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**Student/Parent  
Handbook  
2019 - 2020**

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**FRED WILSON**

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1.00

**HARRISON  
SCHOOL DISTRICT  
BOARD OF EDUCATION**

**2019-2020**

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Mark Martin, Vice President

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Wordna Deere

Jon Burnside

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Rhonda Purdy

**Dr. Stewart Pratt, Superintendent**

110 South Cherry

Harrison, AR 72601

870-741-7600

1.10

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

Dear Parents/Guardians and Students:

Harrison Middle School is designed specifically with the needs, interests, and learning styles of the young adolescent at heart.

The purpose of this handbook is to inform you about applicable policies and procedures that make Harrison Middle School function as a high achieving middle level school.

In this handbook, you will find discipline policies, computer use policies, the school calendar and much needed information regarding the daily operation of the school.

Parents and staff have worked hard to make this handbook informational and yet not be burdensome. The handbook will not answer all questions that may arise. It will be a valuable resource for parents and students.

At Harrison Middle School, serving your child's educational needs is our only business. This mission is taken very seriously and the full support of the family unit will be solicited in order to reach the success that is desired.

Please take time to thoroughly review this handbook. Please contact the office of the principal or assistant principals if questions arise.

We look forward to the opportunity of working with your child. It is our belief that this will be a great year!

Sincerely,

Fred Wilson, Principal  
Kyle Mallett and Trent Brewer, Assistant Principals

Harrison Middle School  
1125 Goblin Drive  
Harrison, AR 72601

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## 1.20

### HMS Mission

Our mission is to create a safe and supportive environment in which students and staff are empowered and inspired to apply the knowledge, skills and attitudes necessary to maximize individual potential. “Building the Future: Every Learner, Every Day, Every Way”

## 1.30

### HMS Vision

Our school will be a place that creates a **safe and supportive environment** by enacting a firm policy against bullying; supporting social/emotional learning and positive behaviors; creating classrooms that foster respect, build a rapport, and create a sense of belonging; and encouraging parents and community to support our mission.

**We will empower and inspire students** by offering a variety of opportunities for student-selected learning and enrichment activities; creating classrooms that encourage student ownership and provide choice in content, process, and product; and balancing challenging curriculum with the unique intellectual, social, emotional, and physical needs of our students.

**We will empower and inspire staff** by supporting educators in seeking high-quality opportunities for professional growth at the local, state, and national level that target individual needs and school goals. Priority will be placed on providing equal opportunities for all staff to be continually involved in the active process of learning within a climate of collaboration and mutual respect.

## 1.40

### Harrison School District 2019-2020 Calendar

Aug. 14	First day for students
Sept. 2	Labor Day Holiday- <b>No School</b>
Sept 25	<b>Early Dismissal at 1:30.</b> Professional Development for teachers 2:00-5:00.
Oct. 15	End 1st attendance quarter (44 days)
Oct. 17	Parent Teacher Conferences K-12 (2:00-8:00) <b>Early dismissal at 1:30.</b>
	Oct. 18 Professional Development for Teachers. ( <b>No students attend</b> )
	Oct. 30 <b>Early Dismissal at 1:30.</b> Professional Development for teachers 2:00-5:00.
Nov. 25-29	Thanksgiving Holidays
Dec. 4	<b>Early Dismissal at 1:30.</b> Professional Development for teachers 2:00-5:00.
Dec. 20	End 2 <sup>nd</sup> quarter (42 days)
Dec. 23-Jan. 3	Christmas Holidays
Jan. 20	Martin Luther King Holiday (possible snow day)
	Feb. 6 Parent Teacher Conferences K-12 (2:00-8:00) <b>Early dismissal at 1:30.</b>
	Feb. 7 Professional Development for Teachers. ( <b>No students attend</b> )
	Feb. 26 <b>Early Dismissal at 1:30.</b> Professional Development for teachers 2:00-5:00.
Mar. 13	End 3 <sup>rd</sup> quarter (48 days)
Mar. 23-27	Spring Break Holidays (possible snow days)
April 10	<b>Good Friday- No School</b>
May	CAPS Conferences
May 22	Last Day of School. End 4 <sup>th</sup> quarter (44 days)
May 25	Memorial Day Holiday
May 26-June 1	Snow make up days if needed

- 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.

**1.50**

**NONDISCRIMINATION POLICY  
AND  
EQUAL EDUCATIONAL OPPORTUNITY**

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

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

EQUITY DIRECTOR – Susan Gilley, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600

SPECIAL EDUCATION issues should be directed to: Brigid Bright, Administrative Office, 110 South Cherry, Harrison, AR 72601, Telephone: 741-7600.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Susan Gilley, 110 South Cherry, Harrison, AR 72601, Telephone: 741-3496.

Inquiries regarding TITLE IX issues should be directed to: Chris Pratt, 925 Goblin Drive, Harrison, AR 72601, Telephone: 741-8223.

Inquiries regarding SECTION 504 should be directed to: Susan Gilley, 110 South Cherry, Harrison, AR 72601, Telephone: 741-0583.

Inquiries regarding TITLE VI issues should be directed to: U.S. Department of Health and Human Rights, Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 7502.

