, Special Services Supervisor, Assistant Superintendent, and Superintendent.

#### **2.50 HOMEWORK**

Homework is considered to be part of the educational program of the District. Student assignments shall be an extension of the teaching/learning experience that promotes the students' educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as appropriate and meaningful.

Teachers are aware of the potential problem students may have completing assignments from multiple teachers and may need to vary the amount of homework given from day to day.

#### **2.60 MAKE-UP WORK**

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence. Students are allowed one-day make-up time for each day of absence. Work may not be made up for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by BOEP 4.7.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including 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.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57 – Immunizations.

## **2.70 SUPPLIES AND TEXTBOOKS**

The Harrison School District will furnish each elementary student with his/her supplies for the school year.

Textbooks are provided for student use free of charge. Where applicable, book cards will be distributed for parents/guardians to sign. Students are responsible for lost or damaged books and will be expected to pay for replacements.

## **2.80 GRADING POLICY**

Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their students. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of the student, persons acting 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 reason for difficulties and shall develop, cooperatively with the parents/guardians, 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 parent/guardians informed of their students' progress.

The evaluation of each student's performance on a regular basis serves to give the parent/guardians, students and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Grades K-2 will use a "standards based" monitoring and reporting system for evaluating student progress. The targeted standards for each grade level are listed on the reporting form using a numerical scale of 4, 3, 2, or 1. These numbers are defined as follows:

- 4 - Meets standards with independence
- 3 - Meets Proficiency
- 2 - Developing Proficiency
- 1 - Below Proficiency

The grading scale for grades 3-12 in the Harrison School 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 points
- F = 0 points

For citizenship grades K-2 will use O (outstanding), S (satisfactory) and N (needs improvement). Grades 3-4 will use S (satisfactory) and U (unsatisfactory).

S (satisfactory) and U (unsatisfactory) will be given in grades K-4 for handwriting, music, art, physical education, social studies, and science.

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.

### **2.90 HONOR ROLL**

Students in grades 3 and 4 who maintain all A's and those who maintain all A's and B's for the grading period will be recognized as honor roll students for the grading period.

Parents or guardians of a student who chooses to not have the student publicly identified as an honor roll student must submit a signed request for the student not to be publicly identified.

### **3.00 ACADEMIC ACHIEVEMENT AND RECOGNITION**

Any parent or student who does not want to have the student identified as an honor student or listed on the honor roll shall submit a written request to the principal of the school requesting that the student not be identified.

### **3.10 TESTING**

Students in elementary school are administered standardized tests in accordance with Arkansas law and Harrison School District policy.

- Students in grades K-2 are administered state approved assessments.
- Students in grade 3-4 are administered state approved standardized tests.
- An Assessment Portfolio summary is completed on each elementary student. The purpose of the Assessment Portfolio is to provide some alternative assessments to broaden the ability to follow student progress and growth and to quickly assess the instructional needs of each individual student.

Testing elementary students will identify strengths and weaknesses, will enable students to be appropriately placed for instruction, will enable the district to monitor all areas of curriculum and instruction and should emphasize to parents and students the importance of mastering the specific skills necessary to demonstrate competency prior to high school graduation. The elementary testing program will also prove valuable in familiarizing students with a testing situation and should improve performance on future tests.

### **3.30 SMART CORE AND CORE CURRICULUM**

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*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record.

The Harrison School District will follow the Smart Core Curriculum and Graduation requirements according to the BOEP 4.45.1. Refer to this document for graduation requirements.

### **3.40**

#### **SPECIAL SERVICES**

Many special services are available to assist your child. Some of the services available include:

Media center personnel  
Guidance counselor  
Talented and gifted personnel  
Physical education  
Title I services  
Special education services  
School nurse  
Food services  
School-based human services worker  
Alternative placement  
Music  
Art

If you have questions about special services for your child, you may contact your school principal.

### **3.50**

#### **EXTRACURRICULAR ACTIVITIES**

The Harrison School District Board of Education believes in providing opportunities for students to participate in extracurricular activities that can help enrich the students' educational experiences. 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 15 per semester per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Any student who refuses to sit for a State assessment or attempts to boycott a State 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 principal 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 5.102 – ENTRANCE REQUIREMENTS shall be eligible to tryout 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.

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A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2 – ENTRANCE REQUIREMENTS shall be eligible to tryout 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.

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

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.