# HMS BELL SCHEDULE

**2019-2020**

**5<sup>th</sup> and 6<sup>th</sup> Grade**

<u>Period</u>	<u>Time</u>
First Bell	8:05
5 <sup>th</sup> grade Lunch	11:25-11:55
6th grade Lunch	12:25-12:55
Front/Back Car Rider Dismissal	3:08
Early Bus Rider Dismissal	3:10
Late Bus, Walkers, Bike Riders, Athletics	3:15



# HMS BELL SCHEDULE

## 2019-2020

7<sup>th</sup> and 8<sup>th</sup> Grade

<u>Period</u>	<u>Time</u>	<u>Length</u>
First Bell	8:05	
1 <sup>st</sup> period	8:10-9:04	(54)
2 <sup>nd</sup> period	9:07-10:00	(53)
3 <sup>rd</sup> period	10:03-10:55	(52)
7th Grade Lunch	10:55-11:25	(30)
7th Grade 4 <sup>th</sup> period	11:29-12:25	(57)
8th Grade 4th period	10:58-11:55	(57)
8th Grade Lunch	11:55-12:25	(30)
5 <sup>th</sup> period	12:28-1:20	(52)
6 <sup>th</sup> period	1:23-2:15	(52)
7 <sup>th</sup> period	2:18-3:10	(52)

# HMS BELL SCHEDULE

## ACTIVITY SCHEDULE AM

### 2019-2020

7<sup>th</sup> and 8<sup>th</sup> Grade

<u>Period</u>	<u>Time</u>
First Bell	8:05
1 <sup>st</sup> period	8:10-9:04
2 <sup>nd</sup> period	9:07-9:49
3 <sup>rd</sup> period	9:52-10:35
ACTIVITY	10:35-10:55
7th grade Lunch	10:55-11:25
7 <sup>th</sup> grade 4 <sup>th</sup> period	11:29-12:25
8 <sup>th</sup> grade 4 <sup>th</sup> period	10:58-11:55
8 <sup>th</sup> grade Lunch	11:55-12:25
5 <sup>th</sup> period	12:28-1:20
6 <sup>th</sup> period	1:23-2:15
7 <sup>th</sup> period	2:18-3:10

\*Times before lunch have been adjusted as to not overlap 5<sup>th</sup> and 6<sup>th</sup> lunches.

\*Periods 2 and 3 have been reduced 10 minutes each.

# HMS BELL SCHEDULE

## 2019-2020

Activity Schedule PM

<u>Period</u>	<u>Time</u>	<u>Length</u>
First Bell	8:05	
1 <sup>st</sup> period	8:10-9:04	(54)
2 <sup>nd</sup> period	9:07-10:00	(53)
3 <sup>rd</sup> period	10:03-10:55	(52)
7th grade Lunch	10:55-11:25	(30)
7 <sup>th</sup> grade 4 <sup>th</sup> period	11:29-12:25	(56)
8 <sup>th</sup> grade 4 <sup>th</sup> period	10:58-11:55	(57)
8 <sup>th</sup> grade Lunch	11:55-12:25	(30)
5 <sup>th</sup> period	12:28-1:10	(42)
Activity	1:10-1:40	(30)
6 <sup>th</sup> period	1:43-2:25	(42)
7 <sup>th</sup> period	2:28-3:10	(42)

**2.00****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.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current DESE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

**2.10****2019-2020 SCHOOL YEAR REVISIONS**

This handbook was reviewed by a committee of educators, parents, and students in June 2018 and approved by the Harrison Board of Education.

**2.20****MISCELLANEOUS INFORMATION**

Harrison Middle School is an asbestos free environment.

Parents of students at HMS, as a Title 1 eligible school, may request the school to be given information regarding the professional qualifications of their child's teachers and paraprofessionals..

HMS neither received nor expended any funds derived from the sale of product or contracts with the soft drink and snack food industry.

**2.30****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. Each campus will also have an individual website that can be accessed through the district website.

**2.40****THERAPY ANIMALS**

The District recognizes that specially trained therapy animals can provide educational benefits for District students. District staff who wish to have therapy animals made available to students shall submit a plan to the building principal. For further information, please see BOEP 7.19.1.

## 2.50

### 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 will not be taken out of class to talk on the phone unless it is an emergency. **Parents are encouraged to always make prior arrangements with students as to car rider, walker, or bus rider status before the student leaves for school in the morning.** This pre-planning helps prevent disruption of the instructional day.

## 2.60

### BREAKFAST AND LUNCH

Harrison Middle School serves two meals per day. All students are encouraged to eat in the cafeteria. Breakfast is served starting at 7:40 a.m. and concluding at 8:03. Lunch is served between 11:25 a.m. and 12:55 p.m. each day. Credit is not offered for purchases in the school cafeteria. Grade 5-6 Pricing is \$1.60 breakfast and lunch \$2.20 for students. Grade 7-8 is \$1.60 for breakfast and \$2.35 for lunch. Breakfast for Adults is \$2.15 and lunch is \$3.50.

Information regarding the federal lunch program will be sent to parents on the first day of school or first day of enrollment. **It is encouraged that these forms be completed and returned** to school to determine immediate eligibility. **Application for the federal lunch program may be made at any time during the year if income situations change.**

Parents may elect to send lunches with their child if they so choose. Students should not share items brought from home that have limited nutritional value such as candy, soda, and water ices.

**Parents are encouraged to eat with your child. You may bring food in for you and your child to eat in the cafeteria. HMS will not accept food delivered to the school for your child or food that you drop off for them to eat without you.** An exception might be a sack lunch that your child forgot.

Parents are notified each year of the correct breakfast and lunch prices. Harrison Middle School uses a computerized “declining balance” system that helps students move quickly through the lunch line. This simply means that a deposit to an individual account is carried forward and the balance declines with usage. Parents can deposit as much or as little into an account as desired. Students are encouraged to make weekly deposits to avoid repetitive trips to the cashier with money for lunches.

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
- Physician Assistants
- 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.

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.

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

Note: A Registered Dietitian Nutritionist may make recommendations for alternate foods for children whose disability restricts their diet, but the medical statement must be signed by one of the professionals listed in this policy.

### **2.70 VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance cameras in the buildings, district property, and busses. Signs are posted in each building to notify staff, patrons and visitors that cameras may be in use. Students will be held responsible for rule violations caught by the cameras.

### **2.80 LOST AND FOUND**

The school cannot assume responsibility for the 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 WITH THE CHILD'S NAME. ITEMS NOT NEEDED FOR SCHOOL SHOULD BE LEFT AT HOME.** Please be sure to mark your child's coat each winter.

### **2.90 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. Intentional damage to school property can result in disciplinary action and requirement of making restitution for the damaged items.

### **3.00 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 the school nor the school district realizes any compensation from this situation and will not act as an agent for the company. It is offered strictly as a service to the students and the patrons of the school district.