### **3.60**

### **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 the introduction or affiliation with any student organization, extra-curricular activity or sports program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

### **3.70 STUDENT MEDIA AND THE DISTRIBUTIONS OF LITERATURE**

The Superintendent and the student media advisor(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions may be found in BOEP 4.14.

#### **Student Media**

District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open 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 endorse 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 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;
  - g. Harass, threaten, or intimate 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 parents or the student is over the age of eighteen (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-sponsored literature, publications, or 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-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review non-school-sponsored materials prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Materials 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-sponsored 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-sponsored material;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur;
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations; and
6. Provide that student(s) who distribute the materials shall be responsible for picking up any materials thrown on school grounds.

## **3.80**

### **REPORTS TO PARENTS/GUARDIANS**

Report cards will go home at the end of each 9-week grading period. Progress reports will be sent home at the mid-point between regular grading periods.

Non-custodial parents with visitation rights may request current scholastic records.

## **3.90**

### **STUDENT PROMOTION AND RETENTION**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Harrison School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students shall be primarily based on the following criteria: grades, standardized test scores, teacher input, and parent input. If there is doubt concerning the promotion or retention of a student, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable), and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis.

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

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

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

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

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

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and

- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Principal 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.

### **3.95**

### **PROFESSIONAL QUALIFICATIONS**

Parents of Harrison School Districts students may request information regarding the professional qualifications of their student's classroom teachers and paraprofessionals.

### **4.00**

### **STUDENT DISCIPLINE**

The Harrison Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. 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.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students/ and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, as assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and

may recommend changes in the policies to the Harrison School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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.

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.

#### **4.10**

#### **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 cell phone 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, analogs, 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 belongings 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; and
22. Bullying; and
23. Theft of another individual's personal property.

The school District reserves the authority to punish behaviors that are not conducive to good order and discipline in the schools even though such behavior is not specified in the preceding rules.

Also, all infractions of prohibited behaviors listed above and others not conducive to good order will be assessed as to level of disruption to the educational process and subjected to minimum and maximum punishments as described at each level of disruption.

Level 1 Routine classroom or school disruption.

Minimum punishment is a Verbal Warning and Maximum Punishment is Referral to the Principal for evaluation of the event and proper dispensation.

Level 2 Disruptions which are excessive in nature, consistent over time, incompatible with the educational process, or demeaning and threatening in nature.

Minimum punishment is a Verbal Warning and Maximum Punishment is Out of School Suspension.

Level 3 Extreme violation(s) of prohibitive behaviors include, but are not limited to, all of the above and/or excessive disruption of the educational process, fighting, alcohol, harassment, tobacco, vandalism, pornography, weapons or drug violations and any behaviors not conducive to good order in the school.

Minimum punishment will be Contact of Parents and the Maximum punishment is Recommendation for Expulsion and/or Contact of Civil Authorities.

Levels will be determined by school officials using all available information in a systematic and orderly manner to determine the severity and significance of the offense in question. Factors to be considered in level determination include but are not limited to the following: frequency and severity of the violations, amount of disruption to the educational process, potential dangers to students or staff, legal issues, nature of the event and school safety issues.

#### **4.20 SCHOOL PROPERTY**

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

#### **4.30 CONDUCT TO AND FROM SCHOOL; 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 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: legally reside within the boundaries of the school district and live more than one (1) from the school; or not ambulatory and/or capable of protecting their own welfare while traveling to and from school as determined by their individual Educational Plan (I.E.P.)

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.

#### **4.40 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 reasonable 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 students(s), possessions, or others,
12. Sexual harassment, as governed by BOEP 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.

Cyber bullying 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 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 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 complain 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 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 a

- credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counselling 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 a student, or person standing in loco parentis of a student who was the alleged 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 from 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.

Copies of this policy shall be available upon request.

#### **4.50**

#### **STUDENT DRESS AND GROOMING**

The Harrison Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Harrison school authorities may require certain types of clothing to be worn in special extracurricular activities.

The Harrison Board of Education may impose rules in the interest of decency, cleanliness, safety or health.

The Harrison Board of Education may impose rules on dress and grooming when such dress and grooming will substantially disrupt the educational process or interfere with rights or opportunities of others to learn or teach.

The school principal will address issues of improper or indecent clothing with the parent in an effort to resolve any perceived conflict of school rules or disruption of the educational process. The principal reserves authority to make decisions and take actions that promote an orderly educational climate as allowed by Board policy.

**4.60****DISRUPTION OF SCHOOL**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

**4.70****STUDENT ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, or 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 acceptance, 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 student disciplinary measures.