### **3.10**

### **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and a 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.

The purpose of the training is to allow participants to:

- Discuss simulated emergency situations in a low-stress environment;
- Clarify the roles and responsibilities of individuals and the logistics of handling an emergency on the school campus; and
- Identify areas in which the school safety plan should be modified.

### **3.20**

### **ADDRESSING A CONCERN/PARENT INVOLVEMENT PLAN**

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:

1. Define the problem in the best way possible and determine exactly who can provide the information and direction needed to resolve the concern.
2. 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.
3. 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.
4. 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.

5. 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.
6. HMS has a Parental Involvement Plan that is revised yearly. The plan is sent home with all students in the Guide for Parents of Adolescents each year. It is also available on the Web and in the main office at HMS.
7. There are seven key parts to the plan that include: promotion of goal setting, positive support, parents as teachers, active learning, two way communication with the school, school based support, and volunteering.

### **3.30 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) 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<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her 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.<sup>2</sup> 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.<sup>3</sup>

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.<sup>4</sup>

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.

### **3.40 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) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

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

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

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

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

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.<sup>1</sup>

Prior to the child's admission to a District school:<sup>2</sup>

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 county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

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

For the purposes of this policy:

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

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“Active duty<sup>4</sup> members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Uniformed services”<sup>4</sup> means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; “Veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

“Eligible child” means the children of:

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

“Uniformed services”<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

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

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.<sup>5</sup>

An eligible child as defined in this policy shall:

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

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

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

### **3.50 HOMELESS STUDENTS/FOSTER CHILDREN**

The Harrison District shall review and accept or reject requests for transfers, out of the district, on a case-by-case basis at the August and December regularly scheduled Board of Education meetings. Endorsed incoming student transfers to the District may be considered monthly.

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

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits,

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

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

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

### **3.60 COMPULSORY ATTENDANCE REQUIREMENTS**

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

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

### **3.70 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.

### **3.80 STUDENT TRANSFERS**

The Harrison District shall review and accept or reject requests for transfers, out of the district, on a case-by-case basis at the August and December regularly scheduled Board of Education meetings. Endorsed incoming student transfers to the District may be considered monthly.

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

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

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

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

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

### **3.90 SCHOOL CHOICE**

The Harrison School District follows all Arkansas Law and the Arkansas Department of Education guidelines with respect to School Choice and Student Transfer requests and BOEP 5.112.

### **4.00 HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children shall 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 homeschooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

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 homeschool shall be delivered to the Superintendent through any of the following methods:

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

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

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

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - Curricula used in the home school;
  - Tests taken and lessons completed by the home-schooled student; and
  - Other indicators of the home-schooled student's academic progress.

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

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

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students.

#### **4.10 ACADEMIC GRADING SYSTEM AND TESTING**

The following system will be used in arriving at grades for a student. All grades will be based on what is possible (100%) and NOT on the highest grade in the class.

The following grading scale shall be used for all students enrolled in regular classes\* in grades 5-8

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

#### **4.20 CAREER ACTION PLAN (CAP) CONFERENCES**

CAP conferences are conducted each year for students in grades 6-8 to decide on a career action plan. CAP conferences allow each student to develop educational plans whereby parents can assist and confirm pre-registration courses. Following a pre-registration CAPs conference, any course selection/change must be presented in writing to the counselor's office before the last day of school. Therefore, schedule changes will not be accepted after the last day of school unless there is a proven schedule conflict.

#### **4.30 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<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. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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



Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

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

#### **4.40 GRADUATION REQUIREMENTS**

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

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

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

#### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

#### **SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

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

- Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
- Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II; and

The fourth unit may be either:

- A math unit approved by DESE beyond Algebra II or
- A computer science flex credit may be taken in the place of a fourth math credit.
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: three (3) units

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

Social Studies: three (3) units

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

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (1/2) unit

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

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (1/2) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

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

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

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

#### **4.50 SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals with Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students with disabilities and their parents.

#### **4.60 CURRICULUM DEVELOPMENT**

Sequential curriculum should be developed for each subject area. Curricula are to be aligned with the respective curriculum frameworks and used to plan instruction leading to student proficiency on the Arkansas' Academic Standards. Curricula should be in alignment with the District's vision, mission statement, goals, and educational philosophy. Student achievement is increased through integrated curricula that promote continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools should be eliminated and that courses of study and their corresponding content guides should be coordinated effectively.

The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations to the Board of Education.<sup>1</sup>

Each school shall review each curriculum area annually to address the continued relevance, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school’s administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.<sup>2</sup>

Starting with the 2020-2021 school year, the District shall not purchase curriculum for the District’s reading program that is not from the list of curricula approved by the Division of Elementary and Secondary Education.

#### **4.70 SUPPLIES AND TEXTBOOKS**

All Harrison School District students will receive free school supplies from the district.

All textbooks used in this school are furnished by the state and are checked out to students at no cost. Students are responsible for these books from the time they are issued until the time that they are turned in at the end of the school year. If a book is damaged or lost while checked out to a student, the student is responsible for paying for replacing the book or paying for the damage.

#### **4.80 HOMEWORK**

Homework is considered to be part of the educational program of the District. Student assignments shall be an extension of the teaching /learning experiences that promote 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. The development of students’ independent study skills may entail work to be done outside the classroom which will reinforce and strengthen academic skills, broaden the educational experiences of the students and enable them to relate those experiences to the real life of the community. Teachers should be aware of the potential problems students may have completing assignments from multiple teachers and may need to vary the amount of homework given day to day.

#### **4.90 MAKE-UP WORK**

Students who miss school shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teacher. Students are allowed one-day make-up time for each day of absence.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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 5.500—IMMUNIZATIONS

#### **5.00 TESTING**

Students at Harrison Middle School are administered standardized tests in accordance with Arkansas law and the Harrison School District. These tests measure student competencies and

allow for better planning in addressing individual needs within the curriculum. Students not meeting the Proficient level on the previous spring test shall participate in an academic improvement plan that includes a remediation period during the school day. HMS will notify parents of their role and responsibility and the consequences for failure of the student to participate in the plan. Students in grades 5 and 6 identified for an academic improvement plan who do not participate in the program shall be retained at grade level in accordance with state law and rules established by the Arkansas Department of Education.

Information on the purposes and results of these tests will go home with all students prior to and upon completion of the tests.

## **5.10 PROMOTION/RETENTION**

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

At least once each semester, the Parents, 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, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons standing 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 or receipt of course credit, the final decision 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
- Provide a basis for counseling concerning post secondary preparatory programs.

An SSP shall be created:

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

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

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 students to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The 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.

## **5.20 ALTERNATIVE EDUCATION**

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

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

The team is to be comprised of the following:

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

Students who are placed in the ALE shall exhibit at least two of the characteristics from items below:

- A. Disruptive behavior
- B. Dropping out from school
- C. Personal or family problems or situations
- D. Recurring absenteeism

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

- A. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- B. Abuse: physical, mental, or sexual
- C. Frequent relocation of residency
- D. Homelessness
- E. Inadequate emotional support
- F. Mental/physical health problems
- G. Pregnancy
- H. Single parenting



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

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

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

### **5.30 ATTENDANCE**

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enriches the learning environment and promote a continuity of instruction which results in higher student achievement.

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

#### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of five (5) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in a school 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.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent; or legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (*insert number*) 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 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 (*insert number equal to 1/2 above number*) 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 (*same number as in the first paragraph of this section*) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

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

#### **5.40 REPORTING ABSENCES FROM SCHOOL**

All parents will need to call the school office (741-8771) when their child is absent from school. Parents who know beforehand that their child will be missing school should call the office prior to the student's absence.

#### **5.50 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; BOEP 6.5, VISITORS TO THE SCHOOLS; and any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruption to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.<sup>1</sup> Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or

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

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

Contact by Professional Licensure Standards Board Investigators

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

## **5.60 APPOINTMENTS AND EARLY CHECK-OUT**

Parents are encouraged to make health-related appointments for students after school hours. It is increasingly important that the student remain at school. Standards and expectations are high at Harrison Middle School and good attendance is a must. Parents should avoid early checkouts when made only for convenience. Early checkouts disrupt class and instructional time is missed. Parents should also make prior arrangements as to walker, bus rider, or car rider status. Calls to school to establish such arrangements are disruptive and unnecessary.

## **5.70 TARDIES**

Students are expected to be in the classroom in their seats with all assignments, notebooks and materials when the bell rings. Students reporting to class after the tardy bell will be considered tardy. The following discipline assignments will be given when a student has accumulated the total number of tardies for a 9 week period. All students will have four minutes to change classes. This is ample time to go from any point on campus and to the next class. The teacher will record the tardy and report it to the office.

**The following is the consequence for students who are tardy to class:**

**3 Tardies – Noon Detention and parent contact**

**5 Tardies – After School Detention (ASD) and parent contact.**

**7 or More Tardies – **Saturday School** or In School Suspension and parent contact.**

**5.80****LEAVING THE CAMPUS**

Students will not be allowed to leave the campus for any reason unless a parent is contacted by phone or in person. Students checking out will have to meet all criteria in the attendance policy before make-up work is allowed. Students who leave school during the school day before their usual dismissal time must first get approval from the Principal's office. Students who are ill or injured must report to the nurse or Principal's office before leaving the campus. Any student who leaves without permission or without checking out of school will be considered truant.

**5.90****TRUANCY DEFINED**

Truancy is unexcused and is defined as a student's absence from school and/or class without the consent of parents and/or without permission from the office of the principal, or the classroom teacher.

**6.00****FUNDRAISING**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. To insure effective communication, athletic fundraisers will also include the approval of the athletic director. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

**Secondary Schools**

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

**Elementary Schools (K-6)**

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 fundraising programs.

1. Student participation in fundraising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fundraising programs without written parental permission returned to school authorities;
4. An elementary student who sells fundraising 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 Fundraisers**

All school-affiliated online fundraisers 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 fundraisers. An employee may be disciplined, up to and including termination, if the employee establishes:

1. A school-affiliated online fundraiser without the permission of the superintendent, or the superintendent's designee; or
2. The employee as the point of contact for a school-affiliated fund raiser instead of the superintendent, or the superintendent's designee.

For purposes of this policy, a "school-affiliated online fundraiser" 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.

## **6.10 EXTRACURRICULAR ACTIVITIES**

### **Definitions**

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

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

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

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

### **Extracurricular Eligibility for Grade 5-6**

The Harrison School District Board of Education believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed 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 students 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 wave 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 try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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.

### **Extracurricular Eligibility for Grades 7-8**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.<sup>5</sup>

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

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

### **Extracurricular Eligibility for Homeschool Students**

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

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

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

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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.



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

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

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

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

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

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

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

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

**Early checkouts by parents should be restricted to the extent possible due to the disruptive nature of the event.**

The administration will limit, to the extent possible, any extra-curricular interruptions to the school day. Absences from class to participate in extracurricular activities will be monitored and shall not be excessive. There are no prerequisite obligations to participating in extracurricular activities at HMS. Student participation in extracurricular activities is subject to the rules and regulations as outlined under the “Student Discipline” section of this handbook. A student may lose eligibility to participate in extracurricular activities when, in the opinion of the school administration, that student participation in such activity may adversely affect 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.

#### **6.20 DRUG TESTING FOR STUDENTS**

Harrison School District conducts a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7 – 12 and students who park on campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

#### **6.30 SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES**

HMS offers students a variety of extracurricular clubs to join. Membership in each club may have certain requirements for entry.

#### **6.40 SPORTSMANSHIP**

All students of Harrison schools are expected to exhibit sportsmanship and manners at all activities including athletic events. Inappropriate behavior may require removal from the premises. Other consequences appropriate to the situation may be forthcoming as well.