**4.80****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;
- Explosives;
- 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 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 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 weapon on school property. Parents/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 student enrolling from another school after the expiration of an expulsion period for a weapons 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 weapon on school property. The parents/legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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.

#### **4.90**

#### **GANGS AND GANG ACTIVITIES**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representatives of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. 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.

## 5.00

### STUDENT SEXUAL HARASSMENT

The Harrison 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;<sup>1</sup> 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;<sup>2</sup> 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.<sup>3</sup>

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.

Notes: <sup>1</sup> The U.S. Department of Education Office of Civil Rights requires that there are separate written grievance procedures in addition to the written policy. The grievance procedures should include the following:

- A statement of the school's jurisdiction over Title IX complaints;
- Adequate definitions of sexual harassment (which includes sexual violence) and an explanation as to when such conduct creates a hostile environment;
- Notice of where complaints may be filed;
- Reporting policies and protocols, including provisions for confidential reporting;
- Identification of the employee or employees responsible for evaluating requests for confidentiality;
- Provisions for adequate, reliable, and impartial investigation of complaints, including the opportunity for both the complainant and alleged perpetrator to present witnesses and evidence;
- Designated and reasonably prompt time frames for the major stages of the complaint process;
- Written notice to the complainant and alleged perpetrator of the outcome of the complaint;
- Notice that Title IX prohibits retaliation;
- Notice of a student's right to file a criminal complaint and a Title IX complaint simultaneously;
- Notice of available interim measures that may be taken to protect the student in the educational setting;
- The evidentiary standard that must be used (preponderance of the evidence) (i.e., more likely than not that sexual harassment occurred) in resolving a complaint;
- Notice of potential remedies for students;
- Notice of potential sanctions against perpetrators;
- Sources of counseling, advocacy, and support; and
- Assurance that the school will take steps to prevent recurrence of any sexual harassment and remedy discriminatory effects on the complainant and others, if appropriate.

<sup>2</sup> Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and alleged perpetrator do not attend the same classes;
- Moving the complainant or alleged perpetrator to another school within the district;
- Providing counseling services (which must be free of charge to the student);
- Providing medical services;



- Providing academic support services, such as tutoring
- arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

<sup>3</sup> Factors to be considered when a complainant requests no investigation or no disciplinary action be taken include:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual harassment or other violence, which include:
  - Whether there have been other sexual harassment complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual harassment or other violence against the student or others; and
  - Whether the sexual harassment was committed by multiple perpetrators
- Whether the student's report reveals a pattern of perpetration, such as illicit use of drugs or alcohol, at a given location or by a particular group that suggests there is an increased risk of future acts of sexual harassment under similar circumstances;
- Whether the sexual harassment was perpetrated with a weapon;
- The age of the student subjected to the sexual harassment; and
- Whether the school possesses other means to obtain relevant evidence, such as through security cameras, eye witness accounts, or physical evidence.

#### **5.10 TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS**

A comprehensive policy is a major contributing factor in helping to increase tobacco prevention and cessation among youth. Therefore, the following tobacco-related prohibitions exist:

1. Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District, including school buses, owned or leased by the District, or at school-sponsored events off campus;
2. The exhibition of tobacco-related gear or paraphernalia;
3. Tobacco industry sponsorship, marketing, or giveaways
4. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product.

Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

The District has the right to ask those that wish to use tobacco, or products containing, or with the exception of recognized tobacco cessation products, any tobacco or nicotine delivery system or product to leave its school campuses or school-sponsored events.

#### **5.20**

#### **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 Harrison 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, 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.

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.

### **5.30 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. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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 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 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 listening-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 listening-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 electronic 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 a 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.

#### **5.40 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, en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. 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.

#### **5.50 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 directed 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 attest 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 parents, legal guardian, person having lawful control of the student standing in loco parentis. The principal or 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 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.

## **5.60**

### **VIDEO SURVEILLANCE**

The Board of Directors 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,

automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased as server capacity dictates.

Videos, automatic identification, or data compilations 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 of viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## **5.70**

### **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 which:

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

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

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

- c. Is the act of bringing a firearm on school campus.

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, or person(s) standing in loco parentis prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) with lawful control of the student, or person(s) standing in loco parentis, 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, or 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 the 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.

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

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

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

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

The Superintendent or his/her designee shall give written notice to the parents, legal guardians, person having lawful control of the student, or person 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 earlier 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, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to 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 will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by Policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearms or other weapon 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, person having lawful control of the student, or person 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, person having lawful control of the student, or person 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 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.

#### **5.90 CORPORAL PUNISHMENT**

The Harrison 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 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.

#### **6.00 DISCIPLINE FOR DISABLED**

Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.

The Individualized Education Plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.

Disabled students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a disabled student be excluded for more than ten days in a school year.

After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement.

The suspended student should be offered alternate educational programming for the duration of the exclusion should the exclusion exceed ten days.

#### **6.10 COMPLAINTS**

The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:



1. Teacher, coach, or other staff member against whom the complaint is directed;
2. Principal;
3. Superintendent.

#### **6.20**

#### **VISITS AND CONFERENCES**

All persons entering the building must stop at the school office. Visitors must have prior approval from a school official to be in the building. For safety reasons, visitors are not allowed in the cafeteria while students are present.

Please remember that the classrooms are busy places, and interferences must be kept to a minimum. If you have business with a teacher please arrange for a conference. A teacher's primary responsibility is to the children. When a teacher is called out of class, instructional time is lost, and the children are left unsupervised.

#### **6.30**

#### **SCHOOL TELEPHONE**

The telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency.

Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.

Remember to plan ahead for emergencies, because plans often must change. Be sure your child knows what to do on those occasions!

#### **6.40**

#### **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 with the prior approval of the school's principal. Such contact is subject to the limitations outlined in BOEP 4.16. Student Visitors; Harrison School BOEP 6.5, Visitors to the Schools; and any other policies they 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 or 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 investigation 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 parent 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 law enforcement agency due to 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, legal guardian, 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.

#### **6.45 STUDENT MEALS AS DEFINED IN USDA REGULATIONS**

The district only provides substitute meals components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district’s Director of Child Nutrition.

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

#### **6.50 EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least once 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, October, 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 annual active shooter drill and school safety assessment may be conducted 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 to the age of both the

students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency 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.

#### **6.60 LOST AND FOUND**

The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. ALL PERSONAL ITEMS SHOULD BE CLEARLY MARKED FOR IDENTIFICATION. ITEMS NOT NEEDED FOR SCHOOL WORK SHOULD BE LEFT AT HOME.

#### **6.65 FUND RAISING**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than two such activities per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

1. Student participation in fund raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fund raising programs without written parental permission returned to school authorities;
4. An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

#### **Online Fund Raisers**

All school-affiliated online fund raisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fund raisers.

For purposes of this policy, a "school-affiliated online fund raiser" includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

#### **6.70 INSURANCE**

The Harrison School District does not provide accident or medical insurance for its students. Student insurance is available, however, to all students through the school at a group rate. Although presented through the school, neither this school nor the school district realizes any compensation from this situation. It is offered strictly as a service to the students and the patrons of the school district.

#### **6.80 ARKIDS FIRST PROGRAM**

The Arkansas Department of Education, in coordination with the Department of Health and Human Services, and the Harrison School District will provide ARKids First applications, ARKids First eligibility criteria, and ARKids First benefit information to students and their families identified as being in need of health insurance coverage.

#### **6.90 COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57 – IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after; the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

## **7.00**

### **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, or in the

absence of the school nurse, to the principal and/or principal's designee. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to school, the nurse, principal and/or principal's designee shall document, in the presence of the parent, the quantity and type of the medication(s). If medications are brought by the student, the school nurse, principal and/or principal's designee 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 and type of medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care 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 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 Medication

Option 1: 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.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and

2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication,; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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, stress dose medication, , or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's 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 in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

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

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 and 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 Emergency Adrenal Insufficiency Medication**

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 injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication 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 an injectable emergency dose medication to administer an injectable

emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

#### **7.10 STUDENT ILLNESS/ACCIDENT**

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

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

#### **7.15 IMMUNIZATIONS**

The District will follow the policies for Immunizations in accordance with BOEP 4.57.

#### **7.20 PHYSICAL EXAMINATIONS OR SCREENINGS**

The Harrison School District conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exam or screenings by using form BOEP 4.41F, Objection To Physical Examinations Or Screenings or by providing certification from a physical that he/she has recently examined the student.

#### **7.30 BREAKFAST AND LUNCH**

The school cafeteria is operated for the benefit of the students. In order to provide them with a well-balanced, nutritious meal, all requirements for a fortifying breakfast and a Grade A lunch are met.

Parents will be notified of correct prices each year.

Meals are not to be charged except in cases of emergency. A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:

- Low balance reminder when account reaches \$10.00.
- Weekly reminders until monies are deposited to insure cash reserve.