#### **6.50 ATHLETIC TEAMS**

Teams, which this school sponsors, are football, basketball, track, and cross-country for boys and basketball, volleyball, track, and cross-country for girls. To be eligible for the sports, a student must have passed at least four solid subjects the preceding semester with a minimum 2.0 GPA, and he or she must abide by the rules of the coaches and the State Activity Association. All athletics are covered by a school group insurance plan that is used only when the student is not already covered by the family's insurance. Athletic eligibility guidelines are regulated by the Arkansas Athletic Association.

#### **6.60 PHYSICAL EXAMS FOR ATHLETICS**

All HMS students who want to be a member of an athletic team at this school are required to take a physical examination to insure that they are physically able to participate in the program. This refers to those teams who compete with teams from other schools in the interscholastic sports competition type games. This does not refer to intramural type teams.

#### **6.70 BAND**

Band is offered as an elective course for all students in 6<sup>th</sup> through 8<sup>th</sup> grades. The beginning band is composed of students who have had no previous band experience. The seventh and eighth grade bands are composed of students who have taken band in the past and students wishing to join band.

#### **6.80 CHEERLEADERS**

The cheerleaders are elected each spring. Cheerleaders are chosen based on tryout performances.

#### **6.90 CHOIR**

Our vocal music department is made up of boys and girls at all grade levels. These groups

perform at spring and fall concerts, as well as special functions such as invitations to sing at local civic organization meetings and at choral festivals when scheduled.

### **7.00 SCHOOL YEARBOOK**

Each year our school publishes a yearbook, which is sold to students during the school year. Only those who have paid in advance will have a book printed for them. The yearbook is a pictorial view of our school, students, and faculty.

### **7.10 STUDENT COUNCIL/STUDENT AMBASSADORS**

The student council members are representatives of the entire student body. They will help approve or disapprove of all school organizations recommended by the principal, plan school social activities to involve all students, promote self-pride and school spirit for the school, recommend rule changes to the principal, and all other activities which may affect student life. Student Council members must maintain good academic standing and positive character throughout the school year. A student with any disciplinary infractions will not be allowed to participate in the council. Student council members will be elected each year by the student body.

### **7.20 STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

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

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

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.<sup>1</sup>

### **7.30**

### **HEALTH AND WELLNESS**

Various services are offered at Harrison Middle School that are for the express benefit of the students in the school system. All of these programs have the welfare of the student in mind and are for that purpose. Questions concerning these programs should be channeled through the Principal's office. These services include such things as:

1. Physical examinations for all athletes in grades 7-12 prior to their participating in athletics are required.
2. The Harrison School District Nurses' provide annual screenings of vision and hearing for all students. Body Mass Index and Scoliosis for mandated grades. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve their full potential. The district shall notify parents annually through the school website, announcements, or notes home of the specific or approximate dates of any non-emergency screening, administered by the school and scheduled by the school in advance: and not necessary to protect the immediate health and safety of the student or of other students. Except in instances where a student is suspected of having a contagious or infectious disease, parent/guardians shall have the right to opt their student out of exams/screenings by written notification to the school or by providing certification from a physician that he/she has recently examined the student. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such exam will not be allowed to participate in desired activity. The rights provided to parents under this policy transfer to the student upon reaching the age of 18
3. Students who are referred by the counselor or principal may receive the assistance of a psychologist or social worker, if needed.
4. Regular guidance service is provided for all students in the Harrison Schools.
5. Programs for handicapped students are available if testing shows there is a need for this service.
6. Free and reduced price lunches are provided for those students when a need is shown.

### **7.40 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' education 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 parent 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 education records to any agency or individual not authorized by law to receive and/or view the education 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 purposes 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 the 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 to 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 noncustodial parent, and 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 act of a person's status as a 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, 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's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. 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 and graduation announcements. "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 the 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 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 district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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.

#### **7.50 ARKIDS FIRST PROGRAM/WELLNESS FOR ALL CHILDREN**

ARKids First is health care insurance for children. There are two types. Type A is Medicaid for children and Type B is for families who do not qualify for regular Medicaid but have no health insurance for children. Information on ARKids First will be made available by the school. Further information can be obtained from the county Department of Health and Human Services, or by calling 870-741-6107.

#### **7.60 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 5.500-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.

### **7.70 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-administration, 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 medications to the extent giving such medications are included in the student's IHP.



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

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

### **Schedule II 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.

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

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

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

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

### **Emergency Administration of Glucagon and Insulin**

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

1. an IHP that provides for the administration of Glucagon 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 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(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 Anti-opioid**

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

## **7.80 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.

## **7.90 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 HSD administrative staff, including one or more of the following: the School Principal, Special Services Supervisor, Assistant Superintendent, and Superintendent.

## **8.00 PHYSICAL EXAMINATIONS OR SCREENINGS**

The Harrison School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, through the school website, announcements, or notes sent home of the specific or approximate dates of any non-emergency, non-invasive physical examination or screening.

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 exams or screenings by written notification to the school or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

## **8.10 HMS SELF HARM POLICY**

### **Definition of Self-Harm**

Self-harm is a coping mechanism and is any behavior where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects

- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body
- Scouring or scrubbing the body excessively
- Episodes of alcohol/drug abuse or over/under eating at times may be acts of deliberate Self-Harm.

### **Warning Signs**

School staff may become aware of warning signs which indicate a student is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should always be taken seriously and staff observing any of these warning signs should seek further advice from the counselors or school based mental health.

Possible warning signs include:

- Inappropriate clothing for warm weather and/or pulling sleeves over hands
- Changes in eating/sleeping habits (e.g. student may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in appearance

### **Actions to be taken by school staff**

- Report the matter to counselors or administrators as soon as you become aware of the problem and inform the student that you will be doing so.
- Counselors will then talk with the student and then call the student's parent.
- Contact School Based Mental Health or outside counseling service with parent's approval.
- Document the self-harm
- Monitor the student when they return to school.