Students bringing lunches are expected to eat in the lunchroom with the other pupils. They may buy milk in the lunchroom. Beverages brought from home should be in thermos containers since refrigerator facilities are not available.

You may fill out a form requesting free or reduced meals. If it is approved, you will be notified. Payment for meals is expected until approval is final. If meal forms are not complete, they will be returned to you. The schools have been audited and told that ALL forms must be complete before they can be approved.

#### **7.35 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.

#### **7.40 NUTRITION AND PHYSICAL ACTIVITY STANDARDS IN ARKANSAS PUBLIC SCHOOLS**

“According to the Arkansas Department of Education’s Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools, parents/guardians may provide foods of their choosing for the lunches/snacks of their own children. They may not, however, provide restricted food items to other children in school”.

The Harrison Elementary Schools neither receives nor expends any funds derived from the sale of products or contracts with the soft drink or snack food industry.

**7.45 THERAPY ANIMALS**

The Harrison School District follows all Arkansas Law and Arkansas Department of Education guidelines with respect to Service Animals in District facilities.

**7.50 LEGAL CUSTODY**

Act 660 of 1993 indicates that in order to avoid continuing child custody controversies for involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child’s custodial parent and non-custodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school’s principal.

When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with: 1. a copy of the court order giving custodial right to parent and 2. a written statement to the principal that such denial is approved by the custodial parent.

**7.60 LEGAL NAMES**

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

**7.70 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.

**7.80 PRIVACY OF STUDENTS’ RECORDS/DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students’ educational records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parents or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational

records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information hereinafter "PII" from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purpose of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether a release PII in a health or safety emergency the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Harrison School District does not distinguish between a custodial and non-custodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, or person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to

act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, graduation announcements, and district and school authorized web sites. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors) as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook (8.70) and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

The right to opt out of the disclosure of directory information under FERPA (Family Educational Rights and Privacy Act) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

A copy of the school district's Asbestos Management Plan and documentation of any asbestos abatement actions taken or planned may be found in the office of the principal.

**8.00**

**TITLE I ELIGIBLE SCHOOLS**

Parents of Title I eligible schools may request to be given information regarding the professional qualification of their child's teachers and paraprofessionals.

**8.10**

**PARENT/GUARDIAN, FAMILY, AND COMMUNITY  
ENGAGEMENT PLAN**

Harrison School District Schools understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, individual schools shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the school shall work to:

1. Involve parents, families, and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPI, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents, families, and the community the State's academic and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the state's academic standards and school to improve students' academic achievement;
4. Provide parents, families, with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parent and family engagement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family and community engagement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families, can understand;
7. Find ways to eliminate barriers that work to keep parents and families, from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent, family, and community engagement programs to suit the needs of our school;
9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
10. Provide reasonable support for other parent, family, and community engagement activities as parents, families and the community may reasonably request.

To help promote an understanding of each party's role in improving student learning, individual schools shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Individual schools shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents, families of participating students, to inform parents and families of the school's participation in Title I, its requirements

regarding parent, family, and community engagement, and the parents right to be involved in the education of their child.

Individual schools shall, at least annually, involve parents, families, and the community in reviewing the school's Title I program and parent, family, and community engagement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

## **8.20**

### **Harrison School District INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

#### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The Harrison School District makes electronic devices and/or electronic device internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district devices is for educational and/or instructional purposes only. The district reserves the right to restrict or terminate access at any time and for any prudent reason. The opportunity to use the District's technology to access the Internet is a privilege and not a right.

#### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors<sup>1</sup>; therefore, it is the policy of the district to protect each electronic device with internet filtering software<sup>2</sup> that is designed to prevent students from accessing such materials.<sup>1</sup> For the purposes of this policy "harmful to minors is defined as any picture, image, graphic image file, or other visual depiction that--(a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals,; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Student use of devices shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device usage, including email, and that monitoring of student electronic device use is continuous. All monitoring information shall be and will remain the property of the School District and no user shall have any expectation of privacy regarding such materials under Arkansas law. Both email and device use records maintained by the district are subject to disclosure under the Freedom of Information Act.

Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook<sup>4</sup> and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;

- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

#### Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use<sup>3</sup> including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

#### Consequences

A user who violates this Policy, shall at a minimum, have his or her access to the device network, email, and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District depending on infraction. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. The School District Administrator can take disciplinary action in addition to these measures:

1. Suspension or revocation of Internet, or Email Access
  2. Suspension or revocation of access to all computers at school
  3. Suspension or expulsion from school
  4. Legal action and prosecution by authorities
  5. Monetary responsibility for damages incurred
- The building administrator in consultation with the Superintendent and District Technology Coordinator will take discipline actions.

#### Warranties/Indemnification

The Harrison 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 or guardian arising out of the user's use of its device networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use. The user who is 18 or older or, in the case of a user under 18, the parent or guardian 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 resulting from the user's access to its device network, email, and the Internet, whether that use is on a School device or on another device outside the School District's network.

Students and their cosigners shall be liable for any and all costs incurred through the student's use of the devices or the Internet including penalties for copyright violations.

The District will make good faith efforts to protect children from improper or harmful matter, which may be on the Internet. At the same time, the parent and student

recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. (Note: the District holds no responsibility for student access or usage of the Internet or Email outside of the District Network.)

No students will be granted internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### **8.30**

### **DISTRICT WEBSITE**

The Harrison School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Harrison School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's website shall be under the supervision of the District's Technology Coordinator or Superintendent designee. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District's Technology Coordinator or Superintendent designee and school Web Master shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

1. All pages on the district's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual School's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos along with the student's name shall be posted on web pages after receiving written permission from the student's parents or the student if the student is over the age of eighteen (18).
4. Google Apps for Education shall host the Harrison District's website.
5. No web page on the District's web site may contain public messages or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by the Harrison School District.



9. The District shall include the following information on its website through a link located on the District's homepage titled "State Required Information":
  - a. Local and state revenue sources;
  - b. Administrator and teacher salary and benefit expenditure data;
  - c. District balances, including legal balances and building fund balances;
  - d. Minutes of regular and special meetings of the school board;
  - e. The district's budget for the ensuing year;
  - f. A financial breakdown of monthly expenditures of the district;
  - g. The salary schedule for all employees including extended contract and supplementary pay amounts;
  - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
  - i. The district's annual budget;
  - j. The annual statistical report of the district;
  - k. The district's personnel policies;
  - l. The annual School Performance Report;
  - m. School-Level Improvement Plans;
  - n. The School District Support Plan;
  - o. Student discipline policies;
  - p. Comprehensive School Counseling Plan;
  - q. The District financial policies;
  - r. Student handbooks;
  - s. The Annual Report to the Public;
  - t. The parent, family, and community engagement plan;
  - u. The Immunization waiver report from Policy 4.57—IMMUNIZATIONS;
  - v. School District Calendar;
  - w. List of statutory, rule, or Standards for Accreditation waivers the District has received under A.C.A. § 6-15-103;
  - x. The District's Teacher and Administrator Recruitment and Retention Plan;

The information and data required for items A through K in 9 above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

#### **8.40**

#### **WEB SITE PRIVACY POLICY**

The Harrison School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students shall not be displayed on any page of the district's web site with the prior written consent of the parent.

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

**PARENT/GUARDIAN  
RECEIPT VERIFICATION**

I am aware that the student handbook is available on the Harrison School District website. A copy of the handbook is available upon request. This handbook contains disciplinary policies, bus transportation policies, operational information, the school calendar and the District's non-discrimination policy.

The non-discrimination policy is available to persons with limited English language skills, the visually impaired, and the hearing impaired by calling 741-7600.

---

Student's Name

---

Signature of Student

---

Signature of Parent or Guardian

---

Date

---

Grade

---

Teacher

**(Please return to your child's teacher immediately.)**

**FIELD TRIPS**

This signature gives permission for my child to attend any field trip planned for the students in the Harrison School District elementary schools. I understand this will enable my child to be transported by the bus to and from any event approved by the school.

I will receive notification as to when and where planned field trips will be scheduled. This document will enable my child to attend such field trips without signature on any other paper.

Prior to leaving and returning from a school sponsored trip, teachers will provide a Bus Roster to the principal, superintendent, and transportation director before departure.