### **Actions to be taken by the students**

- Ensure all wounds are cared for properly and bandaged appropriately
- When talking to teachers or friends about your Self-Harm, talk about emotional reasons that caused you to self-harm.
- Avoid talking graphically about your injuries to other students or describing the methods you use
- Never encourage anyone to try Self-Harm
- When under emotional distress or feeling the urge to Self-Harm at school, try to find an adult you are comfortable talking to for help
- Discuss any additional support you feel you may need while you are going through emotional distress
- Be aware that school staff are there to help you. The more you talk to them the better able they will be to give you the support and help you need.

- If you are worried that a friend may be Self-Harming then do talk to an adult you trust for advice.
- If you are concerned that a friend may be suicidal or has mentioned suicide then alert a teacher straight away

**All fresh or healed wounds or scars must be covered at all times.**

## 8.20

### 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; an 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.

### **Discipline for special education students**

Appropriate discipline interventions for special education students will be individually determined by the student's IEP committee. In determining disciplinary interventions, the following factors will be considered:

- the individual student and his/her disability
- the student's IEP
- discipline alternatives applied to non-disabled students
- behavior assessments and plans
- cumulative suspension days for the current school year
- the type and severity of the misconduct

Disciplinary interventions for special education students may include

- Emergency removal – immediate removal from school because the student's behavior poses a danger to any person or property or a significant disruption to the academic process
- Short-term suspension (up to 10 days) – suspension for up to ten cumulative days per school year.
- Long-term suspension (greater than 10 days) – suspension for more than ten days if it is determined by a manifestation determination review conducted by the IEP team that the inappropriate behavior is not a manifestation of the student's disability.
- 45-day interim alternative education setting – a change in placement to an interim alternative education setting for up to 45 school days if the student:
  - carries a weapon to school or to a school function, or
  - knowingly possesses, uses, sells, or attempts to sell illegal drugs at school or a school function, or
  - inflicts serious bodily injury upon another person at school or a school function

Disciplinary interventions will be applied in compliance with Arkansas Department of Education special education due process regulations which can be accessed through any school administrator.

Due Process- Guaranteed right under the 14<sup>th</sup> Amendment. It provides that each person (student) is allowed a process of hearing and judgment when he feels that his rights have been violated. In education, many cases have dealt with the “due process” clause and its applicability in the area of public school education.

**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.**

**8.30 POSSIBLE ACTIONS (EXAMPLES – NOT ALL INCLUSIVE):**

Alternate school placement, ban from games or activities, bus suspension, supervised campus clean up, class suspension, detention hall, expelled by the Superintendent and the Board, Saturday School, in-school-suspension, out of school suspension, parent contact by phone or in person, pay damage, probation, removed from class, verbal warning, written warning, written assignments. The above actions will apply to the infractions listed depending on their severity. For example, noon detention is usually given for minor infractions. The responsibility of the Administration is to match the action to the infraction. Actions will increase in severity and duration with accumulated discipline referrals.

**8.40 ASSAULTS, ABUSE AND THREATS**

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 visitors). 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 any student disciplinary measures

**8.50 BULLYING**

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school



employees due to the severity, persistence, or pervasiveness of the act; or

- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

Cyberbullying of School Employees includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- 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;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for

electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:

- a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

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

Copies of this policy shall be available upon request.

## **8.60 COMMUNICATING FALSE ALARM**

Communicating a false alarm at a public school is punishable by law if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency, knowing that a report is false or baseless and knowing that it is likely: To cause action of any sort by an official or volunteer agency organized to deal with emergencies, to place any person in fear of physical injury to himself or herself or another person or damage to his or her property or that of another person; or to cause total or partial evacuation of any occupied structure, vehicle, or vital public facility. Communicating a false alarm is a Class D Felony if: Physical injury to a person results, or the false alarm communicated a present or impending bombing and is made to or about a public or private educational institution. Otherwise, communicating a false alarm is a Class A misdemeanor

## **8.70 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, and unsafe, could cause property damage, or are offensive to common standards of decency.

The administration at Harrison Middle School 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 Harrison Middle School administration reserves authority to make decisions and take actions that promote an orderly educational climate as allowed by Board policy.

**Appropriate dress for school will be determined by the administration. Students should dress in a way that is appropriate for the school setting. Dress code can be altered as administration sees fit throughout the school year.**

The general standard of appearances for students is that they be clean, neat and properly dressed. They shall observe modes of dress, style of hair, and standards of personal grooming which are in conformity with the studious atmosphere necessary in schools. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. There are many details and styles of clothing that cannot be covered in dress code, therefore, the following list is not exhaustive.

General Guidelines of clothing that are unacceptable are---

- No hats, caps, bandanas, hoods, or other headgear may be worn inside the middle school building. No sunglasses may be worn inside the school building without written notice from a doctor.
- Sleeveless shirts **may not** be worn by males.
- No revealing sleeveless blouses or dresses, mesh or see-through shirts and revealing necklines.
- Shoulders must be covered (no strapless, off the shoulder tops, tank tops, or “tube”

- tops). A good guideline is that the straps are covering at least a three-finger width.
- Blouses and shirts must be long enough and worn in such a way as to not expose skin at the midriff.
  - Any garment, tattoo, or jewelry with language or pictures relating to, referring to, or advertising sex, drugs, tobacco, alcohol, gangs, profanity, sexist comments, or violence will not be allowed.
  - “Sagging pants”, and any clothing where undergarments show
  - Pajamas or clothing that resembles pajamas may not be worn.
  - Any clothing that is disruptive to the learning environment is not allowed.
  - Clothing or jewelry that is unsafe is not allowed.

### **8.80 DISPLAYS OF AFFECTION**

Public displays of affection at school are forbidden. This includes such things as holding hands, putting your arms around each other, kissing, inappropriate touching, and any other such act. This rule is not for the purpose of making things difficult for any student. It is best that the school area is not the place for open displays of affection for each other. Such action brings criticism to the school and upon the entire student body.

### **8.90 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 sent 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.

### **9.00 CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

The District’s Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District’s Student Code of Conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices.<sup>1</sup> 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) mile from the school; or not ambulatory and/or not capable of protecting their own welfare while traveling to and from school as determined by their Individualized Education 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.