Parent's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

STUDENT ELECTRONIC DEVICE AND  
INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Harrison School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- c. posting anonymous messages on the system;
- d. using encryption software;
- e. wasteful use of limited resources provided by the school including paper;
- f. causing congestion of the network through lengthy downloads of files;
- g. vandalizing data of another user;
- h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- i. gaining or attempting to gain unauthorized access to resources or files;
- j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- k. using the network for financial or commercial gain;

- l. theft or vandalism of data, equipment, or intellectual property;
- m. invading the privacy of individuals;
- n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- o. introducing a virus to, or otherwise improperly tampering with, the system;
- p. degrading or disrupting equipment or system performance;
- q. creating a web page or associating a web page with the school or school district without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the District's Internet Access to unauthorized individuals; or
- t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software;
- v. personal use of computers and/or mobile devices during instructional time;
- w. failing to obey school or classroom Internet use rules or BOEP 4.29, Internet Safety and Electronic Device Use Policy.
- y. gaining intentional access or maintaining to materials which "harmful to minors" as defined by Arkansas law;
- z. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- aa. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the students' academic endeavor. Personally identifying information includes full names, address, and phone number.
- bb. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's misuse of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**8.70 Harrison Schools Picture/Directory Permission Form**

Please read each statement and circle **Yes** for permission or **No** to deny permission. I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school. Failure to file this form within the time is a specific grant of permission to publish such information.

**Permission to Display Photo of Students on Website**

- I hereby grant permission to the Harrison School District to display a photograph or video clip of my student on the District’s website, including any page on the site, or in other District publications without further notice. I also grant the Harrison School District the right to edit the photograph or video clip at its discretion. **Yes No**
- The student’s name may be used in conjunction with a photograph or video clip. It is understood, however, that once a photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District website.

**Directory Information**

Includes, but not limited to, student name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, honor placement, participation in school clubs and extra-curricular activities, etc.

I understand that the participation by the above named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc. is not within the control of the district.

- My child’s directory information may be released to military recruiters. **Yes No**
- My child’s directory information may be released to Institutions of postsecondary education. **Yes No**
- My child’s directory information may be released to potential employers. **Yes No**
- My child’s directory information may be released in the school yearbook and/or other school publications (picture, name, activities) **Yes No**
- My child’s directory information may be released to all public sources such as the newspaper. **Yes No**

**Honor Roll**

- I grant permission to having my child publicly identified as an honor roll student. **Yes No**

**Newspaper/Yearbook**

- I grant permission for my child’s picture and name to be released to the newspaper and yearbook. **Yes No**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Student Name

**HARRISON SCHOOL DISTRICT  
TITLE I PARENT/GUARDIAN  
INVOLVEMENT COMPACT**

Believing that high student performance is a shared responsibility, the Harrison School District and the parents/guardians of those students deemed eligible to receive Title I services agree to enter into the following compact:

**THE SCHOOL WILL:**

Notify parents/guardians of their child’s eligibility to participate in the program, explain the Title I program, explain the Compact and inform them of the importance of their involvement with their child;

Inform each child’s parent/guardians of the specific instructional objectives for the child;

Report each child’s progress to his/her parents/guardians;  
Provide materials and suggestions to parents/guardians to help them promote the education of their child at home;

Provide timely information concerning the Title I program to include program plans and evaluations;

Solicit parent/guardians’ suggestions/recommendations in the planning, development and operation of the program and provide timely responses to those suggestions/recommendations;

Consult with parent/guardians as to how the school can best work with them to achieve the objectives of its Title I program;

Establish a building Title I Plan Committee, which will include parents/guardians as members;

Provide a high quality curriculum and instruction in a supportive and effective learning environment that will enable participating children, with involvement of parents/guardians, to meet performance standards set forth by the State of Arkansas for all students;

Offer a flexible number of meetings to provide timely information and training for parents/guardians in order to help them become effective partners in their child’s learning.

**THE PARENTS/GUARDIANS WILL:**

- Insist on regular school attendance;
- Monitor programs and time spent watching television;
- Read and respond to communication from the school;
- Ensure the homework is completed in a neat and acceptable manner;
- Observe, volunteer and participate in school activities.

Student name \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_





**9.40 Harrison School District Students In Transition**

Return to School Office

Your answers will help determine if the student meets eligibility requirements for services under the McKinney Vento Act.

List all children in your family birth through age 21.

Name of Child	School	Age	Grade	Date of Birth

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to child/children \_\_\_\_\_

Is this address Temporary or Permanent? (circle one)

Please choose which of the following situations the student currently resides. (you may choose more than one)

- House or apartment with parent or guardian
- Motel, car, or campsite
- Shelter or other temporary housing
- With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following that apply:

- Loss of housing
- Economic situation
- Temporarily waiting for house or apartment
- Provide care for a family member
- Living with boyfriend/girlfriend
- Loss of employment
- Parent/Guardian is deployed
- Other (please explain) \_\_\_\_\_

Are you a student under the age of 18 and living apart from your parents/guardians? (circle one) YES NO (If YES, we will assist you with the proper paperwork needed to stay in school.)