#### **9.10 SCHOOL SPONSORED TRIPS**

School-school sponsored trips (field trips, athletic events, choir, band, etc.) will have the following transportation guidelines. Sponsors, teachers, coaches, and/or principals will provide a pre-trip documented student list of participants (riders) to the transportation director, superintendent, and building level principal before departure. If at any time the pre-trip student list changes, a new student list will be generated and provided to the same above-listed individuals. All lists may be submitted digitally or on paper.

#### **9.20 DRUGS AND ALCOHOL/STUDENTS UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES**

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 indigestible 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 supplements or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy

#### **9.30 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.

**HMS students who bring a personal cell phone will turn them off and place in their backpack until 3:10.**

**HMS is not responsible for lost, stolen, or broken cell phones or electronic devices.**

To protect the security of statewide assessments no electronic device, as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or 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.

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 5.341—SEARCH, SEIZURE, AND INTERROGATIONS.

**The rights of a student to bring an electronic device to school and/or use school devices can be revoked at principal or designee discretion due to misuse.**

Students who use school issued cell phones, computers and/or devices for non-school purposes, except as permitted by the district's responsible technology device usage and internet safety policy, shall be subject to discipline, up to and including suspension or expulsion.

**Students are not to video events at school which could be deemed as disruptive, demeaning, or harassing in nature. Failure to follow this rule could result in confiscation of the device and/or loss of privileges to bring electronic devices to school.**

#### **9.40 FIGHTING**

An important part of the growing process is learning to get along with other people. **All students are expected to make every effort not to do things that will create problems for others.** Such things include, but are not limited to the following: Gossiping about other students, repeating things to friends that you have heard but do not know for a fact, name-calling, horseplay, bullying, or teasing people you do not know well. Fighting generally leads to physical harm to one or both students. Therefore, fighting while under the jurisdiction of the school may lead to a student being suspended from school. If one student is found to be at fault due to any of the reasons mentioned above and a fight ensues, the one who is responsible could be the one who is suspended. A student who is at fault will be disciplined for fighting through the use of in school suspension, out-of-school suspension, or a recommendation for expulsion. The discipline for the first offense is determined by the severity of the violence or damage.

**It is against the rules to video a fight at school, students will be disciplined accordingly.**

#### **9.50 FIREWORKS**

A student shall not possess, handle, or store firecrackers, smoke bombs, stink bombs, pops, or any other fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning environment of the school. Minimum penalty – warning Maximum – Expulsion

#### **9.60 FOUL LANGUAGE**

The use of foul language on school grounds or buses at any time is not acceptable. Minimum penalty – warning Maximum Penalty – Expulsion

#### **9.70 GAMBLING**

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

#### **9.80 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: Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang; engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in



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

#### **9.90 PROCEDURE FOR RELEASING STUDENTS TO POLICE**

Representative authorities of the school system have temporary legal custody of children while they attend school. The officials might be found to be vulnerable to civil suit if they were to voluntarily release children to the custody of the police under some circumstances. Where officers believe that probable cause of arrest exists, or when officers are armed with a warrant, the officer will advise the school official. The school official should forthwith notify the parents or guardians of the student involved and the juvenile court authority. Such person should upon notification be invited to be present in the event of an arrest of a student. The Juvenile Probation Officer should then release custody of the child to the police. Police Officers wishing to interview a student for reasons of establishing probable cause, accomplice possibilities, or determining that a student was a victim will receive cooperation if the officer has satisfied the administration of the urgency of conducting this interview during school hours, and only after contact has been made with the student's parents or guardians and the juvenile court authority. The school official will bring the student to the office for such an interview.

#### **10.00 SEARCH AND SEIZURE**

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

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

#### **10.10 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 emails 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: 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 the 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.

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 retake 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 misconduct that may have resulted in the complainant being disciplined.

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.

### **10.20 TEASING / HAZING / HARASSMENT**

Act 75 of 1983 prohibits hazing in any school setting. Hazing is defined as any act conducted by one or more students directed against any other student for the purpose of intimidating the student attacked by threatening such student with social or other rejection, or of submitting such student to shame or disgrace, or of playing abusive tricks on another student to frighten him, or any act in striking, beating or attempting to do the same. This includes sexual harassment. Students guilty of hazing will be subject to severe disciplinary action and may include expulsion. Harassment based on race, religion, national origin, sex, age, disability, or any other personal characteristic is prohibited. Harassment may include but is not limited to the following: slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, religion, national origin, sex, age, or physical or mental disability or any other personal characteristic. Sexual harassment- behavior is defined as any verbal, graphic, or physical conduct of a sexual nature that creates an intimidating hostile or offensive setting is prohibited.

**Teasing does not have to be face to face but can occur through cyber communication, electronic device, or other means. Any communication, threatening, or teasing can be handled by the school administration or proper authority.**

### **10.30 THEFT OF PROPERTY**

A student shall not steal or attempt to steal property belonging to the school (public) or private property while under the jurisdiction of the school. A student shall not steal or attempt to steal

property belonging to another student, employee, or person associated with the school. Such an offense may require involvement from the School Resource Officer. Punishment may range from a written warning to expulsion.

#### **10.40 TOBACCO**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, e-cigarettes, vapes, chewing tobacco, and snuff) in or on any property owned or leased by the District, including buses, or at school sponsored events off campus, is prohibited. Tobacco paraphernalia is also prohibited on campus (including but not limited to lighters, matches, e-cigarettes, and vape liquid, etc.). Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures including a 3 hour Tobacco Education Program. The program will be made available through the CSH program. Tobacco cessation resources will be provided to the student and are also available to parents.

#### **10.50 WEAPONS AND DANGEROUS INSTRUMENTS**

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

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

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

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

#### **10.60 AFTER SCHOOL DETENTION**

After school detention (A.S.D.) hall will be held from 3:20 to 4:00 p.m., Monday through Thursday. The administrator will inform the student in person and make parent contact. There will be no date changes for after school detention without written medical proof. Students absent from school will serve on the day that they return. Poor conduct in the detention room will result in additional punishment. Students late for ASD will serve one extra day. Students are expected to be actively engaged in academic work during ASD. This includes studying, completing homework, or reading material assigned by a teacher. At 4:00 p.m. students will be dismissed from ASD. Students will not be allowed to leave ASD for any reason between 3:20 to 4:00 without permission from the administration. Students may not leave their seats or speak without permission from the person in charge.