**Housing and Educational Rights**

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying.
- 2) Transportation to and from school of origin for the regular school day.
- 3) Access to free meals, Title 1 and other educational programs, transportation to extra-curricular activities to the same extent that it is offered to other

Direct questions about your rights to the local McKinney-Vento liaison, Shirley Smothers at (870) 577-5635 or the State Coordinator at (501) 683-5428.

By signing, I acknowledge that I have received and understand the above rights.

---

*Signature of Parent/Guardian/Unattached Youth*

*Date*

---

*Signature of McKinney-Vento Liaison*

*Date*

SERVICES NEEDED:

- Transportation to school of origin (only if moving from school of origin)
- School supplies
- Clothing
- Counseling for family or child/children
- Tutoring services or credit recovery
- District backpack program
- Shoes for PE classes
- Supplemental food services
- AR Kids application, Food Stamp application or Housing information
- College ACT or FAFSA assistance
- Medical or dental services
- Parenting Classes
- Field trip fee assistance
- Cap and Gown assistance for graduation
- School Fee assistance
- Head lice Shampoo
- Other (explain) \_\_\_\_\_

For additional services, contact Shirley Smothers, McKinney-Vento Liaison at:  
Phone or Text 870-577-5635 or email [ssmothers@hps.k12.ar.us](mailto:ssmothers@hps.k12.ar.us)

SCHOOL ATTENDANCE IS VERY IMPORTANT! IF YOUR CHILD MISSES SCHOOL BECAUSE OF A PROBLEM THAT YOU NEED ASSISTANCE WITH, PLEASE CONTACT YOUR MCKINNEY-VENTO LIAISON. SERVICES ARE AVAILABLE FOR MANY OTHER REASONS NOT LISTED ABOVE.

*The McKinney-Vento program has been developed to help meet the needs of our children. Please let us know how we can be of assistance.*

# SCHOOL CALENDAR

## 2021-22 Harrison School District Calendar

June 2021							December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	10	11
13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30	29	30		26	27	28	29	30	31	
July 2021							January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	29
25	26	27	28	29	30	31	31	31					
August 2021							February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28					
September 2021							March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28					
October 2021							April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
November 2021							May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31	1	2		

Important Dates to Remember	
June	Professional Development Days for teachers (Principal Directed)
July	Professional Development Days for teachers (Principal Directed)
Aug 16	Open House - All Buildings Time?
Aug 18	School Begins
Oct 13-20	Parent Teacher Conferences
Oct 15	End of First Quarter (42 days) Virtual Day - ALL Staff & Students
Dec 17	End of Second Quarter (44 days)
Feb 2-8	Parent Teacher Conferences
Mar 11	End of Third Quarter (49 days)
May 15	Graduation
May 25	End of Fourth Quarter (47 days) Last Day of School
Student Dismissal Dates (ALL DAY)	
Sept 6	Labor Day
Nov 22-26	Thanksgiving Holiday
Dec 20-Jan 31	Christmas/New Year Holiday
Jan 17	Martin Luther King Day
March 21-25	Spring Break
April 15	Good Friday
Student Digital Days	
October 18, January 3, February 7	
Student Early Dismissal (2:00) Dates	
Quarter Breakdown by Days	
1st QTR - August 18 through October 15 (42 Days)	
2nd QTR - October 18 through December 17 (40 Days)	
3rd QTR - January 3 through March 11 (49 Days)	
4th QTR - March 11 through May 25 (47 Days)	
Summer School Programs	
- Camp Invention	
June 1 through June 25 - HHS Credit Recovery	
June 7 through June 25 - Elementary Program	

**Weather Information**  
 In case of inclement weather, and at the discretion of the Superintendent, Martin Luther King Holiday, teacher professional development days, and/or Spring Break may be used as instructional days. In extreme situations, the District may choose to extend the school day, schedule Saturday classes, extend the school year, or utilize ADE approved waiver days to arrive at the mandated 178 instructional days.

**Important Dates For Teachers**  
 Summer FLEX PD as Directed - see attached documentation requirements  
 August 11, 12, 16 - District PD  
 August 13 - New Teacher Orientation/FLEX Day  
 October 18 - FLEX Day - Documentation Required  
 February 7 - FLEX Day - Documentation Required

- The calendar is subject to revision due to school closings for inclement weather.
- Number to call in case of inclement weather/school closings: 741-0697.