#### **10.70 SATURDAY SCHOOL**

Saturday school will be held twice a month with dates set by the administration. The time frame will be from 8:00 A.M. to 12:00 P.M. Breakfast nor lunch will be served by the school. Students will be required to be on time. If the student is tardy or fails to appear, or acts in an inappropriate manner, the student will be rescheduled for another day with the possibility of further consequences from the administration.

#### **10.80 SUSPENSIONS**

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, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

It is the responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The

notification shall be by one of the following means, listed in order of priority:

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

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

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

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

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

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

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

#### **10.90 IN SCHOOL SUSPENSION (I.S.S.) GUIDELINES**

- In-School Suspension shall be treated as if the student was present at school. Assignments will be limited by the space available.
- Students will be assigned based on the infraction.
- Students will be limited to 3 assignments of ISS per semester.
- Students will come to ISS prepared, have pens, pencils, and paper that will be needed to complete work. All work in the ISS room must be academic in nature. Drawing must be art related.
- Assignments will be collected through email to ISS instructor. Students will receive full credit for assignments completed in ISS.
- The student is expected to remain seated, quiet (must raise hand to speak to ISS Supervisor), awake, and working on assignments throughout the day. Sleeping is prohibited.
- Students must be seated in the cubicles and face forward at all times.
- No food or drinks will be allowed.
- Respect to others and environment must be shown, no foul language, disruptive behavior, talking, physical contact between students, or property damage.
- Any damage to the ISS room can result in financial penalties.
- Computer games and music are not permitted in ISS.
- All Cell phones must be turned in to the ISS supervisor each morning. They will be given back at the end of the day. Anyone caught with a cell phone after denying having one will have the phone taken away and turned in to the office and may be awarded a day

of OSS.

- Students will get one break in the morning and in the afternoon. No passes out of ISS other than these breaks. Lunch will be after the regular lunch periods.
- Students must complete their days in order to resume their normal schedule. Poor conduct or lack of work will result in additional consequences.
- Any time missed because of medical appointments or parents checking them out for any reason must be made up. In School Suspension is a full seven period day. Students may not go to Band, Choir, P.E., Athletic events, or practice, etc. during the school day while in ISS. The ISS day starts at the beginning of the regular school day. The ISS day ends at the close of school each day.
- Students requiring medication while in ISS will require contact with the school nurse or the main office secretary.
- No student will be allowed phone use without the permission of the assistant principal/principal.
- Students must stay busy all seven periods. If necessary the assistant principal/supervisor will assign some extra academic work. ISS is camera monitored and recorded all day long.

#### **11.00 OUT OF SCHOOL SUSPENSION (O.S.S)**

Students are assigned to O.S.S. as the result of severe rule(s) violations. O.S.S. is most often used for students whose behavior fails to improve despite having received detentions, ISS, or other forms of actions. Students assigned to O.S.S. will be sent home for up to 10 days. They are to stay away from the school grounds and are not allowed to attend any school functions.

**Students are responsible for all work missed while on O.S.S. All work will be due no later than the second day that the student is back in school. It is the responsibility of the parents and student to make arrangements to get the assignments from their teachers or from the main office during the time of suspension.** The principal or his designee may require a meeting with a student and his/her parents before returning to classes from Out of School Suspension.

#### **11.10 EXPULSION**

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

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

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

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

The Superintendent or his/her designee shall give written notice to the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the

address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses 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, Weapons and Dangerous Instruments, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm 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, or legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the

District if the student had not been expelled.

## **11.20 HARRISON SCHOOL DISTRICT INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

Definition: For the purposes of the 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 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; therefore it is the policy of the district to protect each electronic device with internet filtering software that is designed to prevent students from accessing such materials. 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 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 dissemination 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 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 the 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 disciplinary 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.

### **11.30 STUDENT PARTICIPATION IN SURVEYS**

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following

### **11.40 MARKETING OF PERSONAL INFORMATION**

The Harrison School District shall not collect, disclose, or use personal information for the purpose of marketing or selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including:

1. a student or parent's first and last name;
2. a home or other physical address (including street name and the name of the city or town);
3. telephone number; and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutional such as the following:

1. college or other postsecondary education recruitment, or military recruitment;
2. book clubs, magazines, and programs providing access to low cost literary products;
3. curriculum and instructional materials used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such

tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

5. The sale by students of products or services to raise funds for school related or education related activities; and student recognition programs.



**11.50 MCKINNEY-VENTO HOUSING INFORMATION FORM**

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 in (you can 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 reasons 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 or guardians?

Yes No (If the answer is “yes” we will assist you with the proper paperwork needed to stay in school. If you need assistance with anything please contact the Liaison via school email or text.

**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, even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day;
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison Shirley Smothers at 577-5635 or 741-7600 or the State Coordinator at 501-683-5428.

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

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*Signature of Parent/Guardian/Unattached Youth*

*Date*

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*Signature of McKinney-Vento Liaison*

*Date*

**SERVICES NEEDED:**

- Transportation to School of Origin (only applicable if you are moving from your school of origin)
- School Supplies
- Clothing/Uniform
- Counseling for family or child/children
- Tutoring services or credit recovery services
- District backpack program
- Shoes for PE
- AR Kids application/Food Stamp application/Housing information
- College ACT or FAFSA assistance
- Medical or dental services assistance
- Parenting Classes
- Field trip fee assistance
- Cap and Gown assistance for graduation
- School Fee assistance
- Please have Liaison contact me for information on other services available.
- Free lunch/breakfast
- Guardianship Issues
- Special Education
- Gifted/Talented
- Prior Academic Records
- Bilingual Program/services